

Seller Handoff Checklist



Documents

- ☐ Appliance and system manuals
- ☐ Transferable warranties
- ☐ Recent service records
- ☐ HOA/community contacts

Keys & Access

- ☐ House, mailbox, storage and gate keys
- ☐ Garage remotes and keypad instructions
- ☐ Clearly label every key and remote
- ☐ Deliver per your agents instructions

Smart Home

- ☐ Remove home from personal accounts
- ☐ Reset cameras, alarms and thermostats
- ☐ Remove personal data
- ☐ Do not share personal passwords

How The Home Works

- ☐ Main water shutoff and secondary valves
- ☐ Electrical panel and gas meter/shutoff
- ☐ Less obvious switches, timers or controls
- ☐ Paint brands/colors by room
- ☐ Built-in or custom system instructions

Exterior & Yard

- ☐ Pool, irrigation and exterior lighting notes
- ☐ Service contracts
- ☐ Seasonal plant and garden notes
- ☐ Exterior outlets or special connections

Utilities & Services

- ☐ Electric, gas, water, internet providers
- ☐ HVAC, pest, pool and other vendors
- ☐ Trash/recycling provider and schedule
- ☐ Keep utilities on through Closing Day
Disconnect next day unless otherwise instructed

Leave Only With Approval

- ☐ Labeled left over paint
- ☐ Matching tile, flooring, shingles
- ☐ Specialty bulbs and replacement filters
- ☐ No unidentified chemical or unwanted items

Before You Leave

- ☐ Forward mail
- ☐ Leave home broom clean
- ☐ Remove all personal items
- ☐ Lock doors and windows
- ☐ Take final photos for your records