

BEFORE SIGNING THE CONTRACT

1. Be Certain that the contract describes the exact premises which you are selling. **Deliver to your attorney:**
 - A copy of your deed or deeds.
 - Information concerning any instrument which was executed subsequent to your deed and which affects the property you are selling.
 - Any certificate of title or owners title insurance policy which you may have.
 - Any survey or plot plan which you may have.
 - Details concerning any lease, whether written or oral, and any security deposit.
2. Make certain that you advise your attorney as to:
 - Water supply.
 - Information concerning the physical condition and location of any septic system, oil tank, easement or encumbrance.
 - Any leased hot water heater or other leased equipment.
3. Make certain that the contract correctly states what personal property, if any, is included or excluded in the sale.

AFTER SIGNING THE CONTRACT

1. Provide your attorney with current tax bills, association, district, sewer, fire, and condominium documents, if the same apply.
2. If you live in a common interest community (meaning you have to pay the taxes, insurance or other fees on common property) then you must give the purchaser a resale certificate. You get this from your association.

WHEN THE CLOSING DATE HAS BEEN SET

1. Notify your insurance carrier of the date of closing. Have the agent cancel your policy after the closing.
2. Arrange for the termination of utilities, including water, if metered.
3. Arrange with your fuel supplier to either fill the oil tank or measure the same, and provide your attorney with a statement, from the company, as to the value of the fuel, at least 2-3 days prior to closing.
4. Certificate of occupancy and smoke detector certification: It is the responsibility of the seller to obtain and provide and pay for a certificate of occupancy (if your town requires one) and the smoke detector certification. You must check with town building inspector's office to determine if a certificate of occupancy is required for you to sell your home. It is also important to ask if there is a requirement as to number and placement of smoke detectors.

AT THE CLOSING

1. Your attorney will notify you of the time and place of closing. The closing normally takes place at the office of the Purchaser's attorney.
2. Your attorney prepares the deed of conveyance. It is your obligation at the closing to pay the conveyance taxes and any releases to be recorded, which will normally be paid from the deposit and indicated to you on a disbursement sheet.
3. The Broker is entitled to the commission, in full, at the closing.
4. Bring all keys to the premises and any information concerning appliances and systems which will be helpful to the purchaser.