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Seller Closing Day Preparation Checklist

Illinois Residential Real Estate Transactions

Seller(s) _____

Property Address _____

Closing Date / Time _____

Closing Location _____

1 Before Closing Day

- [ ] **Complete all repairs and other work agreed to in the contract or in a written amendment.**
  Keep receipts, invoices, permits, warranties, and other proof of completion available. Notify your attorney if any agreed work cannot be completed before closing.
- [ ] **Keep all utilities turned ON through the final walkthrough and until closing is completed.**
  Do not disconnect or shut off electricity, gas, water, or other necessary services before closing. Utilities should remain operational so the buyer can complete the final walkthrough and confirm the property systems are functioning.
- [ ] **Obtain payoff letters for every mortgage, home equity line, judgment, lien, or other debt that must be paid at closing.**
  Provide the payoff statements to your attorney or title company promptly. Confirm that each payoff will remain valid through the scheduled closing date.
- [ ] **Obtain the HOA Paid Assessment Letter (PAL), if the property is subject to an association.**
  Request it early enough for delivery to the title company and your attorney by or before closing. Confirm that any required association fees, assessments, transfer fees, or other charges are addressed.
- [ ] **Obtain the applicable transfer stamps and required transfer-tax documentation by closing.**
  Coordinate with your attorney or the title company regarding municipal, county, and state transfer-tax requirements, applications, payments, and timing.
- [ ] **Arrange final utility and municipal bills, including water and sewer, as applicable.**
  Obtain final readings or bills where required and provide paid receipts or account information to your attorney/title company. Confirm whether any final bill or adjustment must be paid or prorated at closing.
- [ ] **Confirm the closing logistics with your attorney.**
  Verify the closing date, time, location, required identification, signing arrangements, and any documents or funds you must bring.

2 Property Preparation – Before the Final Walkthrough

- [ ] **Remove all personal belongings, furniture, trash, and debris from the property.**
  Leave only items expressly included in the sale or items the parties have agreed in writing may remain.
- [ ] **Leave the property in broom-clean condition.**
  Sweep or vacuum floors, remove remaining trash, and leave the home reasonably clean and free of unwanted items, consistent with the contract.
- [ ] **Leave all included appliances, fixtures, and personal property in the condition required by the contract.**
  Do not remove items that are included in the sale or that the parties have agreed will remain.
- [ ] **Make sure the property is accessible for the buyer's final walkthrough.**
  Provide access to all rooms, storage areas, garage, basement, attic, and other areas included in the sale.
- [ ] **Keep utilities and essential systems operating for the final walkthrough.**
  Confirm that electricity, gas, and water are available as needed to test lights, plumbing, appliances, heating, and other systems.

3 Keys, Access Devices, and Items for the Buyer

- [ ] **Gather all house keys, mailbox keys, garage door openers, remotes, access cards, fobs, gate remotes, and applicable codes.**
- [ ] **Leave manuals, warranties, service records, alarm instructions, and appliance information that are available and relevant to the property.**
- [ ] **Deliver keys and access devices to the buyer only after closing has been completed, as directed by your attorney or the closing agent.**
  Do not hand over possession, keys, or access devices before the transaction has closed unless your written agreement expressly provides otherwise.

4 Closing Day

- [ ] **Bring a valid, unexpired government-issued photo ID and any other documents requested by your attorney or title company.**
- [ ] **Review the final settlement statement / Closing Disclosure and confirm the sale proceeds and deductions.**
- [ ] **Confirm that mortgage, lien, tax, utility, HOA, and other required payoffs or charges are accurately reflected.**
- [ ] **Sign the deed, seller affidavits, tax forms, and other closing documents as required.**
- [ ] **Confirm with your attorney or closing agent that closing is complete before releasing keys, garage openers, fobs, or possession.**
- [ ] **Confirm how and when your net sale proceeds will be disbursed.**
  Independently verify any wiring instructions by calling a trusted, previously verified phone number.

Important reminders

- DO NOT TURN OFF UTILITIES BEFORE CLOSING IS COMPLETED. The buyer needs functioning utilities for the final walkthrough.
- Complete all agreed repairs before closing and keep proof of completion.
- Remove all belongings unless the contract or a written agreement says otherwise; leave the property broom clean.
- Keys, fobs, and garage door openers are to be delivered to the buyer after closing is completed.

Seller Acknowledgment

I have reviewed this checklist and understand that I should contact my attorney promptly with questions or if an item cannot be completed by closing.

SELLER SIGNATURE _____ DATE _____

SELLER SIGNATURE _____ DATE _____

Please note: This checklist is a general preparation aid and does not replace the terms of your purchase contract, written amendments, or legal advice. Requirements may vary by municipality, title company, property type, and transaction. Follow your attorney's and closing agent's specific instructions.