

CENTURY 21[®]

Advantage Gold

SELLER'S CHECKLIST

1. Be sure there is one working detector on each level, including basement.
2. Carbon Monoxide Alarm shall be installed within 15 feet of the entrance to every bedroom or within 15 feet of a bed in sleeping areas where there is no enclosed bedroom. It shall be centrally located on a wall or the ceiling, but not directly in front of a door to a bathroom or within 5 feet of a cooking appliance, to prevent false alarms. (Mounting the alarm at eye level accommodates reading the digital display, if the device is so equipped and changing batteries.) If the alarm is a combination smoke and carbon monoxide alarm, it shall be located in accordance with the installation requirements for smoke alarms.
3. **DO NOT PAY LAST WATER BILL** but take this bill to settlement.
4. Bring proof of last two water bill payments (canceled checks and/or receipts) to settlement.
5. **DO NOT PAY LAST GAS BILL** but take this bill to settlement.
6. Bring proof of last two gas bill payments to settlement (same as for water).
7. Call Gas and Electric Companies. Do not shut off the gas and electric as of the date of settlement but **TRANSFER** the utilities for the next day.
8. Collect all keys and electric garage door opener(s) to take to settlement. (You can leave the garage door opener(s) in the kitchen drawer.)
9. Leave all manuals in the kitchen drawer.
10. You must take a gas meter reading and bring reading to settlement.
11. You must take a water meter reading and bring reading to settlement.
12. For estate situations, bring to settlement:
 - a. Death Certificate(s)
 - b. Proof Estate Taxes are paid
13. Bring proof of last two years Real Estate Tax payments. If you currently have a mortgage that escrows and pays your taxes, you do not need to bring any proof to the settlement table, as it will appear in the mortgage payoff.
14. Bring **photo identification** to settlement.