

Seller Handoff Checklist

The sale of your home is moving toward closing; it won't be long before the new owners take possession. To make the transfer as smooth as possible, consider passing along the following valuable information.

DOCUMENTS AND WARRANTIES

- Manuals and warranty information for all major appliances, HVAC and other home systems. Note which warranties are still in effect or transferable to the new owner.
- Contact information for the current HOA board members and any scheduled upcoming meetings.
- Memberships that transfer with the property, such as clubs or community groups.

HOME ENTRY

- Garage door openers, keypad codes and instructions for how to reprogram or reset them.
- Keys for doors, mailboxes and storage units. Recommend re-keying doors and, for keyless doors, provide codes and reset instructions. ([USPS will re-key a locked mailbox when a resident moves](#)).
- Smart home security/camera—remove from your smartphone app so the buyers can take it over.

HOME INTERIOR

- Location of the main water and other secondary shutoff valves and electrical panel.
- Home security system — company contact info, codes and reset instructions.
- Smart-home features — how to operate, reprogram and reconfigure the features.
- List of paint colors and brands used, by rooms.
- Information on less-obvious switches, such as those for the attic fan, ceiling fans and dimmers.
- Information about the history of the house, old photos and blueprints.
- Unique or custom features, such as a built-in sound system or intercom.
- Contact information for the internet service provider and the Wi-Fi/wireless router setup.

HOME EXTERIOR

- Location of the gas meter.
- Information on servicing the pool, irrigation system, in-ground sprinklers or exterior lighting.
- Information about perennials that bloom around the property in the spring, where to plant annual flowers or a vegetable garden, or where to plug in holiday lights.

UTILITIES AND REGULAR MAINTENANCE INFORMATION

- Contact information for all utilities (electricity, gas, water, sewer).
- Landscapers, cleaning service, snow removal and other regular service providers you've used.
- Installation date and servicing schedule for HVAC and other regular services, if requested.
- Garbage and recycling pickup schedule and waste company contact information. For unincorporated properties, the new owners may need to set up their own service.

NEIGHBORHOOD AND COMMUNITY INFORMATION

- Special features of the neighborhood and community.
- Any amenities in the area, such as walking trails, parks, dog parks, favorite cafes or restaurants.

ITEMS TO CONSIDER LEAVING

Check in advance with the new owners, but they may appreciate you leaving the following items:

- Leftover tile, floor material, carpet scraps, hardscaping material or roof shingles.
- Spare light bulbs for specialty lighting, or spare filters for the furnace or refrigerator water dispenser.
- Leftover paint, labeled by room.

LAST THINGS: Remember to forward your mail and schedule a professional cleaner to come in after you vacate. For a little extra welcome to the new owners, consider leaving a bag of local coffee and a congratulatory note on the kitchen counter. A little goodwill goes a long way toward making them feel like they've made the right decision in purchasing your home.