



Betner-Gray Law Office
PO BOX 424
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(609) 479-1227



CHECKLIST FOR SALE OF A HOME

1. We need a copy of the **Agreement of Sale** or “Contract” signed by all parties as soon as possible. Preferably as a pdf.
2. Advise our office of your mortgage company, and the name and telephone number of the person you are dealing with at the Mortgage company. Sign a Third-Party Authorization Form for our office to **obtain the payoff amount** or provide our office with the mortgage payoff quote in writing.
3. Typically, Buyers will order a Home Inspection, Termite Inspection, and Radon Testing. If you are aware of any major concerns disclose and address as soon as possible. Usually this deadline for Buyer to have the inspection completed is fourteen (14) days from the end of Attorney Review. We will assist you with formally responding to **repair requests and negotiations** related to repairs.
4. If the property has an underground storage tank, a well, or is in a flood zone, **you must disclose** this to the Buyer’s agent, Your Agent, and to our office.
5. Unless your sale is an “As-Is” sale, you are responsible for the **Certificate of Occupancy** aka “C/O”. In order to obtain this, you must apply with your Township for an inspection of your property (Fees are required) and upon the inspection, correct, or repair any violations in order to receive the “C/O.” We will assist you with this process.
6. I will prepare the **Deed Package** that transfers ownership from you to the new homeowners and provide it to the Title Company. We will also order your title, and I will review the report of title issued by the company to make sure that any problems revealed by the report are taken care of prior to closing.
7. Arrange a pre-closing **walk-through** of the property with the buyers. If you are working with a Realtor, the Realtor should coordinate the date and time of the inspection. Make sure that the property is in “broom clean” condition, and that the heating, air conditioning plumbing and electrical systems, and appliances appear to be in good working order.
8. Prior to closing, the Title company will provide us with a **Settlement Statement or Closing Disclosure** outlining all your closing costs and the amount you should receive at the closing table. Closing costs and payouts are APPROXIMATE until date of closing.



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9. Although it's unlikely that you'll need to pay anything at closing. Please bring your personal checkbook, just in case. The title company will immediately issue a refund check if you bring too much and will accept a personal check for a small amount if needed.

REMINDER Final Confirmation of the Closing Date and Time comes from this office. Please rely upon information received from Betner-Gray Law Office, regardless of any communications from other professionals. Our job is to REPRESENT YOU above all else.