

Bay East Consumer Guide

Seller Handoff Checklist

Leave your home organized and help the new owners settle in with confidence.

Gather Important Documents

Before you move, organize items such as:

- ✓ Appliance manuals and warranties
- ✓ HOA information and contacts
- ✓ Community memberships that transfer
- ✓ Service records for home systems

Having everything in one place helps the new owners get off to a great start.

Share Access & Home Information

Leave behind information for:

- House, mailbox, and storage keys
- Garage door openers and keypad codes
- Smart home devices and security systems
- Wi-Fi setup and internet provider information

Leave a Warm Welcome

Small gestures can go a long way. You may choose to leave:

- Extra paint, flooring, or roof shingles
- Landscaping or garden info.
- Light bulbs and air/water filters
- A welcome note or local coffee as a thoughtful gift

These personal touches help buyers feel at home from day one.



"A thoughtful handoff makes a new house feel like home."

Helpful Home Details

Consider sharing:

- ✓ Utility provider contact information
- ✓ Water shutoff, gas meter, and electrical panel locations
- ✓ Paint colors used throughout the home
- ✓ Maintenance schedules and trusted service providers

These details can save the new homeowners time and frustration.

We're Here to Help

A Bay East REALTOR® can help you:

- ✓ Prepare for a smooth closing and move-out
- ✓ Coordinate the transfer of important home info.
- ✓ Answer questions about the final steps of selling