Closing and Handoff

El Paso Home Seller Checklist

Review what you'll receive from the sale, confirm funding with title, and plan the handoff.

Review the settlement statement and payoffs

- ☐ Ask title for the draft settlement statement. Check the sale price, credits, prorated taxes, closing costs, brokerage compensation, and estimated net proceeds. Confirm that title has current payoff statements for any mortgage or lien being paid at closing, with amounts valid through the expected payoff date. (TREC Paragraphs 12, 13)

Confirm signing and expected funding

- ☐ Confirm your signing time, location, and ID requirements with title. Ask when funding and disbursement are expected, how you'll be notified, and how you'll receive your proceeds. Title can confirm when funds are available after signing. (TREC Paragraph 9)

Schedule move-out and possession

- ☐ Check when possession transfers under the signed contract or written leaseback agreement. Schedule movers and coordinate utilities around that date. If possession is due at closing and funding, wait for title to confirm funding before releasing access. (TREC Paragraph 10A)

Prepare keys, remotes, and documents

- ☐ Gather house and mailbox keys, garage remotes, fobs, and any agreed manuals, warranties, or repair records. Coordinate a secure handoff for access codes and transfer or remove your access to smart devices as needed. (TREC Paragraph 10B)

Signing date and time _____ **Expected funding** _____
Funding confirmed _____ **Move-out date and time** _____
Possession date and time _____ **Key handoff** _____

One to Four Family Residential Contract (Resale)

Use your signed contract and any written lease to confirm when the buyer takes possession.

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