

### **Seller's Settlement Checklist**

- Order mortgage payoff (if applicable)
- Order Home Equity line of Credit payoff (if applicable)
- Order Use and Occupancy certification from the city/municipality
- If property is a condominium delivers the 3407 certificate and condominium documents to buyer  
(order this from property management company)
- Take final gas and water readings one day prior to settlement
- Bring photo identification to settlement