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# PAT MCKENNA REALTORS

## SELLER'S CLOSING COSTS

**Sale Price:** \_\_\_\_\_

**Closing Date:** \_\_\_\_\_ **Sales Agent:** \_\_\_\_\_

**Sellers:** \_\_\_\_\_

1. Real Estate Commission:.....	_____
2. Mortgage Payoff:.....	_____
3. 2nd Mortgage/Equity Loan Payoff:.....	_____
4. Mortgage Cancellation Fees:.....	100.00
5. Seller Processing Fee (Foundation Title):.....	175.00
6. Deed & Affidavit of Title:.....	100.00
7. County Transfer Taxes:     \$3.50 per \$1k up to \$150,000.....	_____
\$5.00 per \$1k over \$150,000.....	_____
if over age 62             \$1.00 per \$1k up to \$150,000.....	_____
if over age 62             \$2.50 per \$1k over \$150,000.....	_____
8. Settlement Charge:.....	275.00
9. Termite Certification:.....	_____
10. Buyer's Closing Costs:.....	_____
11. Buyer's Points:.....	_____
12. Township Code Letter/Cert. of Occupancy: <b>(APPROX)</b> .....	100.00
PLUS \$250	_____
13. Well & Septic:.....	_____
14. Water Final:.....	50.00
15. Overnight Mail:.....	20.00
16. Notary Fee:.....	10.00
17. Tax Service Fee:.....	_____
18. Non-Resident 2% of Sales Price.....	_____
19. Other:.....	_____
20. Other:.....	_____
21. Other:.....	_____

**Total Estimate of Seller's Costs:**..... \_\_\_\_\_

22. Adjustments (prepaid by Seller):.....	_____
a. Taxes.....	_____
b. Sewer.....	_____
c. Oil.....	_____
d. Association Dues.....	_____
e. Association Dues.....	_____
f. Other.....	_____

**Sale Price**..... \_\_\_\_\_

**Closing Costs**..... - \_\_\_\_\_

= \_\_\_\_\_

**Adjustments**..... + \_\_\_\_\_

**Estimated Net Proceeds**..... = \_\_\_\_\_

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### SELLER'S CHECKLIST OF THINGS TO DO

#### Immediately

1. **Seller's Authorization Form** - Must be filled out and returned to us. This form lets us know whether we will be ordering certain things for you, and gives us the authority to do so.
2. **Copies of Legal Documents** - Please supply me with a copy of your Deed, Title, most current survey,
3. **Association** - If the property has a condo or other association, provide us with a full set of association documents (rules and regulations, by-laws, and any info regarding pending assessments or liens).
4. **Appointments at the Property** – At the least, the following appointments will be made at your home sometime prior to closing: Home Inspector, Termite Inspector, Appraiser, and/or any other authorized inspectors and surveyors that may be requested by the Buyer. During the home inspection, the Buyer's agent, the inspector, and the Buyers will be present.
5. **Response to Home Inspection Requests** – The Buyers will most likely be having a home inspection and presenting us with written repair requests. It is your responsibility to provide a typed response within five business days of receiving their requests.

#### 30 to 90 Days Prior to Closing

6. **Township** - If within 90 days of closing, call your township office and schedule an inspection to obtain a "Certificate of Occupancy." If the inspection is only for smoke detectors, carbon monoxide detectors, and fire extinguishers, please make sure you have the required number for your type home, and that they are all working properly prior to the inspection. We will need the original certification dropped off at
7. **Repairs and Receipts** - Please make sure any agreed upon repairs are done and that copies of receipts
8. **Payoff Information** - Make sure you have given us the company name, account number, and 800 customer service number, for all mortgage and home equity loans, to order the payoff(s).
9. **Well & Septic** – Unless otherwise specified, Seller must order and provide acceptable Well Test Results, and Buyer will have order the Septic inspection. If any test fails, Sellers to make all corrections in a timely fashion and provide us with the documentation of treatment and satisfactory retest results.
10. **Movers** - Schedule your mover early enough so the home will be empty and broom clean for the Buyer's walk through which will occur prior to closing on the day of settlement.
11. **Association Repairs** - If the property has a condo or other association, make sure all requirements are met for the sale. Some associations require repairs/landscaping/exterior cosmetics be completed by the

#### Two Weeks Prior to Settlement

12. **Utilities/Services** – Please call all your service providers (i.e., electric, heating, cable, phone, security, landscaping, insurance) to alert them you are selling. This will allow the Buyers to contact them shortly
13. **Final Water Meter Reading** – Please call your water company to schedule a final water meter reading. The title clerk will call from settlement to get the figures. If you do not get this reading, the title clerk will escrow your money until this information is received (usually \$500). Typically they will need advanced notice for the appointment, so please call ONE week ahead to schedule.
14. **Oil Tank Dip** – If applicable, please have your oil tank dipped or filled, depending on your company's policy. Supply us with the original receipt, prior to closing, so the figure can be given to the Buyers.

#### Settlement Day

15. **Walkthrough:** The Buyers will schedule to do their walkthrough prior to closing. The home should be completely empty of your personal belongings, and broom clean.
16. Please bring any original documents, not already provided, to closing. Also, please bring any keys and garage door opener(s). You may leave reference/instruction manuals for appliances at the home, or bring them with you. You should have your driver's license with you as well.
17. If you are not attending closing, and we are ordering the Deed & Affidavit for you, please contact me to schedule a good time to sign them. We would also need to see your driver's license at this time. I will need a phone number to reach you during closing, should I need to.
18. Finally, please make sure we have a forwarding address on file.

Signature

Date

Signature

Date