

Closing & Moving Checklist

Prepare for closing, possession, and a clean property handoff.

Key Dates & Contacts

Property Address

Closing Date

Closing Time

Closing Location / Signing Method

Possession Date

Possession Time

Title Company

Closing Contact

Final Property Responsibilities

☐ Complete agreed inspection repairs and retain documentation.

☐ Remove all personal property unless otherwise agreed in writing.

☐ Complete final cleaning, including cabinets, closets, garage, shed, and exterior areas.

☐ Confirm included appliances, fixtures, remotes, keys, and access devices remain.

☐ Gather manuals, warranties, service records, and repair receipts.

☐ Secure medications, financial records, valuables, and sensitive information.

☐ Photograph the final condition of the property.

☐ Confirm final-walkthrough access, pet arrangements, and possession obligations.

Repair & Documentation Tracker

Repair / Item	Provider	Completion Date	Receipt / Warranty	Complete
				☐
				☐
				☐
				☐

Property Condition Reminder

The home should be delivered in the condition required by the contract and possession agreement. Do not remove fixtures, included items, remotes, keys, or equipment the buyer is entitled to receive.

Closing, Possession & Moving

Use this page during the final days before signing and handoff.

Closing-Day Checklist

- ☐ Confirm closing time, location, and signing method.
- ☐ Sign all required documents and retain final copies.
- ☐ Bring approved government-issued identification.
- ☐ Confirm recording or funding expectations with the closing professional.
- ☐ Review the final settlement statement and all payoffs, credits, fees, and prorations.
- ☐ Confirm possession timing and key-delivery instructions.
- ☐ Confirm the method for receiving sale proceeds.
- ☐ Keep the title-company contact information available.

Wire-Fraud Warning
Never rely solely on emailed wiring instructions. Independently verify all instructions using a trusted phone number for the title company or closing professional. Treat any last-minute change as suspicious.

Possession Handoff

- ☐ All agreed personal property removed.
- ☐ Manuals and warranties left in the home.
- ☐ Final cleaning completed.
- ☐ Trash and recycling handled.
- ☐ Keys and mailbox keys delivered.
- ☐ Utilities remain active through the required date.
- ☐ Garage remotes and access devices delivered.
- ☐ Seller fully vacated by the possession deadline.
- ☐ Alarm and smart-home codes provided.

Handoff Details / Special Instructions

Moving Plan

Moving Task	Provider / Responsible Person	Date	Complete
			☐
			☐
			☐
			☐
			☐

Local Moving & Transition Resources

Official resources and a final utility-transfer tracker.

Denver Water

Start, stop, or transfer service. Customer Care: 303-893-2444, Monday-Friday, 7:30 a.m.-5:30 p.m. If a title company is processing the sale, it may submit the transfer request. Confirm your final-bill mailing address.

Denver Trash, Recycling & Large Items

Confirm final collection dates, empty containers, and review large-item options. Denver 311: call 311; outside Denver: 720-913-1311. Construction and remodeling debris is not accepted in ordinary trash collection.

USPS Change of Address

Submit a change of address online or at a Post Office. USPS recommends notifying important senders directly and retaining the confirmation code. Consider submitting the request before the move date.

Colorado Address Changes

Update the address associated with a Colorado driver license or state ID online. The driver-license change does not update vehicle-registration records; contact the appropriate county motor-vehicle office separately.

Donation, Reuse & Special Disposal

Plan furniture, clothing, household goods, building materials, electronics, books, food, and pet-supply donations before the final week. Confirm appropriate disposal for paint, solvents, automotive fluids, pesticides, batteries, propane cylinders, and other hazardous materials rather than placing them in ordinary trash.

Category / Organization	Pickup or Drop-Off	Scheduled Date	Receipt / Confirmation

Utility & Address Transfer Tracker

Service	Stop / Transfer Date	Confirmation Number	Final Bill / New Address	Complete
				☐
				☐
				☐
				☐
				☐

Final Notes, Confirmation Numbers & Unresolved Questions