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CHECKLIST FOR SELLERS

_____ to _____
[Seller(s)] [Purchaser(s)]

Premises Address: _____

Thank you for selecting Marotta & Kristiansen, Esqs. to handle your real estate transaction. To make the sale of this home as smooth as possible, we provide you with this guide.

Our fee for this transaction is \$1,100 and this fee includes all dealings with the listing and selling real estate agents, the preparation of the contract of sale, holding all escrow down payments, all communications with the purchaser's attorney, receipt, review and analysis of the title report (including omitting all exceptions), obtaining pay off letters from your bank(s), creation of the new deed and transfer documents, attendance at the close of title (in Suffolk and Nassau only) and creation of a closing statement, both electronic and hard copy..

Our fee DOES NOT INCLUDE: Getting any missing Certificates of Occupancy, Compliance, Existing Use, or removal of any violations against the property. We will recommend an expediter, if necessary, but you may elect to get these documents on your own. Obtaining any unrecorded Satisfactions of Mortgage (sometimes you paid off an old mortgage and there is no record of it). This will require an expert to handle this matter. Coordinating repairs to the premises. Overnight deliveries: we charge you \$15 if you wish to receive or have us send something by UPS.

We need to examine all the documents you received when you purchased (or refinanced) your house. From them we will prepare contracts and seller documents and forward copies to the purchaser's attorney. We would like to examine: the deed, a tax bill, a title insurance policy, a survey, and all C/O's or C/C's or other relevant documents. We will prepare the contract of sale. Please advise us of any real estate brokers you dealt with (both listing and selling brokers and so-called buyer's agents).

Tell us about any special arrangements you made with the purchasers (like needing to stay in the house for 2 or 3 days after closing), any personal property that is staying with the house, anything that is **excluded** from the sale, etc. While we generally get a copy of a real estate broker's binder, we must verify everything with you.

Your major obligation will be to make sure your house can be legally and physically sold. Make sure that you have all the **Certificates of Occupancy (C/Os)** needed or else start the application process now. The purchaser's bank may not lend money if there is a need for a C/O.

Start cleaning up and getting the house broom clean. Give the tenant (if you have one) written notice to vacate at least one month before the proposed closing. We cannot sell your house if there is a tenant there and the buyer wants the house vacant.

In our contract our Sellers represent that the premises is sold in "**AS IS**" condition, but the plumbing, electric and heating are to be in working order and the roof free from leaks. If an engineer inspects the house, and the Purchaser raises an issue, we need to see the engineer's report **BEFORE** we prepare contracts. It is inappropriate to use an engineer's report to negotiate down the price of your house, and we will do our best not to let this happen.

Purchasers may need a termite inspection. If termites or any other wood boring insects are found, you will need to repair the damage, treat the termite infestation and obtain a one year

warranty from the exterminator and deliver these documents before the closing. Termites are common on Long Island, be prepared.

If you have an outstanding **mortgage**, we will need a copy of a recent payment stub so we can obtain a payoff amount for the closing. You will pay off your mortgage(s) with the proceeds of your sale and we will record the payoff with the County. The Purchaser's title company will do this at the closing for you for a fee of about \$250.00 per mortgage.

As a seller in New York, you must pay a transfer tax of \$2.00 per five hundred dollars of sale price. For example, if your house sells for \$235,000, 2 times 470 equals \$940: you as Seller must pay this tax at the closing.

The closing date stated in your Contract of Sale is **ON OR ABOUT** _____.
You might close anywhere up to 30 days after this date, so plan accordingly.

In New York, you must have a working Smoke Detector and Carbon Monoxide detector to sell a house and you will be expected to sign an affidavit at closing to this effect.

You are obligated, as of a law that was passed on March 1, 2002, to complete a property condition disclosure statement. If the broker did not do this with you, we will provide one. Alternatively, you can discount the house by \$500. We highly recommend that you do not fill out the form and give the \$500 discount at closing.

ONCE A CLOSING DATE IS ESTABLISHED:

We will prepare a draft closing statement and will review all figures with you. We will need to know your mortgage payoff(s) at that time and exactly what date you will vacate the house (if not done on the day of closing),

Purchaser (through the real estate agent) will set up a pre-closing walk through inspection of your home, usually 24 to 48 hours before closing. If there are any new defects, they may raise the issues at closing. Make sure your real estate agent is present for this inspection. We need to know what the defects are and how we can resolve them.

If you have oil heat CALL your oil company and have them "stick the tank" to get a final oil reading and bill since the Purchaser will pay you for the oil at closing.

CANCEL telephone, internet, cable or satellite service, if you have it. Ask for final bills.

ARRANGE with the Post Office to have your mail forwarded.

CALL the Suffolk County Water Authority (631-582-2211) and have your service terminated/discontinued as of the day of closing or possession. Ask for a final bill.

CALL PSEGLI (National Grid) to discontinue / terminate your electric / gas service (631-755-6000). Inquire if you ever had a security deposit on file. If you have propane gas service contact them. In NYC, call Con Ed.

CALL your homeowner's insurance company and advise them to cancel your insurance as of the date of closing and get a refund. Give them your forwarding address.

RECEIVED AND ACKNOWLEDGED BY:

_____ DATED: _____