

# SELLER POSSESSION & UTILITY TRANSFER CHECKLIST

## Leaving Early?

Most buyers are glad to get in early. We need to coordinate utility transfer to avoid shut off. Let us know if you plan to be out early

Leaving late or coming back later to grab or finish up a few items-generally not an option. Let us know if you suspect a problem here.

## GAS & ELECTRIC SERVICE:

Request service to be TRANSFERRED from you to buyer on the first business day following the possession date. Please do not 'cancel' service.

### Electric – Consumers Energy

<https://www.consumersenergy.com/residential/start-stop-service>

### Gas – DTE Energy

<https://newlook.dteenergy.com/commercial/core-mimo/>

## WATER SERVICE

For City of Grand Rapids, you can transfer service online.  
<https://www.grandrapidsmi.gov/Services/End-Water-Service>

For outside of Grand Rapids, you will need to call the water department at the municipality. The municipality is likely the same City/Township that charges property taxes to the house.

## BE A POLITE SELLER

- Per the contract you need to leave the house in 'broom swept' condition. This means ALL items, trash, etc. removed from the property (including garages, sheds, and attic) THEN please do one final sweeping/vacuuming.
- Don't leave old paint that is no longer useful or wrong color.
- Don't leave old construction materials, boxes, boards, tile, lawn pesticides, etc. All those old items in the garage, attic and basement, or shed ignored for years should not become the buyer's trash to dispose of.
- Leave a note for the buyer if you left full trash bins on the driveway or in garage. Sometimes it's unavoidable and trash pickup day is a few days beyond your possession date but communicate your plan and needs to the buyer.
- If you regularly have roto-rooter or other services or sprinkler system maintenance, leave a note on the counter or send us an email with information to pass along. What would you want to know if you were moving in?
- In winter, ask whether buyer wants to continue plow service. In summer, mow grass within 7-10 days of possession transfer.



**GR Home Team**

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## INFORMATION YOU MAY NEED

- Social security numbers
- Driver's license numbers
- Complete property address
- Date of possession transfer



## KEYS

- Hide one key outside and let us know where and we will let the buyer know where to find it to access the house.
- Leave extra keys, codes for garage key pad, gate codes, security system codes, shed keys, and instructions for sprinkler system, fireplace or other hard to work items on the kitchen counter. Don't forget to leave all garage door openers as well.

## CHANGE OF ADDRESS

US Postal Service Change of Address

<https://moversguide.usps.com/mgo/disclaimer>


Secretary of State Change of Address on Driver's License and Voter Registration

<https://onlineservices.michigan.gov/ExpressSOS>


Other services

- ☐ Doctors
- ☐ Credit card providers
- ☐ Banks, 401k, Social Security Administration and financial institutions
- ☐ Schools – Don't forget to register kids and make transportation request
- ☐ Daycare provider
- ☐ Financial Advisor, Accountant, IRS, Charities
- ☐ Magazine subscriptions
- ☐ Loan providers, auto loan provider
- ☐ Insurance agents for health, dental, vision, life, auto or home insurance
- ☐ Friends and family
- ☐ Clubs and organizations
- ☐ Amazon and other online accounts

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