

BUYER CHECKLIST



Bring the original and a copy of the Property Transfer and Homestead Affidavit forms to the CITY/TWP Assessors office.

Transfer utilities into your name. Such as electricity, gas, water, and internet/cable.

Look out for your first water bill. If there is a previous balance owed on the property for water services, we advise emailing a copy of the bill to your real estate agent or title company to research.

Upon occupation, complete and submit the Key Exchange and Damage Release forms (if applicable) at the time of exchanging keys. These forms can be found in your closing package.

Send your forwarding address to the post office as soon as possible to avoid any potential delays or misplacement of your mail.

Contact bill providers with your new address. Including cell phones, credit cards, banks, etc.

Cancel automatic payments for your previous address. Including water, utilities, cable, and the Homeowners Association. (if applicable)

Important Note: You will be receiving the Recorded Warranty Deed and the Title Insurance Owners Policy. There is no need to pay any additional fees to any company for a copy of the Recorded Warranty Deed. This is a common scam that preys on unsuspecting individuals. Do not provide any payment for this information, as it is already included in the documents you will receive.