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Client Closing Reminders

These are a few things you will want to take care of approximately a week or more before closing, or as soon as your closing date is scheduled by the attorneys:

1. Call the electric company to have the service changed at your new home into your name and disconnected at your old address, if applicable, as of the day of closing.
Eversource (Electric) phone # 888-783-6610, Chicopee Electric phone # 413-594-2400
2. If there is gas in your new home, call the gas company to have the service changed into your name and disconnected at your old address, if applicable, as of the day of closing.
Eversource (Gas) phone # 1-800-688-6160, Westfield Gas & Electric phone # 1-800-572-0100
Holyoke Gas & Electric phone # 413-536-9300 or Toll Free 1-877-742-5443
3. Call the telephone company to order new service or arrange to have your current phone number transferred to your new address as of the day of closing.
Verizon phone # 785-0500
4. If you want to have cable television in your new home, call Comcast, (413-266-2278). Call the same # to have service disconnected at your old address as of your closing date.
5. Contact your insurance company to obtain an **insurance binder for closing**. Have the insurance company fax a "binder" to your attorney or bring it with you to the closing (whichever your attorney or Lender requires). If selling, call your insurance company to terminate coverage as of closing.
6. Change your address with the Post Office as of your moving date.
7. If you have a newspaper delivered, change the delivery address if it is in the same town or cancel your subscription as of your moving date.
8. If your heating fuel is **oil**, read the **oil tank** gauge and report this to your agent or lawyer along with the cost per gallon you paid. The buyer will buy the fuel at closing. If you have a **propane tank** for heating, cooking or a fireplace – also read the fuel gauge and report info/cost to attorney or agent. Also, cancel any automatic deliveries and inform oil/propane company you are moving.
9. Make sure your Smoke and Carbon Monoxide detectors are properly installed and operating as per regulations available from your local Fire Department. You will need to obtain a **Smoke/CO Detector Certificate** from the Fire Department prior to closing.
10. You will need to take a **Water Meter Reading** and give that info to your lawyer or agent. (In some Towns, the Water Department will take the reading.)
11. **Condo Owners** must supply a copy of **Condominium Documents with Rules & Regulations and Master Insurance**. Also a **6-D Certificate** must be obtained from your Condo Association stating that your Condominium fees are up-to-date etc. Appropriate adjustments are made at closing.
12. Remember to leave any appliance etc operating manuals, remote garage door openers and of course **HOUSE KEYS** for the new owner.
13. Lastly, pack your belongings!