



Seller(s) _____ Property _____

Title Co. _____ Phone # _____ Escrow # _____

- 1. Pre-qualification letter (incl. application & credit report) received by _____.
- 2. Inspection Contingency removed by _____.
- 3. Financing contingency removed by _____.
- 4. Other contingencies removed by _____.
- 5. Projected COE date _____. (This is the target date. There may be unavoidable delays or, by mutual consent, escrow may close earlier or later.)
- 6. Continue making loan and property tax payments so you do not incur a late charge by COE. Bring canceled check to escrow if lender or county have not credited your account.
- 7. Send change of address cards to post office, magazines, etc.
- 8. Give property tax bill to buyer or Title Co.
- 9. Call PG&E, water and garbage companies listed below to send closing bills to your forwarding address as of COE or buyer's possession, if different.
DO NOT DISCONTINUE THESE SERVICES!
- 10. Call phone company to disconnect telephone service.

	SBC	PG&E	Water	Garbage	Cable TV
Albany	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	613-8710 (Waste Mngmnt of Alameda Co.)	800-945-2288 (Comcast)
Berkeley	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	981-7270 (Berkeley Finance Dept., Billing Unit)	800-945-2288 (Comcast)
El Cerrito	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	237-4321 (East Bay Sanitary)	800-945-2288 (Comcast)
Kensington	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	237-4614 (Bay View Refuse)	800-945-2288 (Comcast)
Oakland	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	613-8710 (Waste Mngmnt of Alameda Co.)	800-945-2288 (Comcast)
Piedmont	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	613-8710 (Waste Mngmnt of Alameda Co.)	800-945-2288 (Comcast)
Richmond	800-310-2355	800-743-5000	866-403-2683	262-7100 (Richmond Sanitary Service)	800-945-2288 (Comcast)

- 11. Organize disposal of hazardous waste. Alameda County 1(800) 606-6606 /(510)670-6460
 Contra Costa County 1 (800) 750-4096
- 12. Gather all keys, instructions and guarantees for appliances or systems, house or garden plans, to leave for the buyers.
- 13. Call your insurance company to cancel insurance as of the COE. You may be entitled to a refund. If you stay in the property after COE, do not cancel insurance; call your insurance agent for proper coverage.

Your sales proceeds will be ready at about 2 p.m. on the day the escrow closes. If you want to make special arrangements for deposit or transfer of funds, tell your agent in advance.