



CONNELLY **NEWMAN**
REALTY

614 Montgomery Avenue
Narberth, PA 19072
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SETTLEMENT CHECKLIST FOR SELLER

Address	
Settlement Date	

Task	Time Frame*	Due Date	Completed
Second Deposit	5-15 Days		
Mortgage Payoff	Refer to Contract		
U + O (Resale Certificate)	Refer to Contract		
Transfer Utilities PECO (800) 494-4000 PGW (215) 235-1000 Aqua PA (610) 525-1400 Verizon (800) 660-2215 Comcast (800) 266-2278	2-3 weeks prior to settlement		
Title Report	Refer to Contract		

NOTES FOR SETTLEMENT:

- Bring government issued photo id
- Bring homeowner's insurance documents
- Bring certified check (your lender or title company will provide closing cost 2-3 days prior to settlement)
- Change mailing address
- Contact township regarding trash removal and school district regarding any changes
- Any Power of Attorney must be approved by the Title Company and Mortgage Company prior to Settlement

All times and dates are approximations. Please refer to your contract or ask your CNR professional for assistance.