

A refined, step-by-step guide to ensure a seamless transition from ownership to handover.



BEFORE YOU BEGIN

Now that you've secured a buyer, shift focus to inspection prep, closing, and move-out.

For condos/co-ops, confirm procedures with building management: elevator reservations, deposits, and COIs for movers.

Townhouse owners should coordinate directly with their attorney or property manager to finalize the turnover date.

Note: Don't schedule movers until you have written approval from management. Most buildings require insurance documents, deposits, and scheduled approval — and many restrict move-outs to specific days or hours. Check your building's policy to ensure compliance.

01.

Confirm the Timeline

Work with Philip and your attorney to finalize the closing date and key logistics. Once confirmed, book movers, cleaning, and storage as needed.

02.

Declutter and Prepare the Space

Begin removing personal items, storage bins, and extra furniture. Buyers typically do a final walk-through the morning of closing — the home must be completely empty unless otherwise agreed.

03.

Schedule Cleaning, Repairs, and Maintenance

Book professional cleaning after move-out. Address last-minute repairs or appliance issues — “as-is” language doesn't always cover post-contract damage or broken appliances. Philip can recommend vetted cleaners and handymen.

04.

Manage Utilities and Building Access

Keep electricity and water on through the final walk-through. Notify building staff of your move date and arrange access for cleaners and movers. Confirm how keys, fobs, and remotes will be handed over — either at closing or to building staff.

05.

Book Movers or Storage

Once the closing date is set, hire a licensed, insured mover or arrange storage. If hiring packers, skip to Step 08. Philip can recommend movers experienced with co-ops and condos.

06.

Pack Efficiently

Label boxes by room and contents. Leave behind any furniture or items included in the sale.

07.

Disassemble Large Items

Break down beds, desks, and shelves.
Label screws and hardware for easy reassembly.

08.

Pre-Handover Inspection

Before the buyer's walk-through, confirm the home is broom-clean, empty, and in agreed condition.
Appliances must be functional.

09.

Walk-Through & Closing

Ensure the space is clean, clear, and ready for inspection.

10.

Cancel or Transfer Utilities & Services

Cancel or transfer utilities as of the closing date.
Redirect mail and cancel any recurring services tied to the property.

11.

Final Step: Celebrate and Reset

You've done it — you closed with care and professionalism. Time to celebrate the fresh chapter ahead.



Schedule a consultation:
calendly.com/philcompass/30min

All information provided is for informational purposes only and subject to change without notice.

Phil