

After the Buyer has removed all of its contingencies and received its final loan approval, the Buyer and Seller should call their respective utilities in order to process start and stop orders in anticipation of the Closing Date. The Seller should also contact its insurance company to advise it of the real property sale. If the property is in a gated community or condo, the Buyer should contact the resident or property manager for registration instructions, allowable move-in times and elevator reservations.

DATE	TO DO CHECKLIST	
_____	Banks/Charge/Investment Accounts	
_____	Children's Schools	
_____	Doctor, Dentist and others	
_____	Employers	
_____	File Home Exemption Form ASAP/Upon Closing	
_____	Fill out Change of Address Form/Post Office	
_____	Friends	
_____	Magazines	
_____	Medical/Auto/Home Insurance Company	
_____	Motor Vehicle Bureau	
_____	Notify Association of Change of Ownership/Get New Maintenance Fee Coupon Booklet	
_____	Notify Insurance Company	
_____	Notify Resident/Property/Association Manager of Move-in date (at least 1 week prior)	
_____	Obtain necessary car identification decals/security gate cards/pass-codes	
_____	Security/Alarm Company	
_____	Yard Maintenance	
_____	Board of Water Supply	Phone #748-5000
_____	Hawaiian Electric	Phone #548-7311
_____	Honolulu Advertiser	Phone #525-8000
_____	Oceanic Time Warner Cable	Phone #643-2337
_____	Phone Service/Hawaiian Telcom	Phone #643-3456
_____	The Gas Company	Phone #535-5933
_____	The Honolulu Star Bulletin	Phone #529-4700
_____	RE-KEY ALL DOORS / GATES TO PROPERTY	



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Contact me today!