



springs  
homes

# START PACKING!

SELLER'S CONGRATULATIONS BOOK



SPRINGS HOMES

719.388.4000

[www.springshomes.com](http://www.springshomes.com)

# *Congratulations!*

You are on your way to selling your home. The following package of information will help you understand what is involved in this important transaction and what you will be required to do from contract to close.

Please read this guide carefully and refer to it frequently. Give us a call if you ever have any questions. [719.388.4000](tel:719.388.4000)

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# *Who to contact when you need assistance*

Our office will manage your file through the closing of your real estate transaction. We will track and manage the day-to-day issues that arise during the course of a real estate transaction.



## **Spiral Homes**

703 N. Tejon St, Suite E  
Colorado Springs, CO 80903

719.388.4000 (p)

[www.SpiralHomes.com](http://www.SpiralHomes.com)

# *Seller's Closing Checklist*

- Loan Payoff Information**– If you have not already provided this information to your agent, our office will contact you regarding loan information. We will need the loan company, account number and the last 4 digits of your social security number(s).
- Prepare for the Home Inspection**– The inspection is important for a number of reasons. The buyer will actually spend more time in the home during the inspection than they did during the actual showings. Please have your home in great condition for the inspection. Poorly staged or messy homes can quickly create buyer's remorse.
- Inspection Items**– In general, repair requests generated from the inspection will need to be done by a licensed contractor. We will assist in arranging contractors to repair the items.
- Receipts**– Provide copies of all receipts at least 48 hours prior to the walk through to your agent.
- Prepare for the Appraisal**– Your agent will arrange to meet the Appraiser at your home. Please leave the house in showing condition for the appraiser.
- Cancel Homeowner's Insurance Policy**– Please cancel effective the day after closing.
- Disconnect Utilities**– Contact utility companies and arrange for transfer of service. Most companies will ask for the buyer's name.
- Organize manuals**– instructions, warranties etc. for the purchaser.
- Funds Notification**– Let your agent know how you would like your funds.
- School records**– Arrange to have the school records transferred to your child's new school district and/or day-care.
- Veterinarian records**– Arrange to transfer records to your new vet.

- **Change Address**– File a change of address. This can be done online at [www.moversguide.usps.com](http://www.moversguide.usps.com)
- **Double Check House**– Decide if you will keep your plants or give them away. Remember that plants cannot be loaded with your household goods.
- **Remove Hazardous Wastes**– Dispose of flammable, corrosive and poisons.
- **Walk Through**– Final Walk Through with Listing Agent. Please do not leave items in the house you do not want or you do not know what to do with.
- **Confirm Closing**– Check with your agent for date, time and location of closing.
- **Photo ID**– Bring valid Photo Id-Driver’s license or Passport is preferred.
- **Keys and Garage Door Openers**– Bring all keys, the garage door openers to closing.

# Broker / Seller Checklist

1. Complete all necessary paperwork.
2. Send copies to all involved parties: Title Company, Lender, Buyer's Agent, Client (you).
3. Track all the following deadlines:

\_\_\_\_\_ Loan Application

\_\_\_\_\_ Loan Objection

\_\_\_\_\_ Appraisal

\_\_\_\_\_ Title

\_\_\_\_\_ Survey

\_\_\_\_\_ Association Documents

\_\_\_\_\_ Off-Record Title

\_\_\_\_\_ Seller's Property Disclosure

\_\_\_\_\_ Inspection Objection

\_\_\_\_\_ Inspection Resolution

\_\_\_\_\_ Property Insurance Deadline

\_\_\_\_\_ Property Insurance Objection

- Review Title Commitments– Three days before closing, Agent will confirm with Title Company that final figures have been received. Exceptions and judgments (as necessary).
- Agent will coordinate inspection with your Inspector.
- After inspection, Agent will contact Buyer’s Agent and discuss what inspection items purchaser would like to request.
- Agent will negotiate all inspection requests– between Buyer and Seller by the Resolution Deadline.
- Agent will meet Appraiser at subject property and provide comparable sales.
- Agent will obtain a written loan from Buyer or Lender on or before loan commitment deadline.
- Agent will schedule closing date and time with all parties.
- Agent will confirm what parties will be present at closing.
- Agent will coordinate walk through with Buyer’s agent and notify all parties.
- Seller needs to cancel homeowner’s insurance and utilities.
- 3-7 days before closing Agent will confirm with Title Company that final figures have been received.
- Agent will contact closer for any final loan conditions to be met prior to closing.
- Once figures arrive, Agent will notify Seller.
- Agent will confirm with Seller how they would like to receive their proceeds check.
- Agent will gather final paperwork to be signed, necessary documents and closing folder.
- Agent will deliver HUD to next closing, if applicable.



# *Property Inspection*

The purpose of an inspection is to evaluate the structural and mechanical condition of the property. The Inspector will evaluate all of these areas and systems.

Certified Inspectors follow a set of specific standards when performing an inspection.

Please avoid being in the house during the inspection and leave it in showing condition.

After the inspection, the “Buyer’s Agent” will present us with a written report requesting any repairs and/or modifications to the property, prior to the inspection.

**Objection Deadline.** This report becomes a part of the contract and is a contingency we will need to deal with. In order to proceed to the closing, we need to prepare and mutually sign an Inspection Resolution. All parties must be in agreement, in writing, by the Inspection Resolution deadline or the contract is terminated.

The Buyers will have the right to a final walkthrough prior to closing, to ensure that the property is in substantially the same condition as it was at the time of contract and all agreed upon inspection items have been repaired. Buyers will also decide if the home is clean per their standards.

# Appraisal

The purchaser's lender will most likely require them to have the property appraised. A professional, licensed appraiser will research the value of your home. If the property does not appraise for the purchase price, three options are available.

- The amount of the purchaser's mortgage will be reduced increasing the buyer's down payment.
- The purchase price can be renegotiated.
- The contract may be terminated.

We are involved with the appraisal process from start to finish. We meet the Appraiser at your house, provide them with the comparable sales data we used to price your home and provide assistance if they have difficulty establishing value.

Our goal is to work with the Appraiser in order to obtain a positive result. Your Agent will keep you up to date with the progress of the Appraisal process.

# *Move Out Condition*

There are no clearly defined standards as to the condition of the property when it is turned over to the new owner. This is a case where we hope common sense and the Golden Rule apply. Our philosophy is that we would hope you would turn the property over to the new buyer in the condition you would like to receive the property.

It often makes more sense to have a professional service take care of the cleanup as opposed to doing it yourself. If there are problems after the buyer moves in it is easier to have the cleaning company come back and deal with the problem than it is to attempt to deal with it as you are moving into your new home. We HIGHLY recommend you have your carpets professionally cleaned.

We have set up alliances with local cleaning companies, handyman services and contractors that allow them to offer services to our clients at reasonable rates. Please ask your agent about using these resources. Below is a move out day checklist from one of the cleaning services. If you are not prepared to perform this level of cleanup, please contact your agent so that they can supply you with a few names to complete the service.

- Thorough Cleaning
- Dust Light Fixtures
- Wipe all Baseboards
- Sanitize Countertops
- Spackle Nail Holes and touch up with paint
- Mop Solid Surface Flooring
- Professionally Clean Carpets
- Clean Appliances that are staying (Leave refrigerator off and door open)
- Make sure Closets are emptied
- Remove everything from drawers and cabinets (include paper liners)
- Remove old welcome mats and rugs
- Clean Toilets and Sinks
- Clean Windows
- Properly dispose of any non-essential chemicals
- Replace any burned out light bulbs
- Sweep Garage

# *Utilities and Other Important Phone Numbers*

You will need to arrange to have the utilities transferred to your name at least one week prior to closing. The effective date will be the date of closing.

## **TELEPHONE SERVICE**

Century Link

Residential Customer Service:

(800) 475-7526

Residential Repair Service:

(800) 573-1311

[www.centurylink.com](http://www.centurylink.com)

## **ELECTRIC COMPANIES**

Colorado Springs Department of Utilities

(Gas, Water, Wastewater & Electric)

111 S. Cascade Ave.

PO Box 1103

Colorado Springs, CO

Customer Service (local): (719) 448-4800

(800) 238-5434

[www.csu.org](http://www.csu.org)

Intermountain Rural Electric Assn.

800 Highway 67

Woodland Park, CO

Customer Service (local): (719) 687-9277

After hours: (800) 332-9540

Mountain View Electric Association

1140 E. Woodmen Road

Falcon, CO

Customer Service: (719) 495-2283

(Closed Fridays)

Fountain  
(Electric, Sewer & Water)  
(719) 382-5604

## **GAS COMPANIES**

Black Hills Energy  
Customer Service: (800) 303-0752  
[www.blackhillsenergy.com](http://www.blackhillsenergy.com)

## **WATER/SEWER COMPANIES**

Academy Water and Sanitation  
1755 Spring Valley Dr.  
Colorado Springs, CO  
Customer Service: (719) 481-0711

Cherokee Metropolitan District  
1335 Valley  
Colorado Springs, CO  
Customer Service: (719) 597-5080

Colorado Center Metropolitan District  
4770 Horizonview Dr.  
Security, CO  
Customer Service: (719) 390-7003

Donala Water Sanitation District  
15850 Holbein Dr.  
Monument, CO 80132  
Customer Service: (719) 488-3603

Forest View Acres Water District  
16695 Von Neuman Dr.  
Monument, CO  
Customer Service: (719) 488-2110

Global Water Systems LLC  
Monument, CO  
Customer Service: (719) 488-3258

Highland Lakes Water District  
3136 Blue Mesa Dr.  
Divide, CO  
Customer Service: (719) 687-7937

Mountain Mutual Water Co.  
4338 Timber Lane  
Cripple Creek, CO  
Customer Service: (719) 689-2527

Pikes Peak Water Co.  
90 S. Cascade Ave. Suite 950  
Colorado Springs, CO  
Customer Service: (719) 442-2376

Rock Creek Mesa Water District  
180 Rock Creek Mesa Road  
Colorado Springs, CO  
Customer Service: (719) 576-0746

Stratmoor Hills Water & Sanitation district  
1811 B Street  
Colorado Springs, CO 80906  
Customer Service: (719) 576-0311  
After hours: (719) 576-1200

Tranquil Acres Water Supply  
923 Blossom Rd.  
Woodland Park, CO  
Customer Service: (719) 687-1821

Sunset Metropolitan District  
90 S. Cascade Ave. Suite 950  
Colorado Springs, CO  
Customer Service: (719) 442-2376

Triview Metropolitan District  
174 S. Washington  
Monument, CO  
Customer Service: (719) 488-6868

Westwood Lakes Water District  
391 Rampart Range Road  
Woodland Park, CO  
Customer Service: (719) 687-0761

Widefield Homes Water Co.  
37 Widefield Boulevard  
Widefield, CO  
Customer Service: (719) 390-7111  
Emergency: Water Division: 392-5534  
Sewer Division: 392-8848

Woodmen Hills Metropolitan Water District  
11720 Woodmen Hills Road  
Falcon, CO  
Customer Service: (719) 495-2500

Woodmoor Water & Sanitation District  
1845 Woodmoor Dr.  
Monument, CO  
Customer Service: (719) 488-2525

## **CABLE SERVICE / INTERNET**

Century Link  
Residential Customer Service:  
(800) 475-7526  
Residential Repair Service:  
(800) 573-1311  
[www.centurylink.com](http://www.centurylink.com)

Comcast  
(Internet & Cable)  
213 North Union Blvd.  
Colorado Springs, CO 80909  
(800) Comcast  
(800) 266-2278

Falcon Broadband  
102 S. Tejon Street  
Colorado Springs, CO 80903  
(719) 471-0117

Woodland Park  
US Cable  
(800) 480-7020

## TRASH REMOVAL SERVICES

US Waste  
7770 Palmer Park Blvd.  
Colorado Springs, CO  
Residential Customer Service:  
(719) 591-5000

Waste Management  
80 E. Chambers  
Colorado Springs, CO  
(719) 632-8877  
[www.wm.com](http://www.wm.com)

Bestway Disposal  
PO Box 1207  
Colorado Springs, CO  
Customer Service: (719) 633-8709  
[www.bestwaydisposal.com](http://www.bestwaydisposal.com)

Tri Lakes Disposal  
(719) 495-8652  
[www.trilakesdisposal.com](http://www.trilakesdisposal.com)



## MAIL SERVICE

You should change your address with the post office about 2 weeks before your move.

You can complete this process online at <http://moversguide.usps.com>

You can use this site to:

1. Locate the closest Post Office to your new home.
2. Change your address, so your mail is waiting when you get there

# School Districts

<b>Academy #20</b> (719) 598-2566 <a href="https://www.asd20.org/">https://www.asd20.org/</a>	<b>Harrison #2</b> (719) 579-2000 <a href="http://www.hsd2.org/">http://www.hsd2.org/</a>
<b>Calhan RJ-1</b> (719) 347-2541 <a href="http://www.calhanschool.org/">http://www.calhanschool.org/</a>	<b>Lewis-Palmer #38</b> (719) 488-4700 <a href="http://lewispalmer.org/">http://lewispalmer.org/</a>
<b>Cheyenne Mountain #12</b> (719) 475-6100 <a href="http://www.cmsd.k12.co.us/">http://www.cmsd.k12.co.us/</a>	<b>Manitou Springs #14</b> (719) 685-2024 <a href="https://www.mssd14.org/">https://www.mssd14.org/</a>
<b>Colorado Springs #11</b> (719) 520-2000 <a href="http://www.d11.org">http://www.d11.org</a>	<b>Peyton 23-JT</b> (719) 749-2330 <a href="http://www.peyton.k12.co.us">www.peyton.k12.co.us</a>
<b>Ellicott #22</b> (719) 570-6038 <a href="http://www.ellicottschoools.org/">http://www.ellicottschoools.org/</a>	<b>Widefield #3</b> (719) 391-3000 <a href="http://www.wsd3.org/">http://www.wsd3.org/</a>
<b>Falcon #49</b> (719) 495-3601 <a href="http://www.d49.org/">http://www.d49.org/</a>	<b>Woodland Park RE-2</b> (719) 686-2017 <a href="http://www.wpsdk12.org/">http://www.wpsdk12.org/</a>
<b>Fountain/Ft. Carson #8</b> (719) 382-1300 <a href="http://www.ffc8.org/">http://www.ffc8.org/</a>	