

Property & Access



Fill this in on screen or print it. There is no need to write any code or password on this form; you will give those to your Closing Concierge directly and they are delivered at closing.

PROPERTY ADDRESS**SELLER NAME(S)****BEST PHONE****EMAIL****EXPECTED CLOSING DATE**

01 Keys and access

ITEM	QTY	WHERE IT WILL BE LEFT · NOTES
Exterior door keys (labeled)		
Interior, closet, and storage keys		
Garage door remotes		
Gate remotes or transponders		
Mailbox key and box number		
Community or amenity cards and fobs		
Outbuilding, barn, pool house, or shed keys		
Safe key (or safe left open)		
Window lock and sliding door keys		

CODES I WILL GIVE MY CLOSING CONCIERGE DIRECTLY, FOR DELIVERY AT CLOSING☐ Garage keypad☐ Gate or community entry☐ Alarm panel☐ Safe combination☐ Smart locks☐ Other

Systems & Manuals



Everything that plugs in, heats up, runs on a schedule, or has a remote. Check the box when the manual is in the handover binder. A short note on how you actually use it is worth more than you would think.

SYSTEM	BRAND · MODEL	MANUAL	WARRANTY THROUGH	HOW TO USE IT · SERVICE NOTES
Heating and cooling		☐		
Thermostats		☐		
Water heater(s)		☐		
Water filtration or softener		☐		
Well and pump		☐		
Septic system		☐		
Standby generator		☐		
Sauna		☐		
Steam shower		☐		
Irrigation controller		☐		
Pool, spa, and automation		☐		
Security panel and cameras		☐		
Camera recorder (DVR / NVR)		☐		
Lighting, audio, smart home		☐		
Kitchen and laundry appliances		☐		
Fireplaces and gas logs		☐		
Garage door openers		☐		
		☐		
		☐		

The Digital Handover



Remove each device from your account, or transfer ownership in its app. Please do not factory reset hardware or take it with you. Clear your recordings if you wish; leave the equipment installed, powered, and working.

DEVICE OR APP	BRAND · APP NAME	REMOVED	LEFT FOR BUYER	NOTES
Thermostats		☐	☐	
Cameras and video doorbell		☐	☐	
Smart locks		☐	☐	
Garage door app		☐	☐	
Irrigation app		☐	☐	
Pool or spa automation		☐	☐	
Lighting, audio, smart home		☐	☐	
		☐	☐	
		☐	☐	

“Left for buyer” means the admin login is in the sealed envelope for closing.

· Security monitoring

MONITORING COMPANY

PHONE

☐ Cancel at closing

☐ Transfer to buyer

☐ Not monitored

· Audio, video, or smart home installer

COMPANY

CONTACT AND PHONE

The Vendor Roster



The people who know your house. Please ask before sharing a personal cell number; most vendors are glad to be introduced to a new client.

SERVICE	COMPANY	CONTACT	PHONE	NOTES · FREQUENCY
Landscaping				
Irrigation				
Pool and spa				
Heating and cooling				
Plumbing				
Electrical				
Pest control				
Septic and well				
Generator service				
Housekeeping				
Window cleaning				
Gutters, chimney, roof				
Handyman				
Propane or fuel delivery				
Builder or architect				
HOA or property manager				

Records & Utilities



The house's paper trail, and the accounts a new owner will need to open in their own name.

UTILITY	PROVIDER	PHONE	NOTES
Electric			
Natural gas or propane			
Water			
Sewer or septic service			
Trash and recycling (pickup days)			
Internet and TV			

05 Records left in the handover binder

- ☐ Warranties (roof, windows, HVAC, appliances, builder)
- ☐ Survey
- ☐ HOA documents and guidelines
- ☐ Paint and finish schedule (below)
- ☐ Permits and plans
- ☐ Service and repair records
- ☐ Termite bond (company and transfer terms)
- ☐ Leftover paint, tile, flooring, and spare parts, labeled

ROOM OR SURFACE	BRAND	COLOR NAME · NUMBER	SHEEN

Delivery & Sign-Off



Check each item as it is done. Your Closing Concierge can arrange the cleaning, the filter change, or a locksmith; just ask.

☐ Professional cleaning after the movers leave

☐ Last trash pickup timed before closing

☐ Fresh HVAC filters installed

☐ Smoke and CO detectors tested

☐ Lawn and landscaping current

☐ Utilities on through closing

☐ Every trash and recycling bin empty

☐ Garage, attic, closets, and outbuildings cleared

☐ Every bulb working

☐ Appliances empty and wiped out

☐ Pool balanced and running

☐ Keys, remotes, and binder on the kitchen island

• What the new owners should know

The quirks, the favorite spots, the things you learned the hard way.

AUTHORIZATION

I authorize Damian Hall Group to share this form with the buyer and the buyer's agent. Codes and passwords are not included and will be delivered at closing.

SELLER SIGNATURE

DATE

SELLER SIGNATURE

DATE