*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**