

Worksheet 10: Domain Transfer Checklist

Confirm the exact registrar and TLD process before changing a valuable domain.

Domain name	
Current registrar	
Receiving registrar	
Transfer method	Account change /inter-registrar /concierge
Expiration date	
Renewal price	
Buyer account identifier	

Eligibility and status

- ☐ The domain is not within an applicable 60-day new-registration or prior-transfer restriction.
- ☐ A recent or planned registrant change will not create an unexpected transfer lock.
- ☐ The domain is not subject to a dispute, court order, registry hold, or other transfer restriction.
- ☐ The domain is not too close to expiration for the chosen process.
- ☐ The registrar lock can be removed when payment is secured.
- ☐ The authorization code is available when an inter-registrar transfer is required.
- ☐ DNS, email, hosting, forwarding, certificates, and connected products have been reviewed.

Same-registrar account change

- ☐ Confirm the buyer's exact registrar account identifier.
- ☐ Review change-of-registrant confirmations and any 60-day opt-out option before changing contact data.
- ☐ Initiate the account change using the registrar's official process.
- ☐ Buyer accepts the domain and registration agreement.
- ☐ Both sides confirm the domain appears in the buyer's account.

Inter-registrar transfer

- ☐ Confirm payment is secured and the domain is eligible.
- ☐ Unlock the domain.
- ☐ Obtain the unique AuthInfo or EPP code.
- ☐ Provide the code through the approved secure channel.
- ☐ Buyer starts the transfer at the gaining registrar.
- ☐ Complete legitimate confirmation or early-approval requests.
- ☐ Confirm the domain appears in the buyer's registrar account.

After transfer

- ☐ Buyer verifies ownership information, expiration, renewal, DNS, and security.
- ☐ Seller confirms inspection completion and payout.
- ☐ Sensitive DNS, email, or verification records are removed or transferred as agreed.
- ☐ Duplicate listings and fast-transfer approvals are removed.

Registrar support contacts and transfer notes