

Home Seller Checklist

Your step-by-step guide from first thought to possession day

BEFORE YOU LIST

- ☐ Find out what your home is actually worth based on recent sales nearby
- ☐ Locate your Real Property Report and check that it is current
- ☐ If the RPR is out of date or missing, order a new one early since it takes weeks. If time is short, title insurance may be an option instead. We will discuss which makes sense for you
- ☐ For condos, order your condo documents early for the same reason
- ☐ Get a mortgage payout figure from your lender and ask about penalties
- ☐ Decide your timeline and whether you are buying at the same time

GETTING THE HOME READY

- ☐ Declutter room by room, starting with closets and the garage
- ☐ Deep clean, including windows, baseboards and appliances
- ☐ Fix the small things buyers notice, like sticking doors and burnt-out bulbs
- ☐ Touch up paint where it is scuffed
- ☐ Clear the front entry and tidy the yard
- ☐ Put away personal photos and anything you would not want in listing pictures
- ☐ Find a home for the pets on showing days

LISTING AND MARKETING

- ☐ Review the comparable sales and agree on a list price
- ☐ Book professional photos once the home is ready, not before
- ☐ Decide your showing hours and be as flexible as possible
- ☐ Arrange somewhere to go during open houses
- ☐ Tell me about anything a buyer should know, since it is better disclosed up front

WHILE IT IS ON THE MARKET

- ☐ Keep it show-ready, since the shortest notice is often the serious buyer
- ☐ Take the feedback seriously, especially if you hear the same thing twice
- ☐ Revisit the price if there is traffic but no offers

WHEN AN OFFER COMES IN

- ☐ Look at the whole offer, not just the price
- ☐ Check the possession date against your own plans
- ☐ Check what conditions the buyer has and how long they have
- ☐ Confirm the deposit amount and when it is due
- ☐ Note what they are asking to be included in the sale
- ☐ Counter, accept or decline. There is no rush to answer in the first ten minutes

AFTER THE OFFER IS ACCEPTED

- ☐ Give access for the home inspection
- ☐ Be ready for the buyer to come back with questions or requests
- ☐ Do not cancel anything until conditions are removed in writing
- ☐ Once conditions are removed, it is firm

TWO WEEKS BEFORE POSSESSION

- ☐ Book movers
- ☐ Set up utility final readings for possession day
- ☐ Change your address with Canada Post, banks and Alberta registries
- ☐ Sign at your lawyer's office
- ☐ Gather keys, garage remotes, mailbox keys and any manuals or warranties

POSSESSION DAY

- ☐ Have the home clean and empty, including the garage and shed
- ☐ Leave anything that was included in the sale
- ☐ Drop keys and remotes as arranged
- ☐ Wait for the call. I usually hear from the lawyer between noon and 2pm. That call is what makes it key exchange time

Questions at any stage? Just ask.

780-297-8437
brendarpatton.com

Brenda Patton, REALTOR®

Homes & Gardens Real Estate Limited
Edmonton · Sherwood Park · Leduc · Beaumont