

# PRE LISTING

# Checklist

## PICK THE REST OF YOUR TEAM

- People to help get your home ready for sale (handymen, painters, gardeners, etc.)
- Stagers (a complimentary consultation will be provided)
- Professional cleaners
- Home inspector (if you're planning on providing a pre-listing home inspection)
- Real estate lawyer

## PREP YOUR PAPERWORK

- Utility bills
- Tax bills
- Details of any renovations or improvements
- Rental contracts
- Warranties (if transferable)
- Mortgage details
- Survey (if you have one)
- List of any ongoing issues with the home (or past issues you might need to disclose)
- Floor plans (if you have one)

*If you own a condo, you'll also want to:*

- Gather details about maintenance fees and what's included
- Read the minutes from the last AGM package and any correspondence you've received from the board. Are they planning an increase in maintenance fees? Are they considering a special assessment? Are there any pending lawsuits? Planned maintenance or renovations?

## PREP YOUR HOUSE - (SEE CHECKLIST)

## MAKE A COPY OF YOUR KEYS

## PHOTOGRAPHY

- Professional exterior and interior photos after the house has been prepped.

## REVIEW THE PAPERWORK & CONFIRM DETAILS

- Listing Agreement (contains all the terms of your agreement)
- FINTRAC (government-mandated ID verification form for the prevention of money laundering)
- MLS Data Agreement (contains all the details about your home for the MLS)
- Confirmation of Cooperation (this outlines the commission agreement)
- You might also be asked to sign:
- Seller's Direction Re: Offers (your preferences regarding offers - for example, an offer date)
- Lockbox Authorization Form



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