

# Seller's Checklist: Multi-Generational Home (Calgary)

Use this checklist to prepare your property and listing. Describe suite status accurately and verify permits where applicable.

## 1) Listing description and positioning

- Decide positioning: registered legal secondary suite, non-registered suite, in-law setup, or suite potential.
- Do not market as "legal/registered" unless verified on the City of Calgary Secondary Suite Registry (save proof).
- If a backyard suite/carriage/laneway/garden suite exists, confirm permit status and describe it correctly.

## 2) Documentation package (reduces buyer friction)

- Registry proof (if applicable).
- Copies of development/building permits and approvals for suite or backyard suite work (if applicable).
- Inspection sign-offs and key contractor invoices (electrical, plumbing, HVAC) that substantiate the work.
- Suite feature sheet: entrance, kitchen, laundry, beds/baths, parking, storage, and what is shared vs. separate.

## 3) Safety and life-safety readiness

- Test/replace smoke and carbon monoxide alarms; document the date completed.
- Confirm bedroom egress/escape routes and that exits are clear, operable, and easy to demonstrate on showings.
- If the suite was legal, confirm the current built condition still matches what was approved (no unpermitted changes).

## 4) Tenancy and income (if rented or recently rented)

- Collect leases, rent amount, deposits, renewals, and any side agreements.
- Prepare a clean rent ledger (last 12 months) and utility split details (who pays what).
- Decide: sell with tenant(s) in place vs. vacant possession, and set a showing protocol.

## 5) Functional separation (what buyers notice)

- Make separation obvious: tidy paths, add lighting, ensure locks function, and clearly show each entrance.
- Improve privacy quickly where practical (weatherstripping, door sweeps, solid doors).
- Define a parking plan: where each household parks; keep access clear and signage simple if needed.



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## 6) Pre-listing repairs that matter more for suites

- Address moisture issues (odours, staining, efflorescence) and document remediation.
- Service HVAC; replace filters; confirm bathroom/kitchen fans work and vent properly.
- Clean up electrical: eliminate DIY-looking work; replace damaged plates; confirm GFCIs in wet areas.

## 7) Marketing assets (make the setup easy to understand)

- Floor plan or simple schematic showing both living areas and entrances.
- Photo set that reads like "two homes in one": kitchens, living areas, bedrooms, baths, laundry, entrances.
- Use careful language: "registered secondary suite" only when verified; otherwise "in-law setup" or "suite potential."

## 8) Disclosures and records

- Disclose known material latent defects; avoid guessing or giving assurances you cannot verify.
- Disclose suite status accurately (registered vs. not; permitted vs. unpermitted work).
- Keep a record of what was disclosed and which supporting documents were provided to buyers.

**Disclaimer:** This Sellers Checklist is provided for general informational and marketing purposes only and does not constitute legal, financial, building code, permitting, or professional real estate advice. Requirements for secondary suites, backyard suites, occupancy, and related permits vary by property, land use district, and may change; sellers should verify all suite status, permits, inspections, and compliance directly with the City of Calgary and/or qualified professionals. Any references to "legal," "registered," or "permitted" suites should be confirmed through official City records, including the Secondary Suite Registry and applicable permit documentation. Buyers are encouraged to conduct their own due diligence, and sellers should consult their REALTOR®, lawyer, insurer, and appropriate contractors before listing or representing suite status or income potential. Neither the preparer nor the brokerage accepts responsibility for errors, omissions, or outcomes arising from reliance on this checklist.