

Seasoned Investors (Sellers • Calgary)

Quick start

- Prepare an investor-ready package: rent roll + leases + T12 + CapEx summary + permits (where available).
- Make the story defensible: “what’s been done, what’s left, and what’s the stable NOI.”
- Reduce buyer friction: pre-answer suite legality, permits, utilities, and maintenance history.

A. Positioning and pricing (investor logic)

- Choose your buyer: cashflow investor, value-add investor, builder/developer, or retail buyer.
- Price off verified NOI and comparable sales (cap rate context), not aspirational pro forma.
- Separate “legal income” from “assumed/possible income” clearly in marketing materials.
- Decide if you’re selling stabilized vs. with upside (and support that upside with facts).

B. Investor package (what sophisticated buyers expect)

- Current rent roll: unit-by-unit rent, deposits, lease dates, utilities, parking, incentives.
- Full lease set: all leases, renewals, amendments, side agreements (or confirm none exist).
- Trailing 12-month income/expense statement (T12) with supporting invoices where possible.
- Property tax statement and utility bills (recent 12 months if available).
- Service records: HVAC, hot water, roof, fire systems, appliances (as applicable).
- CapEx summary: what you replaced, when, warranty details, and what remains.

C. Compliance and “legal status” clarity

- Be accurate about suite status: legal/registered/permitted vs. non-conforming vs. unauthorized.
- Compile permits/final inspections for regulated work (electrical/plumbing/structural/HVAC) where available.
- Provide RPR (if available) and disclose known



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avoid implying approval present as “buyer to verify.”

D. Tenant management (reduce deal risk)

- Provide ledger of receipts/deposits (last 3–6 months) to support rent roll.
- Provide arrears history and any active disputes, notices, or problem tenancies.
- Confirm deposit handling and transfer process at closing.
- Establish showing protocol that respects tenant privacy while enabling access.
- Decide your strategy: sell with tenants in place vs. deliver vacant possession (and plan notices accordingly).

E. Property condition and value protection

- Address obvious deferred maintenance that triggers renegotiation: leaks, active water intrusion, safety hazards.
- Complete low-cost “confidence” fixes: smoke/CO, handrails, missing plates, dripping taps, broken windows.
- Clean and declutter common areas, mechanical room, laundry/storage to signal good operations.
- Document recent repairs with photos and invoices; it lowers inspection pushback.

F. Utility and operating transparency

- Clarify utilities: who pays what, shared meters, sub-metering, bill-back methods.
- Provide service contracts and vendor list (snow, landscape, pest, fire, HVAC).
- If you self-manage, present a clean operating process and records to show stability.

encroachments or changes.

If there are additions/renos without permits,

G. Offer handling (advanced buyer expectations)

Expect detailed conditions and document requests; respond fast with organized files.

Provide representations you can support (rent roll accuracy, deposits, no undisclosed agreements).

Prepare for inspection findings: have quotes or a plan for legitimate defects.

Keep inclusions/exclusions explicit (appliances, laundry machines, storage lockers, parking stalls).

H. Closing readiness

Prepare keys/fobs/access codes, mailbox keys, appliance manuals, service contacts.

Confirm tenant notifications and rent proration procedures with your lawyer.

Ensure utilities remain active to possession unless contract states otherwise.

Provide final rent ledger and deposit reconciliation at closing.

Disclaimer

This checklist is for general information only and is not legal, tax, permitting, or professional building advice. Tenancy rules, permitting requirements, and disclosure obligations vary by property and circumstance; consult qualified professionals and verify material facts. No responsibility is accepted for reliance on this checklist.