



HOME SELLER'S WORKBOOK



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GET A HEAD START

As you get ready to sell, here are a few things that you can start gathering now:

FOR HOMEOWNERS

- ☐ A copy of your house
- ☐ key(s) Floor Plans
- ☐ Property survey
- ☐ Title Insurance policy
- ☐ Latest home appraisal
- ☐ A list of the items you
want
to exclude from the sale
- ☐ Receipts and warranties
for home
upgrades/renovations
- ☐ Latest utility bills
- ☐ Rental
- ☐ Agreements
- ☐ Latest tax bill

FOR CONDO OWNERS

- ☐ Maintenance Fees
- ☐ Building pass-key
- ☐ Status Certificate
- ☐ List of building by-laws and
- ☐ Restrictions Parking spots and locker
- ☐ numbers
- ☐ Rental agreements
- ☐ Latest utility bills
- ☐ Latest tax bill

NOTES:

TIPS FOR PREPARING YOUR HOME

Work through our checklist here to make sure your home is prepared for the market:

DECLUTTER

- ☐ Donate or sell unwanted items in good condition
- ☐ Discard broken or unusable items
- ☐ Donate or discard duplicate items
- ☐ Rent a storage unit if needed
- ☐ Put away all items on kitchen and bathroom counters
- ☐ Put away pet toys and children's toys
- ☐ Organize closets
- ☐ Remove extra pillows and blankets from chairs and couches
- ☐ Organize bookshelves and cluttered areas

DEPERSONALIZE

- ☐ Pack away family photos
- ☐ Pack away knick-knacks
- ☐ Pack away collectibles
- ☐ Paint bold wall colours a neutral colour
- ☐ Remove magnets and postings from the fridge
- ☐ Remove valuables, such as jewelry, and store off-site in a safe, secure place

MINOR REPAIRS

- ☐ Fix dripping faucets
- ☐ Fix or replace broken doors and locks
- ☐ Fill, sand, and paint any holes in the walls
- ☐ Re-caulk old tile in bathrooms and kitchens
- ☐ Replace or fix broken windows

CURB APPEAL

- ☐ Clear the walkways of debris
- ☐ Mow the lawn/shovel the snow
- ☐ Clean the windows
- ☐ Clear the gutters
- ☐ Plant flowers and trim greenery
- ☐ Freshen up the paint on the front door and garage door

If you need help, ask. we have relationships and access to contractors with preferred pricing and scheduling to assist with your efforts.

HOME SELLING CHECKLIST

I have prepared this checklist to help you get ready for that all-important sale

Entryway

- ☐ Overall appearance
- ☐ Clean and uncluttered
- ☐ Excess furniture removed
- ☐ Light fixtures work and are polished

Living Room

- ☐ Overall appearance
- ☐ Walls and ceiling freshly painted/clean
- ☐ Wood floors or carpet are clean and in good condition
- ☐ Curtains, drapes and windowsills are clean
- ☐ Doors are in good condition and polished
- ☐ Room is free of clutter
- ☐ Excess furniture removed
- ☐ Fireplace is clean
- ☐ Lights and outlets working and polished

Dining Room

- ☐ Overall appearance
- ☐ Walls and ceiling freshly painted/clean
- ☐ Wood floors or carpet are clean and in good condition
- ☐ Curtains, drapes and windowsills are clean
- ☐ Doors are in good condition and polished
- ☐ Room is free of clutter
- ☐ Excess furniture removed
- ☐ Lights and outlets working and polished

Laundry Room

- ☐ Overall appearance
- ☐ Washer and dryer are clean and empty
- ☐ Floors are clean and in good condition
- ☐ All lighting in good condition

Kitchen

- ☐ Overall appearance
- ☐ Ceilings, walls and floors are clean
- ☐ Paint and wallpaper are in good condition
- ☐ Sinks clean and working without leaks or drips
- ☐ Pantry, cupboards and drawers are clean
- ☐ All appliances are clean inside and out
- ☐ Counters uncluttered

Bathrooms

- ☐ Overall appearance
- ☐ Walls and ceiling freshly painted/clean
- ☐ Paint and wallpaper look new
- ☐ Floors are clean and in good condition
- ☐ Sinks and tubs scrubbed
- ☐ No leaks or drips
- ☐ Fixtures sparkling and in good working condition
- ☐ Tile is clean and un-cracked
- ☐ All cabinets are cleaned out
- ☐ Toilet working. Seat cleaned and firmly fastened
- ☐ Hang bright and fresh towels

Basement

- ☐ Clean and uncluttered
- ☐ Light fixtures work
- ☐ Storage organized
- ☐ Smells fresh and aired out
- ☐ Cracks in ceilings/walls repaired
- ☐ No evidence of water penetration
- ☐ Dampness removed
- ☐ Cold water pipes covered
- ☐ Drains cleaned
- ☐ Sump pump installed
- ☐ Furnace cleaned

PREPARING FOR A SHOWING

Homes tend to sell quicker and for higher prices when they show their best!

It is very important that your home shows well. Develop a routine that will allow you to pick up and be prepared to show your home in a reasonable period without duress.

Tidy Every Room

Check counters, halls and stairs. Straighten up or remove newspapers, magazines, mail, toys, clothing, recreation gear, snack glasses and dishes.

Turn On All Lights

Electric lights have an amazing capability for creating an illusion of lightness, airiness and space.

Expose The Windows

Open all drapes, shades and blinds. Do all that you can to create a bright and light ambience.

The Kitchen

Be sure all countertops are clear and "squeaky clean". Be sure all dishes are in the dishwasher or cleaned and put away. The sink should be clean and clear.

Bedrooms

Have all the beds made and laundry out of sight. Have closets neat and organized. Keep all valuables (ie: money, jewelry) put away in a safe place.

Clean Air

Keep air fresheners in closets, bathrooms and the kitchen. Be especially careful to keep the kitchen odors fresh.

Music

Soft, pleasant background music may be very effective.

Air Conditioning

If the weather is warm, have it operating.

Bathrooms

Keep a fresh set of attractive towels in each room that you can change instantly.

Animals

Try to keep the dog and cat away, if possible. Make sure they are properly cleaned up after.

The Entryway

It's the first and last impression that prospective buyers will have of your home. Make it a Good One! Check it regularly for sharpness.

Leave The House

If it all possible, always leave the house for the Buyer to tour at their own leisure.

POST-SALE REMINDERS

Here is a helpful checklist you can use to get ready for closing day

- ☐ Arrange to have utilities disconnected on closing day
- ☐ Arrange to discontinue Internet and cable services
- ☐ File change of address notice at the post office
- ☐ Change shipping address for subscriptions and delivery services
- ☐ Confirm moving and delivery dates with movers
- ☐ Pack an essentials box for everything you will need on moving day
- ☐ Close all shut-off valves to sinks, toilets, dishwashers, fridges, etc.
- ☐ Leave all house keys, remotes, mail keys, etc. for new owners
- ☐ Leave all manuals, receipts, and warranty information for new owners
- ☐ Check all drawers and closets for missed items
- ☐ Turn off all light switches
- ☐ Close the blinds and windows
- ☐ Lock the doors before you leave
- ☐ Cancel your homeowner's insurance policy once the Title has been transferred

NOTES:

SELLER NET SHEET

- Estimated Sale Price \$ _____
- Commission \$ _____
- HST \$ _____
- Lawyers Fees \$ _____
- Disbursements \$ _____
- Adjustments \$ _____
- Mortgage \$ _____
- Penalty \$ _____
- Discharge Fee \$ _____
- Miscellaneous \$ _____
- SUBTOTAL \$ _____
- TOTAL EQUITY \$ _____

All estimates are approximate. Please verify with your Lawyer and your Lender.

NOTES:

CHECKLIST: Planning Your Move

2-3 Weeks Before you Move

- ☐ Buy boxes and other moving supplies
 - ☐ Donate or throw away unwanted items
 - ☐ Take toxic household cleaners, old paint and other chemicals to your local Toxic Waste Centre (search website for location)
 - ☐ Make any necessary travel arrangements or reservations
 - ☐ Notify your children's' old school and register at their new school
 - Contact or send change of address cards to:**
 - ☐ Driver's license, Health cards, Insurance
 - ☐ Magazines and other subscriptions
 - ☐ Canada Customs and Revenue Agency
 - ☐ Contact Canada Post to forward your mail to your new address
 - ☐ Arrange for telephone service at your new home
 - ☐ Arrange to return any Cable TV equipment to your cable company
 - ☐ Transfer your car insurance/license plates if needed
 - ☐ Get copies of all medical, dental and veterinary records
 - ☐ Employer(s), doctor, dentist
 - ☐ Memberships
 - ☐ Bank accounts and credit cards
 - ☐ Safely dispose of any flammable materials
 - ☐ Arrange to disconnect utilities at your old home and connect utilities at your new home
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1-2 Weeks Before You Move:

- ☐ Return anything you have borrowed
 - ☐ Arrange for your major appliances to be moved (if you will be taking them with you)
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2 -7 Days Before You Move:

- ☐ Find out what you can bring with you if you are traveling by car, bus, train or plane
 - ☐ Pack a suitcase or small box with the clothes and other things you will need for the first few days in your new home
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The Day Before You Move:

- ☐ Take down your curtains and curtain rods
 - ☐ Pack all of your personal items except for anything you will need tonight and tomorrow
 - ☐ Empty/defrost the refrigerator and clean the stove
 - ☐ Collect all your keys and keep them in a safe place
-

Moving Day:

- ☐ Keep your paperwork where you can find it
- ☐ Clean your old home or apartment and inspect it with the landlord
- ☐ Pack all your bedding linens, toiletries, etc
 - ☐ Do a final "walk through" to check every room, closet and cabinet to be sure you aren't forgetting anything
- ☐ Confirm your new address with the moving company, and ask what time they will be arriving
- ☐ If you hired a moving company, walk through your home with the supervisor to make a list of all your boxes and belongings
- ☐ Make sure you know how to contact your new landlord or superintendent

HELPFUL TIPS

Keeping in mind that you will be run off your feet as the move gets closer, we thought you might appreciate a few tips on organization from people who have seen virtually all of the things that can possibly go wrong.

More Than A Month Before The Move

- ☐ Start a moving expenses book. Some of your expenses may be tax deductible, so be sure to save the receipts.
- ☐ Get written estimates from at least two moving companies and make sure the movers know all the items to be included. Do not include jewelry or other small valuables.
- ☐ Movers insurance is usually minimal. Check that the movers insurance will pay replacement cost of goods which are lost. You may need to purchase additional coverage. Notify your own insurance company of the move and ask for the policy to be reviewed.
- ☐ If furniture is to be stored, what does the insurance policy cover?
- ☐ Get a written commitment from the moving company confirming the date of the move and the time of arrival.
- ☐ Ask for references from movers.
- ☐ Don't be misled by rates – inquire about additional charges and methods used to compute time.
- ☐ Contact provincial health insurance authorities to notify them of change of address.
- ☐ Contact Savings Branch Manager to arrange transfer of all accounts, loans etc.
- ☐ Order cheques with new address
- ☐ Register your change of address with the post office and obtain a supply of change address cards.
- ☐ Begin mailing change of address cards. Keep a list of cards sent. Don't forget credit card companies.

- ☐ Gather together all important documents. Don't forget the pet's documents.
- ☐ Resign from any clubs or organizations that are not active in your new community.
- ☐ Cancel newspaper subscriptions or change delivery address.

2 Weeks Before The Move

- ☐ Take a good look at what's worth taking and what is not. Be ruthless.
- ☐ Have a garage sale. Get rid of all the junk you don't need to take.
- ☐ Clean out club and school lockers.
- ☐ Arrange for the changeover of utilities, including telephone.
- ☐ Make a floor plan of the new house and plan where everything will go. Don't guess – take measurements.
- ☐ Start packing.
- ☐ Number all of the boxes. Keep an inventory list. Mark the contents on each of the boxes. Make two copies of the list for each box. Keep one with your inventory lists, put the other inside each appropriate box just before you close them all up. Seal boxes.
- ☐ Return all items that you have borrowed, get back what you have loaned.

1 Week Before The Move

- ☐ Prepare a list of all items you want to take with you personally. Include all jewelry and valuable items which should not be entrusted to movers.
- ☐ Dismantle anything that requires it.
- ☐ Prepare a list of everything that is left.
- ☐ Confirm the booking for the freight elevator.(if applicable)
- ☐ Confirm the booking for the moving company.
- ☐ Defrost and air dry the deep freezer.

2 Days Before The Move

- This is your last day to pack.
- Do your last laundry. Disconnect and drain the washing machine.
- Disconnect and air dry the fridge.
- Protect delicate furniture with a thick coat of wax.
- Double check that all valuables have been accounted for.

Moving Out

- Lay down plastic sheets to minimize the dirt in the house.
- Lead the packers around the house again and make sure they understand the instructions.
- Do a final check for forgotten items.
- Check inventory for number of boxes – break down by room.
- Check movers Bill of Lading against your inventory.
- Clearly label and leave all spare keys and the code for the security system inside the house unless otherwise arranged.

1 Day Before The Move

- Lead packers around the house and make sure they understand all your instructions.
- Make sure you have gathered together all keys for the house for the new owners (don't forget garage and shed keys).
- If you have a security system, why not change the code to something simple like 1-2-3-4, so you can use the old code for the new house.
- Pack all of the items that you will take with you personally. Mark them "Do Not Load". It would be better if these were out of the house before the movers arrive.

Moving In

- Get to the house before the movers. Arrange to take milk ,bread, coffee, tea etc. with you. It will be a long day.
- Verify that all the utilities are turned on.
- Lay down plastic sheets to minimize dirt.
- Hang up curtains if possible.
- Find your Floor plan and give copies to the movers. When your goods arrive look at each item carefully.
- Note any damage. You won't be able to check unpacked goods so write: "subject to loss/hidden damages" on the Bill of Lading.
- Set your first priorities (IE: Kitchen, Children's rooms) – And Go For It!!!

NOTES:

This image shows a blank sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



WE LOOK FORWARD TO
WORKING WITH YOU

www.pathwayrealtygroup.ca