



CHAD BORGI

Courtier immobilier
Real Estate Broker
514.726.7066
chadborgi.com

Seller's Checklist

Good preparation is important to the process of selling your home. Those who can supply complete information at a moment's notice send a strong message to potential buyers - this home is an open book and the seller is a responsible individual. Buyers will certainly take note!

In order to help you get started, here is a checklist of key documents you'll need when selling your home. In some cases you may only have hard copies, though much of the paperwork is digitized these days. Don't worry about what format you have, simply ensure you get your hands on the right information.

Checklist

- Deed of sale
- Deed of loan
- A certificate of location showing the current condition of the property
- Latest mortgage statement
- Tax records and notices - municipal tax, school tax, and other tax information if applicable (ex: water tax)
- The rental lease or leases (in the case of revenue properties)
- Inspection report and/or any other professional reports done on your property (ex: pyrite, vermiculite, etc...)
- Receipts and documentation of any improvements you've made to your house, such as adding a new bathroom, new roof, electrical or plumbing upgrades, etc.
- Home repair and maintenance records or contracts
- Monthly cost of electricity
- Fixed costs for the property
- Manuals and warranty information (ex: for major appliances, heat pumps, etc.)

If you are selling a condo, all of the above documents with the addition of the following:

- Meeting Minutes from the last 3 years
- Financial statements from the last 3 years
- Building rules & regulations
- Declaration of co-ownership
- Proof of insurance of co-ownership
- Up-to-date statement of condo fees

Sources: Nolo.com; Centris.ca; Legallogik.com