



FOR SELLERS · GETTING READY TO LIST

Listing Checklist

nothing missed.

What to gather, what to prepare, and what we'll take care of, so your listing is complete from day one.



MCAULEY

REAL ESTATE GROUP

ESTD 2016 | 333 CHARLOTTE ST,
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WHY A CHECKLIST

Complete details, *confident buyers*.

Complete information helps buyers make decisions faster and helps protect you once you have a firm deal. Gather what you can from the list below. If something's missing, don't worry. We'll help you find it.

Documents to gather

- ☐ **Property tax bills**
The last two years.
- ☐ **Utility bills**
Hydro, gas, water, and oil or propane for the last 12 months, so buyers can budget.
- ☐ **Survey or plan**
Any survey, plan or Surveyor's Real Property Report you have.
- ☐ **Inspection reports**
Any recent home, well, septic or WETT (wood stove) inspections.
- ☐ **Ages of major items**
Roof, furnace, air conditioner, water heater, windows and appliances, with receipts or warranties.
- ☐ **Rental contracts**
Water heater, furnace, softener or alarm rentals. These pass to the buyer, so they need the terms.
- ☐ **Permits and upgrades**
Building permits and invoices for renovations, electrical or plumbing work.
- ☐ **Mortgage details**
Your lender and mortgage number. Ask about any penalty for paying it off early.
- ☐ **Easements or restrictions**
Shared driveways, rights-of-way, or rules registered on title.
- ☐ **Condo documents**
Your unit and parking numbers, monthly fee details and the property manager's contact for a status certificate.
- ☐ **Rural & waterfront records**
Well records and water tests, septic permits and pump-out dates, and any shoreline or dock approvals.
- ☐ **Keys, codes and remotes**
For the lockbox, plus garage remotes and alarm codes for closing day.
- ☐ **Inclusions and exclusions**
Anything attached to the house you plan to take with you, like a light fixture or TV mount.

YOUR HOMEWORK

Get the house *ready to shine.*

- ☐ Declutter
Pack what you won't need before moving. Clear counters, closets and storage areas.
- ☐ Deep clean
Windows, baseboards, grout and appliances. Consider a professional clean before photos.
- ☐ Small repairs
Dripping taps, loose handles, burnt-out bulbs, sticking doors. Buyers notice them all.
- ☐ Paint
Touch up scuffs, and repaint bold rooms in a warm neutral.
- ☐ Curb appeal
Mow, edge, weed and add a planter by the door. In winter, keep the drive and walk clear.
- ☐ Depersonalize
Pack away family photos, mail, medications and valuables for privacy and security.
- ☐ Pre-listing inspection
Optional, but finding problems first means no surprises once you have an offer.
- ☐ Plan for showings
Decide where pets and kids will go, and keep the house show-ready on short notice.

What we'll take care of

- ☐ **Pricing analysis**
A comparative market analysis of recent sales to set the right list price.
- ☐ **RECO guide and listing agreement**
We explain your options and our services in writing before we list.
- ☐ **Your offer disclosure choice**
We go over whether to share offer details if there are multiple offers.
- ☐ **Measurements and features**
Room sizes and the details buyers search for.
- ☐ **Photography**
Booked once your home is ready. See our Photography Prep guide.
- ☐ **Listing and marketing**
Write-up, MLS® and REALTOR.ca listing, and promotion to our buyer network.
- ☐ **Showings and feedback**
Lockbox, booking system and feedback from every showing.

Your timeline *to list day*.

WHEN	FOCUS
3–4 weeks before	Pricing visit with us. Start decluttering and gathering documents.
2 weeks before	Repairs, painting and any pre-listing inspection.
1 week before	Deep clean, yard work and the final declutter.
Photo day	Follow our Photography Prep guide, then head out for an hour or two.
List day	Your home goes live. Keep it show-ready and your phone handy.



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Questions? We're a call away.

Honest advice, clear answers, a phone that gets answered.

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