

HOME SELLER

the checklist

INSIDE

Everything we ask before your home goes on the market.

Filled in once, so nothing is asked twice.

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What stays, what goes

Inclusions and exclusions, item by item.

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Tell us what you love

The details only an owner knows.

HELLO,
Gorgeous!

TARA MOLINA

— REAL ESTATE GROUP —

ROYAL LEPAGE BENCHMARK

TARAMOLINA.COM

HELLO, *Gorgeous!*

Nobody knows your home the way you do. This checklist is how we get that knowledge out of your head and into your listing.

The best listing descriptions are not written from photos. They come from the owner: the window where the morning light lands, the furnace you replaced two winters ago, the park the kids walk to. Buyers notice those details, and they are the ones we miss if nobody writes them down.

This also covers the practical side: how you want to hear from us, who to call about showings, what stays with the house, and the paperwork worth finding now rather than the week an offer arrives.

HOW TO USE IT

Fill in what you know. Leave blank what you do not; we will sort the rest out together. Rough dates and best guesses are fine. Then hand it back to us, or bring it to our walkthrough of your home.

WHAT HAPPENS WITH IT

Your answers shape the listing description, the feature sheet and the video, and they make sure the inclusions in your contract match what you actually intend to leave behind.

Tara Molina

REALTOR® CCS® (Certified Condominium Specialist)
Tara Molina Real Estate Group · Royal LePage Benchmark



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Seven short sections. Fill in what you know, leave the rest, and plan on one trip to the furnace room.

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What Happens Next

From this checklist to your home on the market.



GETTING TO KNOW YOU.

The basics first, so every message reaches the right person the right way.

Seller name(s)

Property address

Community

HOW WOULD YOU LIKE US TO REACH YOU?

☐ Phone call ☐ Text ☐ Email

Best time to reach
you

Tell us once, and we will not ask you twice.

SHOWINGS AND POSSESSION.

WHO SHOULD WE NOTIFY ABOUT SHOWING APPOINTMENTS?

CONTACT ONE	CONTACT TWO
Name _____	Name _____
Phone _____	Phone _____
Email _____	Email _____

HOW SHOULD SHOWINGS BE CONFIRMED?

- ☐ **Ask me first.** Leave a voicemail or send an email, and wait for my permission before confirming.
- ☐ **Confirm automatically.** Permission is given as soon as the call or email is sent.

WHEN IS YOUR IDEAL POSSESSION DATE?

Immediately **30 days** **60 days** **75 days** **90 days** **120 days**

A specific date _____

Dates that will not work _____

TARA'S TIP · BUYING YOUR NEXT HOME TOO?

Your possession date has to line up with the purchase, your lender and your household. If you are selling and buying at the same time, ask for our Smart Moves for Smart Families guide before you settle on a date.

HAVE THESE READY.

None of this is needed today. All of it is easier to find now than the week an offer arrives.

- ☐ Extra set of keys for the lockbox
- ☐ Government photo ID for each seller, for FINTRAC identity verification
- ☐ Real Property Report (RPR), if you have one
- ☐ Condo documents, if your home is a condo
- ☐ Most recent property tax bill
- ☐ Receipts and warranties for recent improvements
- ☐ Permits and plans for renovations
- ☐ Rental agreements, if the home is tenanted
- ☐ Photos of seasonal features, like the garden in summer

TARA'S TIP • START WITH THE RPR

The Real Property Report has the longest lead time of anything on this list. Between surveyor scheduling and municipal compliance review it can take weeks, longer in a busy season.

If you cannot find yours, or you have added a deck, shed, fence or garage since it was done, tell us early.

THE BONES OF YOUR HOME.

04

Buyers and inspectors ask about these first. Best guesses are fine; we can confirm the rest.

Age of furnace

Age of hot water tank

Age of central air conditioner

Age of roof

TYPE OF WIRING

☐ Copper ☐ Aluminium ☐ Knob and tube ☐ Not sure

ELECTRICAL PANEL CAPACITY

☐ 60 amps ☐ 100 amps ☐ 200 amps ☐ Other: _____

TYPE OF PLUMBING

☐ PEX ☐ Copper ☐ PVC ☐ ABS ☐ Steel ☐ Not sure

Any Poly B plumbing in the home? YES / NO / NOT SURE

A FEW MORE DETAILS BUYERS ASK ABOUT

Stove GAS / ELECTRIC / INDUCTION

Garage HEATED / INSULATED / NEITHER / NO GARAGE

Alarm system OWNED / LEASED / NONE

Water softener or other equipment OWNED / RENTED / NONE

Anything else we should know about the systems?

A buyer who gets a straight answer about the furnace keeps reading. A buyer who gets "not sure" starts wondering what else is not sure.

WHY WE ASK ABOUT RENTED EQUIPMENT

Hot water tanks, softeners and alarm systems are sometimes rented or leased rather than owned. A rental contract does not disappear when the house sells, so it needs to be dealt with in your contract. Telling us now means it is written in properly, not discovered at the lawyer's office.

WHAT STAYS, WHAT GOES.

Whatever is attached usually stays. Anything that is not, we spell out.
Tick one box per item.

ITEM	INCLUDED	EXCLUDED	N/A	DESCRIPTION OR LOCATION
Light fixtures	☐	☐	☐	
Window coverings	☐	☐	☐	
Fridge	☐	☐	☐	
Stove or range	☐	☐	☐	
Range hood	☐	☐	☐	
Built in microwave	☐	☐	☐	
Dishwasher	☐	☐	☐	
Washing machine	☐	☐	☐	
Clothes dryer	☐	☐	☐	
Freezer	☐	☐	☐	

WHAT STAYS, WHAT GOES • CONTINUED

ITEM	INCLUDED	EXCLUDED	N/A	DESCRIPTION OR LOCATION
Wine or beverage cooler	☐	☐	☐	
Water softener	☐	☐	☐	
Central vacuum and attachments	☐	☐	☐	
Garage door opener and remotes	☐	☐	☐	
TV wall mounts	☐	☐	☐	
Projector and screen	☐	☐	☐	
Central air conditioner	☐	☐	☐	
Humidifier	☐	☐	☐	
Air cleaner	☐	☐	☐	
Hot tub, pool and equipment	☐	☐	☐	
Storage shed	☐	☐	☐	
Other:	☐	☐	☐	
Other:	☐	☐	☐	

TARA'S TIP • THE CHANDELIER RULE

If there is a light fixture, a mirror or a set of curtains you love and plan to take, swap it out or list it as excluded before photos. Buyers fall for what they see in the pictures, and an item that disappears between the photos and possession day is how good deals turn into hard conversations.

TELL US WHAT YOU LOVE.

The reasons you bought this home are often the reasons the next family will.

What are the top reasons you bought this home?

YOUR TOP TEN FAVOURITE FEATURES

1	6
2	7
3	8
4	9
5	10

UPGRADES, IMPROVEMENTS AND RENOVATIONS.

The year matters as much as the work. "New roof" means far more to a buyer with a date beside it.

WHAT WAS DONE	YEAR
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

ROOM TO GROW

Any rough ins not in use now that could be later?

A basement bathroom, a gas line for a fireplace or range, wiring for a hot tub or car charger.

YOUR HOME, AS YOU LIVE IN IT.

THE COMMUNITY

What are the highlights of your community?

Parks, pathways, local shops, schools, the coffee place you walk to.

THE TECH

What technology in your home will appeal to buyers?

Smart locks, smart thermostat, dimmable switches, built in speakers, EV charger.

THE EVERYDAY

Where in your home do you spend the most time, and why?

Mention it if it changes with the seasons.

Anything we did not think to ask: a quirk of the house, a neighbour worth knowing, a date that matters to you.

WHAT HAPPENS NEXT

FROM CHECKLIST TO MARKET.

Hand this back to us, or bring it to our walkthrough of your home.

- We walk your home with you, using your answers as our guide
- We show you what has sold near you, what has not, and the price range the evidence supports
- We plan the photos, the floor plan and the video. Every listing of ours has had a video since our first one in 2017
- We confirm your inclusions, your possession timing and your paperwork, so the contract matches your intentions

Not ready to list yet? Ask about our free Pre Sale Walkthrough for advice on what is worth doing before you sell.

HELLO,
Gorgeous!

Let's make your next move a Positive one!

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