



HOME SELLERS GUIDE

GETTING READY TO SELL

Have Your Documents Ready

As a seller you will need to provide certain documents to potential buyers.

Real Property Report (RPR)

An RPR must be provided, unless agreed otherwise, showing municipal compliance. The RPR shows property boundaries and improvement relative to the boundaries. Evidence of municipal compliance confirms that property improvements comply with municipal Bylaws and Regulations.

If no changes have occurred to the property from when you bought your home, you can add acceptance of the existing RPR as a term in the Purchase Contract, for the buyer to accept.

If a new RPR is needed you will need to contact an Alberta Land Surveyor. It is best to first contact the Land Surveyor who did the previous RPR. Their contact information should be right on the document.

Condominium Documents

When seller condominiums, review of these documents are often a condition of the buyer in the Purchase Contract. The documents relate to the operation of the condominium corporation. Review helps ensure the corporation is financially stable, managed well, and properly maintained.

Documents Typically Include The Following

- Corporation Bylaws
- Reserve fund study
- Reserve fund plan
- Financial Statements
(Operational funds and reserve funds)
- Board meeting minutes
- AGM meeting minutes
- Certificate of insurance

Current Mortgage

Knowing your mortgage commitment is essential. Some mortgages are portable, some are assumable - meaning the buyer can assume the mortgage under the existing terms and conditions, provided the lender qualifies them. If you are not porting your mortgage to your new property, and your term is not finished, there will be payout penalties. Talk to your lender to find out what these penalty fees would be.

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CENTURY 21

Bamber Realty Ltd.

SELLING YOUR HOME

HOME RELATED CONTRACTS

Determine if you have any current contracts/services that will affect you or the buyer. Examples are, security system, hot water heater or water softener, landscaping etc. Can they assume the contracts or are they transferable. You will need to disclose this any non-transferable contracts to potential buyers..

INCOME PROPERTIES AND TENANTS

If you are selling an income property, you must provide 24-hours-notice before showing the property. Additionally, you will need to give your tenants 90 days-notice if you intend on selling the property prior to the end of their existing lease term.

TAX IMPLICATIONS

Depending if your property is your primary residence or an income property, the tax implication can be significantly different. It is best to discuss this with a tax professional or accountant to understand how this will impact you.

PICKING A PROFESSIONAL

A Professional Agent Should

- Outline their professional responsibilities to you, including complete disclosure, loyalty, confidentiality, obedience and accountability
- Help you determine the best asking price
- Extensively market your home
- Offer expert advice on ways to prepare and show your property
- Assist you, if necessary, in finding any home-related services you need
- Provide feedback from all showings and open houses
- Update you on market changes that could affect the sale of your property
- Be available to help pre-qualified potential buyers
- Promptly present and evaluate each offer with you
- Negotiate the highest possible price and best terms in partnership with you
- Manage contractual, title and transaction details
- Ensure that mandatory items are signed, sealed and delivered on closing day
- Assist you to arrange for a moving company if needed

LISTING YOUR PROPERTY

CMA

A comparative market analysis is an examination of the prices at which similar properties in the same area recently sold. Real estate agents perform a comparative market analysis for their clients to help them determine a price to list when selling a home or a price to offer when buying a home.

RMS

The residential measurement standard offers a consistent means of representing a property's above grade space. Among other things, the RMS sets out what parts of a property can be included in its measured-area.

Attached/Unattached Goods

This includes any and all items you wish to include with your listing.

Inclusions/Exclusions

Similarly to unattached/attached goods, any items you wish to include or exclude should be listed. Be specific.

Material Latent Defects

A material latent defect is a physical defect that is not visible and could be dangerous or potentially dangerous. These may not be discoverable during a visual inspection of the property, even by a professional home inspector:

- Unfit to live in
- Unfit for a buyer's purpose
- Defects that would be very expensive to repair
- Notices from a local government or authority that something about the property must be fixed
- Lack of building or other permits for the property

These are things your professional will not know unless you tell them. If defects are discovered by a buyer during an inspection, or by their own real estate professional or lawyer when they review permits, real property reports, or title, it could put the transaction in jeopardy. It is best to disclose any/all know defects.

Dower Rights

These are the interest that a person has in real property owned by his or her spouse.

SELLING YOUR HOME

CONSIDERING OFFERS/NEGOTIATING

***The reality is that most negotiations proceed without much difficulty. In the event that there are obstacles, your agent will be your strongest ally and best resource for solutions. This can also often be the most stressful time of the process. It is best to ask questions, disclose everything, respond quickly, meet halfway, be cautious with contingencies, rely on the expertise of your real estate agent, be patient and stay calm. Your agent is here for you!**

When a buyer makes an offer on your home the purchase contract will detail a sale price, and include any clauses for specifying various terms of purchase, such as the closing and possession dates, the deposit amount, and a variety of other conditions.

The buyer's agent will then deliver the offer to your agent, who will then present it to you. Closely review the details of the offer together with your agent. You may then accept the offer, reject it, or counter it. Countering the offer begins negotiation.

Successive counter offers, with deadlines for responding and for meeting various contingencies and special conditions (e.g. a home inspection, the buyer securing financing) will be exchanged between you and the buyer until either a mutually satisfactory pending agreement is reached or the negotiations collapse.

CLOSING AND POSSESSION

If you and your buyer have both efficiently taken care of your respective contractual obligations associated with finalizing the sale, the process of completing the transaction will go smoothly with no surprises.

A pending sales agreement generally includes contingencies and special conditions that must be fulfilled by the buyer and seller by the closing date which may typically include:

- The buyer's securing of financing
- A Title Search – a historical review of all legal documents relating to ownership of the property to ensure that there are no claims against the title of the property
- A professional appraisal of the home, requested by the lender to ensure that the home's actual value justifies the loan amount
- A home inspection by a licensed/certified home inspector, chosen by the buyer
- Any additional contractual promises you have made in connection with buyer incentives, home improvements, etc.
- A final walk-through by the buyer to verify that the home is in the same condition as when the sale agreement was signed

Once conditions have been satisfied and waived by both the buyer and the seller, you will need to hire a lawyer to finalize the transaction. It is advisable to have a lawyer selected when you begin the process of negotiating a purchase contract. Your agent will work with the lawyer to ensure they have all the necessary documentation needed to complete the transaction. The closing/possession date usually falls 30 to 60 days after both have signed the purchase agreement. During this time you can focus on packing, moving and changing over any utility and/or other billing accounts that need to be transferred. The keys are generally handed over at noon of the possession date. The lawyer will advise the agent when the keys are releasable to the new homeowner. Congratulations, you've sold your home!



CHECKLIST

LIVING ROOM, DINING ROOM, BEDROOMS, DEN AND STUDY

- ☐ Thoroughly vacuumed/dusted
- ☐ Excess furniture removed
- ☐ Remaining furniture clean and in good repair
- ☐ Wood and other surfaces clean and polished
- ☐ Bookshelves neat, organized and clutter-free
- ☐ Children's toys stored neatly
- ☐ Fragile items removed and stored
- ☐ Smaller valuables removed/locked away
- ☐ Window coverings open for views and sunlight
- ☐ Mirrors clean and in good repair
- ☐ Ashtrays cleaned and kept out of sight
- ☐ Fireplace clean, logs/kindling stacked neatly

BATHROOMS/POWDER ROOMS

- ☐ Every surface sparkling clean
- ☐ Countertops organized, free of clutter
- ☐ Sinks spotlessly clean, faucets working properly
- ☐ Tub and shower surfaces clean
- ☐ Towels stain-free and hanging neatly
- ☐ Shower curtain clean and in good repair
- ☐ Toilet extra-clean and working properly
- ☐ Closets organized and clutter-free
- ☐ Medicine cabinet clean, "personal items" removed

BASEMENT, FURNACE/UTILITY ROOM, GARAGE, ATTIC STORAGE ROOM

- ☐ Clean and well organized
- ☐ Clutter and excess "junk" removed
- ☐ Remaining items stored/stacked neatly
- ☐ Everything thoroughly vacuumed/dusted

EXTERIOR, YARD, DRIVEWAYS AND WALKWAYS

- ☐ Exterior surfaces clean, in good condition
- ☐ Front-door exterior clean, inviting
- ☐ Eaves troughs and downspouts clean, in good repair
- ☐ Gates open/close properly
- ☐ Fences/decks in good repair
- ☐ Sidewalks and walkways in good repair
- ☐ Driveway clean, in good repair
- ☐ Driveways, sidewalks clear of snow, ice
- ☐ Lawns mowed/edged regularly
- ☐ Large bare spots repaired
- ☐ Leaves removed from lawns and flower beds
- ☐ Trees pruned, hedges trimmed
- ☐ Flower beds weeded and tidy; dead plants replaced
- ☐ "Junk" and scrap removed
- ☐ Lawn furniture clean, organized, good repair
- ☐ Bicycles, children's toys stored neatly, out of way
- ☐ Firewood organized and neatly stacked

*** Repair home wear and tear. Ensure all lights, switches and receptacles are in working order, replace bulbs as needed. All flooring should be cleaned/polished, free from stains and professionally cleaned if possible. All appliances in good working order. Gas fireplaces serviced, as needed**

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