

PROPERTY SELLER'S CHECKLIST



UPON FINAL SUBJECT CLAUSE REMOVAL (FIRM CONTRACT)

- Advise your Realtor that you will be represented by Marpole Notary
- Complete our online Property File Starter to get a better idea of what we will need from you, save time when the file is opened, and communicate your information accurately
- Consult with your mortgage lender, if any, for strategies to mitigate any possible early payout penalties (eg. exercising prepayment privileges, porting, etc.)
- Make your moving arrangements, including shift/cancel of utilities and insurance, etc.
- *Corporations and Estates*, ensure all documentation is in good standing at appropriate registries
- If executing by *Power of Attorney*, provide us with the original for filing at the LTSA
- *Non-Residents*, consult your tax accountant regarding CRA withholding and clearance

ABOUT TWO-THREE WEEKS PRIOR TO COMPLETION

- Expect to hear from us to exchange particulars and book your in-person signing appointment at our office for just ahead of closing
- Expect to receive emailed introductory confirmation/information from our conveyancing team
- Contact us along the way with any questions or new developments

WITHIN A FEW DAYS OF COMPLETION:

- Expect to receive emailed preview of documents/instructions from our conveyancing team
- Attend at signing appointment to execute the required transfer documents (bring two pieces of identification, at least one being current government-issued photo ID)
- Direct how you would prefer to receive sale proceeds (collected from us, deposited locally by us, couriered, wired, etc.)

COMPLETION:

- Transfer documents are submitted to the LTSA and sale proceeds released by buyer's legal firm (time of day will vary)
- Realtors will be advised of registration number to confirm successful closing
- Sale proceeds are typically distributed next business day

POSSESSION:

- Leave the property in the condition agreed upon in your contract
- Leave with your Realtor or in the property:
 - a. the keys / alarm codes / garage remotes
 - b. appliance warranties / instruction manuals
 - c. any notices (property tax, city utilities, garbage collection days, etc) of use to the buyer
- Buyers will receive keys at the appointed time through their Realtor

POST-TRANSACTION REPORTING:

- Expect to receive final emailed confirmation of registration and sale proceeds to close the matter
- Tell your Realtor and friends what a positive and efficient experience you enjoyed with us!

YOUR NEXT PROPERTY TRANSACTION OR FOR PERSONAL PLANNING DOCUMENTS:

- We look forward to working with you again :)