ANDRADE & FORDE
REAL ESTATE TEAM

HOME SELLER
CHECKLIST
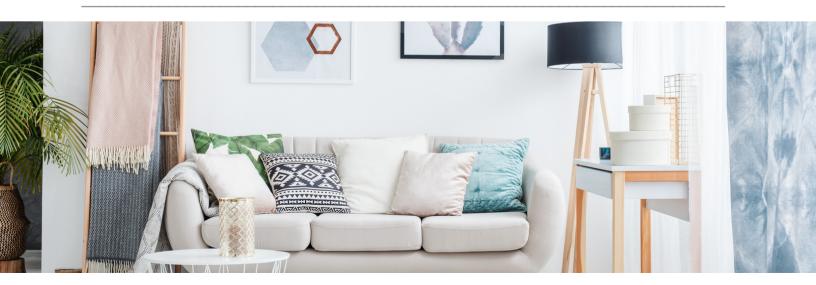
AndradeFordeTeam.ca

Selling your home ✅

All information you can share with us about your real estate needs will be helpful to provide first class service to you in the sale of your home. However, feel free to skip any question or section you are not sure about.

SELLER(S) INFORMATION

Seller 1 Name _____

Cell _____ **Email** _____

I am best reached by ☐ **Call to Cell** ☐ **Text** ☐ **Email**

Seller 2 Name _____

Cell _____ **Email** _____

I am best reached by ☐ **Call to Cell** ☐ **Text** ☐ **Email**

Have you bought or sold real estate before? ☐ Yes ☐ No
If yes, can you share your overall buying experience and anything you'd like to see different:

_____

_____

_____

_____

Home Seller Checklist ✓

Property Address:

_____

Key details about your home (check all applicable)

Type of home:

☐ Detached   ☐ Freehold property

☐ Row Unit   ☐ Condominium

☐ Appartment

Year built (approx): _____

Number of bedrooms: _____

Number of bathrooms: _____

Number of garage(s): _____

Age of Furnace: _____

Age of Air Conditioner: _____

Age of Roof: _____

Age of Windows: _____

Current occupation of the home:

☐ Owner (ourselves)

☐ Tenant

☐ Vacant

Some Items to Have Ready

- Extra set of keys for lockbox (If applicable)
- Copy of Drivers licence(s) for FINTRAC
- Most recent property tax bill (If available)
- Receipts/warranties for recent improvements
- Photos of seasonal features (If available)
- Copies of rental contracts (If applicable)
- Copies of permits/plans for renovations
- Land survey (If applicable)

When is your ideal closing date?

☐ Date: _____

☐ Days   30   60   75   90   120 (Circle one)

☐ Immediately

☐ Other: _____

What are your main goals? (please rank from 1-5)

☐ Sell as fast as possible (or in a relatively short time frame)

☐ Sell without changing much about the house

☐ Sell for the highest possible price, even if I have to update/renovate some parts

☐ Sell with the least amount of involvement from me

☐ I'm still exploring what my selling goals are

Tell Us What You Love About Your Home

Your Top 5 Favourite Features

1. _____
2. _____
3. _____
4. _____
5. _____

Any Upgrades, Improvements and/or Renovations

	Year
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	

What additional features do you have in your home that will appeal to buyers? (i.e. Smart locks, alarm system, sound systems etc.)

What do you consider the highlights of your local community? (i.e. Park, local shops, schools, etc.)

Additional Notes