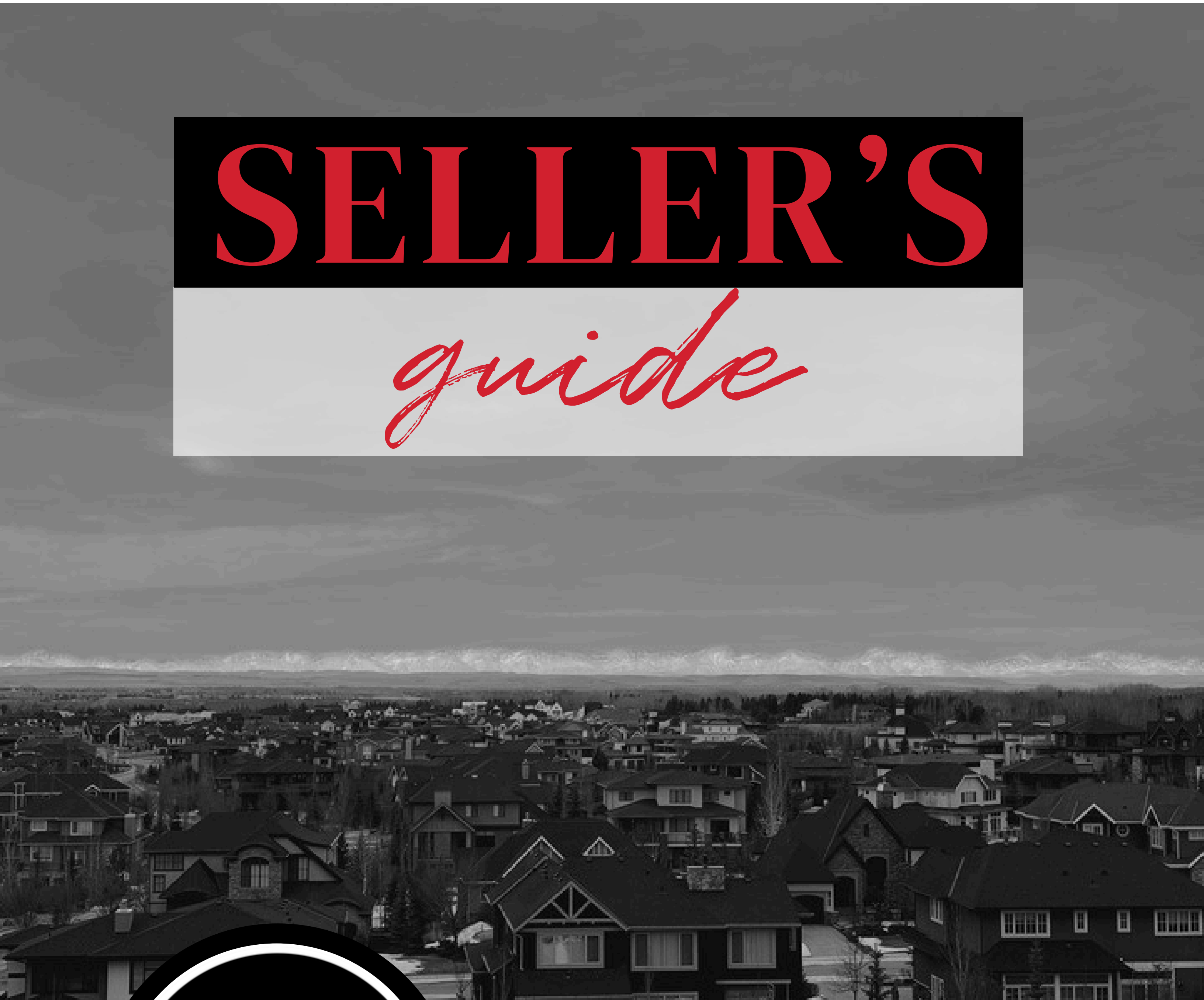
THE ULTIMATE

SELLER'S *guide*



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SELL YOUR HOME WITH CONFIDENCE!

Alina Vandergaast

ABOUT ME

Hello! I'm Alina, a REALTOR® in Calgary and surrounding areas

WHY WORK WITH ME?

Servings others is my passion

I truly believe helping others is the key to happiness. Providing a service is not part of the job description for me, its why I do this job. Being able to help you to the best of my ability is what drives me!

I have a creative and visual eye

One of my favourite aspects of real estate is helping maximize the visual appeal of a home. I have completely gutted and renovated an 80 year old home, helped update a 30 year old home without any major renovations, and also love taking a home as is and showing potential buyers how they can envision a space to make it their own. Not to mention, I am a Certified Staging Advocate.

Lessons learned from the cockpit

I pride myself on not only being organized - but being procedural. I am also a commercial pilot - I know first hand how complacency and an influx of information can cause an undesirable situation without a proper plan and checklist in place. Timing and deadlines are of the essence in real estate, being organized and incorporating methods and procedures will streamline the process, keep you informed and ensure we don't miss anything.

FUN FACTS

I love riding dirtbikes
I used to be a bush pilot flying into gravel strips in northern Ontario
I used to teach a pilot grounschool course
I have lived in all 4 quadrants of Canada - North, East, South and West!

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CHARITABLE DONATION

Giving Back

*As a way of giving back I give **$100 from my own comission** as a charitable donation*

Option 1: Charity of your choice

If you have a charity in mind, I would love to contribute for you as way of saying thank you!

I will reach out to you once the purchase is complete and get the details on where you would like to see the $100 donation go.

Option 2: Calgary Seniors

If you don't have a charity in mind, I would be happy to donate to Calgary Seniors - a local organization I volunteer with.

This $100 donation could help in the following ways;

- *Purchasing pet food for a senior*
- *Delivering a care package to a seniors door*
- *Giving a senior a ride to an important appointment*
- *A friendly visit*

Calgary Seniors

THE SELLER ROADMAP

1

Prepare Your Home

Get your home ready for sale by decluttering, deep cleaning, making improvements/repairs and gathering documents

2

Find an Agent and Set the Price

Once you find an agent, they usually visit the home and present a recomended listing price

3

Sign Paperwork

Should you decide to work with the agent, there is some paperwork in order

4

Showcasing the Home

The agent may have some recommendations in order to make the home show its best

5

Photos and Measurements

The agent will set up and pay for professional photos and RMS measurements

6

Listing and Marketing

The home will be listed on the MLS and marketed as agreed to

7

Showings

Other agents may request to show the home to thier clients based on your set availability. If you would like, an open house can also be arranged

8

Negotiating Offers

As offers come in, you and your realtor will negotiate together until you would like to accept an offer

9

Conditions

If your buyer's offer includes conditions, you may need to make the home available to inspectors and appraisers

10

Meet the Lawyer

Find a lawyer to help with the closing process

Closing Day!

Congrats!

PRE-LISTING

ENSURING A SEAMLESS PROCESS AND GETTING YOUR HIGHEST VALUE

TIMELINE: 1-2 WEEKS

01

Home

- *The Seller's Pre-Showing Checklist*

Documents

- *Seller's Documents Checklist*
- *Condo Documents Checklist* *(If selling a condo)*

Finances

- *Know your current mortgage limitations and terms*
- *Portability: It may be possible to transfer your current mortgage to a new home and keep current terms*
- *Assumability: A buyer may be able to take over your current mortgage along with your current rate or term, if they qualify*
- *Payout Penalty: If you are not transferring your mortgage you may be responsible for a payout penalty - which can amount to thousands*
- *Meet with your lender to discuss your mortgage and options for selling*

Legalities

- *Tenants: If you haven tenants, know they have certain rights concerning the sale of the home, specifically in regards to minimum notice to show the home and terminate the tenancy*
- *Capital Gains: If the home is not your principal residence, understand you will likely pay capital gains (speak with your accountant for specifics)*

DURING LISTING

ALLOWING THE HOME TO SHOW ITS BEST

TIMELINE: VARIES

02

- ***Seller's Showing/Open House Checklist***
- *If you'd like, we can run an open house on the first weekend of listing to spike initial interest*

- ***Seller's Pre-showing Checklist*** *(as needed)*
- *It may be a good idea to run through this checklist peridocially or before a showing (if you have the time) for best results*

- *We will request feedback from the showing agent based on their clients perspective of the home and make changes if needed*

- ***Seller's Moving Checklist*** *may also be a good one to at least start - especially if we are expecting a quick sale*

Did you know...

According to the National Association of REALTORS®, staged homes sell 49% faster and for 7-11% more money.

POST OFFER

STAYING ORGANIZED DURING CONDITIONS AND YOUR MOVE

TIMELINE: 30-90 DAYS TYPICALLY

03

Conditional Period

- *If the buyer has added conditions to the contract, you may need to make the home available to individuals such as;*
  - *Home inspector*
  - *Appraiser*
  - *Buyer's friends or family*
- ***Seller's Moving Checklist***

After Conditons Removed

- ***Seller's Moving Checklist*** *(continued)*
- *Reminder to keep your home insurance policy up until the point of possession!*

TYPES OF MARKETS

Buyer's

- *A high supply of properties for sale compared to a low buyer demand*
- *Buyer's are said to have more negotiating power, more time to shop around, and more options overall*
- *To be competitive sellers may need to price lower than usual*

Seller's

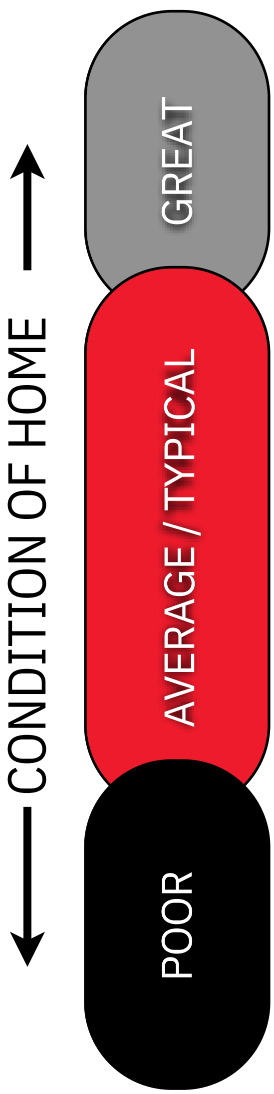
- *Few properties for sale compared to a high buyer demand*
- *Sellers have negotiating power here and may see multiple offers - and possibly even bidding wars*
- *Sellers can expect to receive higher priced offers - often above asking*

Balanced

- *Demand for properties is roughly equal to the number of properties for sale*
- *Negotiations are fair and reasonable as neither party may have much advantage*
- *Homes sell at fair price - often close to asking price*

BUYER PROFILES

THE 3 TYPES OF HOME BUYERS



PREMIUM MOVE-IN-READY BUYERS:

These buyers have more money than time and will pay premium prices for move in ready homes that require no work. They typically purchase on emotion rather than logic and make strong offers.

When marketing to these buyers we focus on high-end features, lifestyle, and emotion.

MOVE-IN AND RENOVATE BUYERS:

These buyers are okay with small to medium renovations and upgrading, however they typically overestimate the costs of these projects. They search for homes that look like good deals online, and when viewing the home in person they use their 'mental calculator' to determine a fair offer price.

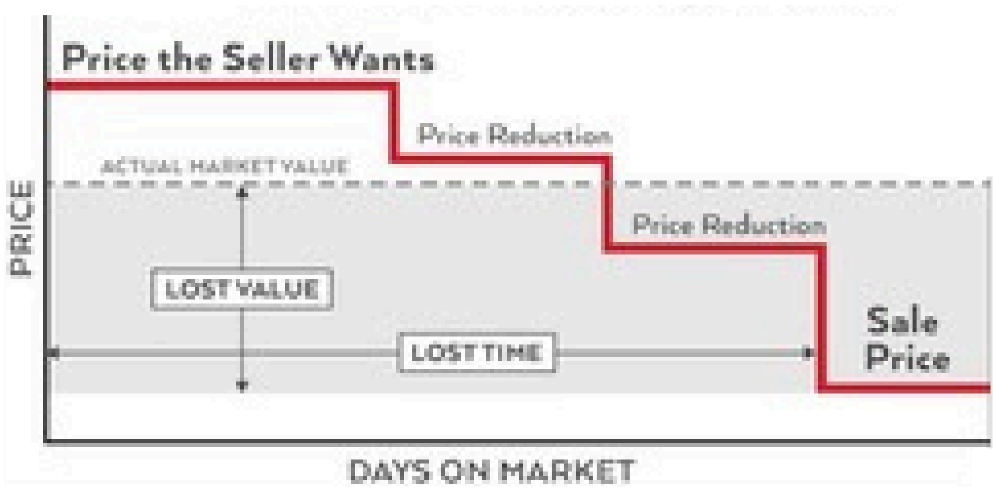
When marketing to these buyers we focus on emphasizing the best features of the home and the neighbourhood.

FLIPPERS, INVESTORS, AND DEAL SEEKERS:

These buyers are educated and search the market for a home that can be purchased at a discount to renovate and turn a profit.

When marketing to these buyers we focus on price first, and the best strategy is to under-price the home to create a quick bidding war.

MARKET PRICING



HIGH ← INTEREST IN HOME → LOW

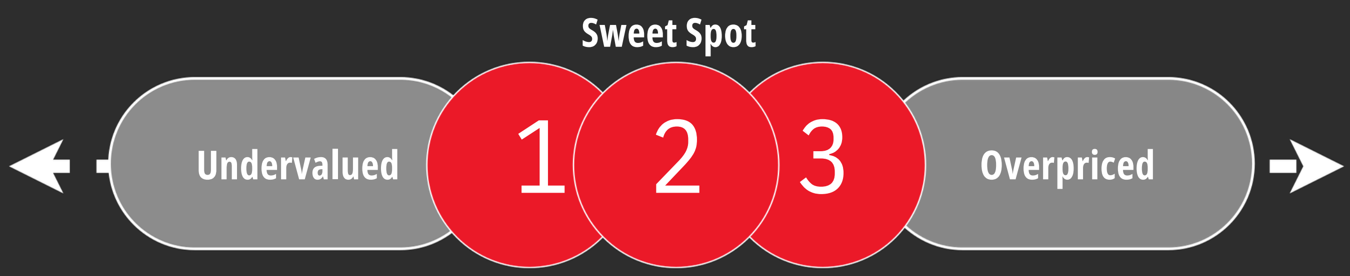
UNDER VALUED: The property receives overwhelming attention and sells immediately at or above asking price with multiple bidders; however, profits may have be left on the table.

SWEET SPOT: The property receives lots of online views, inquiries, and private showings - and strong offers at or above asking price. Buyers compete for homes everyday in the sweet spot.

NO-MAN'S LAND: The property receives lots of online views, inquiries, and private showings - but no offers (or only low-ball offers). Buyers are telling us that the home looks like a deal online, but not in person.

NO-CHANCE LAND: The property receives lots of online views, and inquiries - but very few private showings. Buyers are telling us that the home doesn't look like a good deal, even online, so it's not worth a private viewing.

REDLINE STRATEGY



1 THE AUCTION

Designed To Create A Bidding War On Your Property

- Market conditions need to show high demand in your market segment
- The 'asking price' is the minimum price you would accept and should be visibly below current market value
- We allow 3-7 days of public viewings then open up offers to the highest bidder

• SUCCESS RATE: VERY HIGH

2 THE WINNER

Designed To Generate Strong Offers Quickly

- Win regardless of market conditions
- The 'asking price' needs to be competitive to attract the most interest from the first day on the market
- Deferred maintenance items should be taken care of before listing
- Staging is used to make your home appeal to a wide range of buyers

• SUCCESS RATE: HIGH

3 THE MARKET LEADER

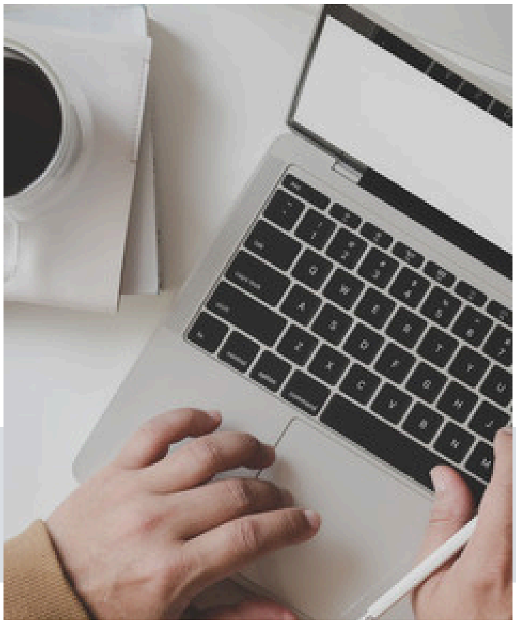
Designed To Sell Premium Homes, At New High Prices

- This strategy is for homes that are both unique and above average for their neighbourhood
- The 'asking price' is not justified by past sales
- Extensive home-staging, repainting, repairs, and upgrades must be completed before listing the property: A+ homes only

•SUCCESS RATE: MEDIUM

WHAT IS AN RPR AND DO I NEED IT?

Real Property Reports



What is a Real Property Report (RPR)

An RPR is a legal document that outlines a properties boundaries and all physical structures on the property relative to those boundaries. Essentially, its a detailed drawing that outlines if you cross any boundaries - whether that be with a neighbour or the municipality.

Do I need to provide an RPR for the buyer?

Technically, yes - unless the buyer has agreed otherwise. In Alberta the seller is responsible (and you will see this in documents you sign later) in providing the buyer with a current RPR with municipal compliance before the deal closes. If you wish not to provide an RPR, we can inform potential buyers of this in advance. That said, you should be aware of possible consequences in how a buyer might perceive a no-RPR situation.

What is the difference between a new, current and invalid RPR?

A new RPR is when a licensed surveyor creates an report from scratch - which may be the case for a new build or if a previous report was lost. A current RPR will always reflect the physical attributes of the property currently. An invalid or non-current RPR was current at the time it was made, but items have been added/moved on the property so it is no longer considered valid. Rather than getting a whole new RPR if there has been changes made (eg. adding a deck), you can usually update the most recent RPR - which saves you money.

What is the stamp of municipal compliance?

Aside from just having a report which is current, it must also include the stamp of municipal compliance. This stamp is evidence that all the improvements meet the municipalities Bylaws and Regulations in terms of their location. It should be noted that this stamp is in terms of location compliance only, not use. For example, just because your RPR includes the stamp and you run a small hair salon out of the home, does not mean this salon is of legal use.

SELLER COSTS

Item	Description	Cost
Repairs and Improvements	In preperation for listing	Varies
RPR	If yours is not current or non-existent. Price will depend on the number of updates	$500 - $1000
Lawyer	Paying the lawyer's rate to process the closing	$1000 - $1500
Mortgage	Depending on your mortgage, you may be charged to transfer or discharge the mortgage	Varies - talk to your lender for specifics
Mortgage Discharge on Title	You may also be charged a fee to remove the mortgage from the title document	$100 - $250
Disbursements	In addition to the lawyer fees there may be other fees for the transferring and registering of docs etc.	~ $500
Adjustments	The lawyer will calculate the fees owed to/by the seller and buyer in terms of property taxes and utilities	Varies
Moving Costs	As required	$150/hour + $200-$500 truck rental
Comissions	Paid to the selling and buying brokerages	Commonly 3% on the first $100,000 and 7% on the balance of the sale price

SELLER'S PRE-SHOWING CHECKLIST

EXTERIOR

- [ ] Remove vehicles, bikes, and garbage bins from the driveway and street in front of your home
- [ ] Front yard, porch, steps & driveway are free of clutter
- [ ] Shovel/sweep front walk and patio/deck
- [ ] Cut and fertilize grass
- [ ] Weed flowerbed
- [ ] Arrange patio furniture & remove covers
- [ ] Garden hose is wound up and all tools in shed
- [ ] Garage is neat and floor is swept

DECLUTTER

ENTRYWAY

- [ ] Remove extra coats, shoes, umbrellas, and bags

DEN/OFFICE

- [ ] Tidy and put loose papers away

KITCHEN

- [ ] Remove small appliances and tools from counter
- [ ] Remove dishcloths, towels, and oven mitts
- [ ] Remove/organize fridge magnets and other items on fridge
- [ ] Remove floor mats if dirty
- [ ] Make sure sink is empty and shiny
- [ ] Empty & hide garbage and recycling bins
- [ ] Hide pet bowls

BATHROOMS

- [ ] Clean counter space and put all toiletries in cabinets
- [ ] Hang towels neatly and straighten mats
- [ ] Close shower curtains and clean mirrors

BEDROOMS

- [ ] Remove excess furniture to make rooms look larger
- [ ] Make the beds as neat as possible
- [ ] Hide laundry baskets and dirty clothes
- [ ] Keep toys in kid's room or playroom and have them look neat and tidy
- [ ] Move exercise equipment from rooms

LIVING ROOMS

- [ ] Arrange furniture to show as inviting as possible
- [ ] Remove any personal pictures
- [ ] Do not cover fireplace with furniture
- [ ] Clutter such as too many plants, decorative pillows, remotes, etc. to be packed up
- [ ] Remove all toys from living areas
- [ ] Remove trophies, collectibles, and souvenirs

CLEAN, ORGANIZE AND REPAIR

- [ ] Fix any broken lights and replace light bulbs
- [ ] Fix any tap or pipe leaks
- [ ] Dust and vacuum (including baseboards)
- [ ] Clean kitchen and bathrooms
- [ ] Patch any holes in walls and match or repaint
- [ ] Clean windows
- [ ] Organize all hallway closets
- [ ] Replace worn switch plate covers
- [ ] Use mirrors to magnify light and space
- [ ] Pack away meaningful jewellery & small items

OTHER TIPS

- [ ] Ensure all blinds are open and turn on all lights/ lamps for the photo shoot (even in daylight)
- [ ] Switch on fireplace & create mood lighting for showings

Note: CAA/AMA has a great list of home maintenance items to keep up with during all four seasons on thier website!

REDLINE | real

SELLER'S DOCUMENT CHECKLIST

LEGALITIES

- [ ] RPR with municipal compliance - either new or updated (see RPR page info)
- [ ] The current title
- [ ] Property tax assessment documents
- [ ] Mortgage documents (speak to your lender)
- [ ] HOA documents (if applicable)
- [ ] Permits (if there was work done)
- [ ] Condo Docs (if applicable - see condo doc checklist)
- [ ] Tenant documentation (if applicable)

UTILITIES AND BILLS

- [ ] Recent bills for:
  - [ ] Electricity (likely ENMAX or ATCO)
  - [ ] Natural gas
  - [ ] Water/sewer (municipal)
- [ ] Hot water/furnace rental agreement
- [ ] Home insurance information

MAINTENANCE AND REPAIRS

- [ ] Furnace age and service records
- [ ] Duct cleaning records
- [ ] Hot water tank age and service records
- [ ] Septic maintenance records (last empty date)
- [ ] Fireplace records/inspection (WETT)
- [ ] Water analysis test
- [ ] Roof replacement records
- [ ] Description/record of renovations
- [ ] Description/record of landscaping done
- [ ] Pre-listing inspection report - if completed

OTHER

- [ ] Labeled keys/remotes
- [ ] Alarm codes
- [ ] Gate codes
- [ ] Appliance receipts, warrenties and manuals
- [ ] Important contacts (eg. pool repair guy)

Note:

Aside from the legal documents, you may not have/need all documents from this list, thats ok!

This list provides the buyer and buyer's agent with as much info as possible to show transparency and save time, but not all documents are required

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SELLER'S CONDO DOCUMENT CHECKLIST

Section 44 of the Condominium Property Act of Alberta allows the purchaser of a condominium, in Alberta, the right to request information (documents) pertaining to the condominium corporations, before they buy.

As a seller you are required to provide, upon request , the following documents for professional review. Typically the documents will need to be provided upon final acceptance of the Offer to Purchase.

Since many condominium corporations and property management companies require 10 days written notice to provide documentation that is requested, we strongly recommend that you ensure that you have all the necessary documents available and order any that may be missing.

REQUIRED DOCUMENTS

- [ ] Condominium Corporations current by-laws
- [ ] Current Annual Budget & Condo Fee Schedule
- [ ] Condominium Corporation CURRENT MONTHLY financial (to date - order when an offer is accepted)
- [ ] Most Recent Audited Financials
- [ ] Most Recent AGM Minutes
- [ ] Board Meeting Minutes (last 12 months)
- [ ] Insurance Certificate
- [ ] Lease Agreement for Parking (if applicable)
- [ ] Management Agreement
- [ ] Recreational Agreement (if applicable)
- [ ] Reserve Fund Study or Board of Directors Reserve Fund Plan
- [ ] Post-Tension Report (if applicable – usually pertains to low rise or high rise apartment condos)
- [ ] Newsletters published by the Condo Corp
- [ ] Board of Directors Rules and Regulations of the Corporation
- [ ] Copy of Management letter regarding any legal action, judgements made against the corporation
- [ ] Owner-occupancy %
- [ ] Legal Condo Plan
- [ ] MLS Listing of the Property (realtor provides)

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SELLER'S SHOWING/OPEN HOUSE

CHECKLIST

At this stage in the journey, it's getting exciting! You have qualified buyers coming to see your property. One or more may fall in love with your home and make an offer.

1 Don't be there.

Buyers want to feel free to look around and discuss your home candidly. That's why, according to the research, they prefer to see a home with an agent rather than the homeowner.

If you're at home during a showing, buyers may not feel comfortable viewing your property thoroughly and, as a result, not come to appreciate all your property has to offer.

So go for a walk, have lunch out... anything. Just be *away* when a buyer sees your home.

2 Be flexible when scheduling.

Restricting viewings to "Saturdays 3-6" will seriously limit the number of buyers able to see your home. Yes, showings can sometimes be a pain, but the potential is getting an offer. So be flexible. Schedule viewings as often as possible.

Also, be willing to have a buyer see your home on short notice. (They are often the most eager to buy.)

3 Make your home inviting.

Ever notice how model homes are always neat and tidy — and never have closed doors? That's because the more inviting a home is the more likely the buyer is to make an offer.

You don't have to do much to prepare. Make sure your home is clean. Put away personal items like family pictures (that way a buyer can imagine themselves living there.) Leave lights on and open curtains and blinds, where appropriate. Make sure pets are cordoned off or, better still, take them out. And don't forget the yard. Cut the grass, trim the hedges, and sweep the walkway. Often, buyers will form an initial "good or bad" impression by the time they have entered your front door.

4 Have helpful information available.

These includeproperty brochures, floor plansand contact information.

If you are selling your home in the winter, summer pictures help buyers visualize how great your home looks in the sunshine. Got a great neighbourhood? A list of area features — parks, schools, running paths — will give buyers a clearer picture.

WHERE GOOD IMPRESSIONS ARE MADE

Curb Appeal

How your home looks from "the curb". Make sure what they see looks great.

Foyer

What the buyer sees as soon as they walk in the front door. Make sure this area is clean, uncluttered and spacious.

Kitchen

Often the first room a buyer sees! Ensure countertops are cleared and everything shines.

Bathrooms

Store away personal items, such as toothbrushes and cosmetics.

SELLER'S MOVING CHECKLIST

8 weeks before moving day:

- ☐ Get an estimate from at least 3 moving companies - ensure they offer the services you want, are within your budget and they are licensed/insured
- ☐ Set a moving budget
- ☐ Start a 'Moving File' for all receipts, papers and estimates
- ☐ Request time off work
- ☐ Find a school for the kids and arrange to transfer school records
- ☐ Start planning to get rid of unwanted items if you have them (start selling online, plan a garage sale, donate...)
- ☐ Start collecting boxes and moving supplies

6 weeks before moving day:

- ☐ Select a rental truck and arrange pick up and delivery dates
- ☐ Pack up a little every day
- ☐ If you are moving to a new city ask you lawyer, doctor and other providers for referrals and necessary records
- ☐ If you have a pet request records from the vet

4 weeks before moving day:

- ☐ Schedule disconnection dates with your current utilities
- ☐ Notify utilities of the connection dates for the new home
- ☐ Cancel subscriptions to end this month (gym, food delivery, lawn care, snow removal...)

2 weeks before moving day:

- ☐ Set up mail forwarding
- ☐ Start furniture disassembling
- ☐ Dispose of flammables (create a method to move flammables/hazardous materials such as paint, propane, gas)
- ☐ Schedule a dump run - you will probably find the garbage pile up as you pack!

1 week before moving day:

- [ ] Confirm all utility connection dates
- [ ] Ensure all loose items are packed into boxes and boxes are labeled (room and if fragile)
- [ ] Disassemble furniture
- [ ] Update your address (see 'Who to Notify' list)
- [ ] Get your car serviced if you are moving a long distance
- [ ] Clean your home

  Clean out freezers and allow to defrost
- [ ] Plan a meal to have the first night in your new home
- [ ] Prepare a 'quick-access' box which may include;
  - [ ] Toilet paper
  - [ ] Snacks/coffee
  - [ ] Scissors/knife
  - [ ] Packing tape/box labels
  - [ ] Personal duffle bag (clothes, toiletries, chargers...)
  - [ ] Dish supplies (minimal dishes, soap, towel)
  - [ ] Flashlight
  - [ ] Tool kit
  - [ ] Last minute cleaning products

On Posession Day:

- [ ] Plan to leave the home well before possession time (9am is a good aiming point)
- [ ] Turn off the water
- [ ] Leave spare keys in a drawer or on the counter

  Optional - leave a thank you letter
- [ ] Organize manuals, notes, and other documents in a pile in a drawer or on the counter

Reminder: Possession often does not occur at the exact time as stated in the contract...

WHO TO NOTIFY CHECKLIST

Service and Utilities:

- [ ] Water
- [ ] Gas
- [ ] Electricity
- [ ] Phone
- [ ] Post office
- [ ] Cable/internet
- [ ] Bank
- [ ] CRA
- [ ] Credit card companies
- [ ] National Saving and Bonds
- [ ] Employer
- [ ] Insurance companies

Health:

- [ ] Doctor
- [ ] Dentist
- [ ] Insurance
- [ ] Vet
- [ ] Pharmacy
- [ ] Health card

Vehicle:

- [ ] AMA/CAA
- [ ] Driver’s license
- [ ] Insurance
- [ ] Leasing/financing

Other:

- [ ] Family and friends
- [ ] Online subscriptions
- [ ] Clubs
- [ ] Schools