



## SELLER'S CHECKLIST

# Selling Your Home in Calgary

Seven steps from listing to keys.

Put it on the fridge and tick them off as you go.

Day 1

is when interest peaks,  
so price it right

14 days

for the City's compliance  
stamp on your RPR

\$0

tax on most principal home  
sales, but you must report it

## 1 PLAN YOUR MOVE

- ☐ Sell first, buy first, or line up both dates
- ☐ Ask your lender for your payout and penalty
- ☐ Buying next? Ask about bridge financing
- ☐ Tenanted? Check the lease before picking dates

## 3 GET YOUR DOCUMENTS READY

- ☐ Photo ID for every owner
- ☐ Mortgage details and property tax notice
- ☐ Own your lot? Get an RPR with City compliance
- ☐ Condo? Order your condo document package
- ☐ Spouse not on title? Ask about dower consent

## 5 SHOW IT AND SELL IT

- ☐ Lights on, beds made, valuables locked away
- ☐ Step out so buyers can take their time
- ☐ Tenant? Give 24 hours' written notice
- ☐ Compare offers on more than price

## 7 HAND OVER THE KEYS

- ☐ Gather every key, fob, remote and mailbox key
- ☐ Leave it clean, with manuals and warranties
- ☐ Send us and your lawyer your new address
- ☐ Report the sale on your next tax return

## 2 PRICE IT RIGHT

- ☐ Ask us for a pricing analysis of nearby sales
- ☐ Don't rely on assessments or online estimates
- ☐ Get a line-by-line estimate of what you'll net

## 4 PREPARE YOUR HOME

- ☐ Fix the small things an inspector will flag
- ☐ Service the furnace and keep the receipt
- ☐ Declutter, depersonalize, let the light in
- ☐ Tidy the yard; clear snow and ice in winter

## 6 AFTER YOU ACCEPT

- ☐ Give inspectors and appraisers easy access
- ☐ Send us your lawyer's details right away
- ☐ End utilities on possession day, not before
- ☐ Keep insurance until the funds arrive
- ☐ On TIPP? Cancel it with the City
- ☐ Condo? Tell management, book the elevator

### KEY DATES & CONTACTS

LISTING DATE

CONDITIONS DUE

POSSESSION DAY

LAWYER

LENDER

MOVERS

Questions at any step?  
Call or text us.

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