

**RE/MAX**

Vision Realty



# SELLER CHECK LIST

## Before Listing

### OFFICE

ReMax Vision Realty Ltd.  
5115 50 Street  
Drayton Valley, Ab T7A 1R9

### PHONE

780-514-9543  
780-898-8887

### FAX

780-542-6040

### EMAIL

[rachelle@dvhouses.com](mailto:rachelle@dvhouses.com)  
[john@dvhouses.com](mailto:john@dvhouses.com)

### What we need to know before you list:

Do you have a payout penalty? (ask your mortgage lender)

Do you have a security system? (Will you leave it with the house? Is it under contract? Is the contract transferrable? Do you have to pay out the contract? Is the alarm company removing the entire system including wall panel — holes need to be repaired)

Do you have TV wall mounts? (Will you leave them with the house? Will you remove them — holes need to be repaired and repainted)

Do you have a door code to your house, or physical keys? If you don't have keys, this must be disclosed to a buyer during the offer stage.

Do you have attached shelving in your house/garage? These are standard to remain with the house, but if you are taking them it must be disclosed to buyer (and holes patched and painted).

Are you taking curtains with you? The curtain rods are expected to remain with the house (otherwise it needs to be disclosed and holes patched and repainted)

If you are rural, are you part of an REA (Rural Electrification Association)? The details of such must be disclosed.

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# SELLER CHECK LIST

## After the Agreement

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**POSSESSION** (around noon, but could be earlier or later)

**DAY:** \_\_\_\_\_

- Send agreement to bank/lender if making another purchase

• \_\_\_\_\_

• \_\_\_\_\_

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# SELLERS CHECK LIST

## After Condition Removal

### OFFICE

ReMax Vision Realty Ltd.  
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- Find your Site ID on your utility bills and let us know what they are (for the buyer to connect utilities)
- Find lawyer (let Realtor know who you've chosen. Our office will forward all paperwork and lawyer will contact you)
- Call Utilities (to disconnect at present property, and reconnect at new home)
- Contact post office with new address for mail forwarding
- Contact security company if necessary

## On Possession Day:

- Leave all keys (including mail key), garage door openers, door codes and any pertinent manuals on the kitchen counter.
- Wait for call from Realtor telling you keys have been released. (This will happen when the funds are in your lawyer's Trust Account.)