

THE **AMES** TEAM

GUIDE

TO PREPARING

YOUR HOME

FOR SALE

The logo features a stylized hot air balloon with a red top and blue bottom, containing the text "RE/MAX" in blue and red. Below the balloon is a small registered trademark symbol (®).
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THE AMES TEAM HOME SELLING CHECKLIST

This guide is a great resource for all the information you should collect to prepare yourself to list your home for sale. We created this resource for anyone thinking of selling their home. By collecting the information and gathering the paperwork ahead of time you'll be better prepared. You'll get tips on how to prepare your home as well.

This list comes from a collective knowledge from years of industry experience. Years of learning exactly what potential buyers want to know before buying a home and what will help you get the most for your home.

If you have any questions about anything you find below you can reach out to me, Terry Ames, by emailing us at terryames@remaxcrown.ca or calling/texting me at 705.669.7058.

What the top 5 things you love the most about your home?

Recent Improvements

Information Needed

This section outlines what information and paperwork you should gather as its all information any potential buyer will want to know.

Paperwork to Collect

- Copy of Survey (if you have one)
- Copy of Floor Plan (if you have one)
- Copies of Permits and Inspections (if applicable)
- Property Tax Information
- Receipts for all Improvements to Property
- Contracts for Rental Items
- Anything that must be assumed with the sale of the property (e.g. private road with shared plowing, balance on landscaping contracts, etc.)
- Warranties for all Chattels remaining with the home when you sell
- Copy of Mortgage Information
- Copy of all contracts entered prior to closing (eg. Roof to be installed, new fence agreement with neighbour)
- Last WETT Inspection Report (if current)
- Last Water Sample Report
- MPAC Assessment (if available)

Information

- What year was your home built? _____
- Age of Roof? _____
- Age of Furnace? _____
- Age of Windows? _____
- Age of Doors? _____
- Age of Central Air Conditioning? _____
- Age of Pool? _____
- Age of Pool Liner? _____
- Age of Pool Equipment? _____
- Age of Hot Tub? _____
- Maintenance Fee Breakdown (if applicable) _____
- Garbage/Recycling Days? _____
- Shut off Valve Locations _____
- Contractors Used for Lawn Maintenance, Snow Removal, Plumbing, Etc. _____
- Last Time Septic was Pumped? _____
- Last Time Septic was Serviced? _____

Operating Cost (Approximate)

- Annual Cost of Water: _____
- Annual Cost of Hydro: _____
- Annual Cost of Heating: _____
- Annual Cost of Home Insurance: _____
- Annual Maintenance Costs: _____

- Alarm System: _____
- Internet: _____
- Phone: _____
- Other Operating Costs: _____

Preparing Your Home

This section will outline the different things you should be doing to get your home ready to go for sale on the market.

You do not have to do it all yourself, you can hire people to do this for you.

If you would like some recommendations on reputable local professionals just reach out to me/us by emailing me at terryames@remaxcrown.ca or calling/texting me at 705.669.7058.

INSIDE YOUR HOME

Flooring (Carpeting, tile, hardwood, etc.)

- Clean any stains
- Repair excessive wear or damage
- Carpet or area rugs need to be cleaned?

Walls and Ceilings

- Dirt, fingerprints or other stains?
- Nail or thumb-crack holes, tape residue?
- Cracks, chips, water damage?
- Need for repainting or new wallpaper?
- Neutral, light colours for roomy environment?

Doors

- Fingerprints or other stains?
- Need new paint?
- Open/close easily without squeaks or catching on the floor?
- Latches/handles secure and working properly?

Windows Glass

- Sparkling clean/chip- and crack-free?
- Open/close easily?
- Latches/handles/locks secure, working properly?
- Dirt and fingerprints on frames or sills?
- Screens clean and without holes?
- Storm windows in good condition?

Window Coverings (Curtains, drapes, blinds, etc.)

- Dirt or stains? Excessive wear or sun damage?
- Open/close easily, hardware working properly?

Lighting (Lighting makes a room feel more inviting)

- All bulbs working and proper wattage?
- Broken switches, exposed wiring?
- Table and floor lamps working properly?
- All bulbs are same colour

Pet Areas Clean

- Organized, odour-free?

Entryways and Hallways

- Clean and free of clutter or obstructions?
- Welcome mat(s) clean and inviting?

Closets and Storage Areas

- Clean and well organized?
- Clutter and excess junk removed?
- Clothes hung neatly and not jammed together?
- Shoes and boots neatly stored/stacked?

Kitchen

- Every surface sparkling clean?
- Countertops organized, all but daily use appliances?
- Refrigerator spotless inside and out?
- Organized?
- Spoiled food discarded?
- Frost removed?
- Light bulbs working? (Buyers look!)
- Oven/stovetop clean? Burner trays cleaned?
- Sinks clean; faucets working properly and leak-free?
- Garbage disposal in good working condition?
- Cupboards/pantry spotless, organized?
- Dishwasher clean and stain-free?

Living Room, Dining Room, Bedrooms, Den and Study

- Everything thoroughly vacuumed/dusted?
- Excess furniture removed for roomier atmosphere?
- Remaining furniture clean and in good repair?
- Wood and other surfaces clean and polished?
- Bookshelves neat, organized and clutter-free?
- Children's games/toys stored neatly?
- Fragile items removed and stored?
- Smaller valuables removed/locked away?
- Window coverings open for views and sunlight?
- Mirrors clean and in good repair?
- Ashtrays cleaned and kept out of sight?
- Fireplace clean, logs/kindling stacked neatly?

Bathrooms/Powder Room

- Every surface sparkling clean?
- Countertops organized, free of clutter? Fresh soap?
- Sinks spotlessly clean, faucets working properly?
- Tub and shower surfaces clean?
- Towels stain-free and hanging neatly?
- Shower curtain clean and in good repair?
- Toilet extra-clean and working properly?
- Closets organized and clutter-free?
- Medicine cabinet clean, "personal items" removed?

Basement, Furnace Room, Garage, Attic Storeroom

- Clean and well-organized? Clutter and excess "junk" removed?
- Remaining items stored/stacked neatly?
- Everything thoroughly vacuumed/dusted?
- Wipe down furnace and Top of Hot Water Tank

OUTSIDE YOUR HOME

Structures

- Exterior surfaces clean, in good condition?
- Front-door exterior clean, inviting?
- Eavestroughs and downspouts clean, in good repair?
- Gates open/close properly, hardware working?
- Fences/decks in good repair, in good condition?
- Sidewalks and walkways in good repair?
- Driveway clean, in good repair?

Yard and Environment

- Driveways, sidewalks clear of snow, ice?
- Lawns mowed/edged regularly?
- Large bare spots repaired?
- Leaves removed from lawns and flower beds?
- Trees pruned, hedges trimmed?
- Flower beds weeded and tidy; dead plants replaced?
- "Junk" and scrap removed?
- Lawn furniture clean, organized, good repair?
- Bicycles, children's toys stored neatly, out of way?
- Firewood organized and neatly stacked?
- Yard cleared of "Doggy land mines"?

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