

## SELLER'S CHECKLIST

### **UPON FINAL SUBJECT CLAUSE REMOVAL (FIRM CONTRACT):**

- Advise your agent you will be represented by Maguire & Company
- At your convenience, complete our Property File Starter form (optional) to get a better idea of what we will need from you, save you time when the file is being opened, communicate your information accurately, and receive a special gift at your appointment
- Consult with your mortgage lender, if any, for suggestions to mitigate possible payout penalty
- Make moving arrangements, if applicable, including shift/cancel of utilities and insurance
- Corporations or Estates ensure that their documentation will be in good standing by closing
- If executing by Power of Attorney, ensure original can be located
- Non-residents consult their accountants regarding CRA clearance

### **ABOUT THREE WEEKS PRIOR TO COMPLETION:**

- Expect to hear from Carolynne Maguire to exchange details and establish your file with us
- Expect to receive emailed confirmation/information from our conveyancing team
- Contact us with any questions or new developments

### **WITHIN THE WEEK PRIOR TO COMPLETION:**

- Attend at signing appointment to execute the required transfer documents (bring photo ID)
- Direct how you would prefer to receive sale proceeds (collected from us or deposited by us)

### **COMPLETION:**

- Transfer documents are registered at Land Title Office and sale proceeds released by buyer
- Agents will be advised of registration number to confirm successful closing
- Sale proceeds are distributed next business day

### **POSSESSION:**

- Leave the property in the condition agreed upon in your contract
- Leave with your agent or in the property:
  - a. the keys / alarm codes / garage remotes
  - b. appliance warranties / instruction manuals
  - c. any notices (property tax, city utilities, garbage collection days, etc) of use to the buyer
- Buyers will receive keys at the appointed time through their agent

### **POST-TRANSACTION REPORTING:**

- You will receive final written confirmation of registration and sale proceeds to close the matter
- Tell your agent and friends what a positive and efficient experience you enjoyed with us!

### **YOUR NEXT PROPERTY TRANSACTION:**

- We look forward to working with you again!

