



## **Buyer Checklist After Receiving an Accepted Conditional Offer**

### **1. Financing Condition**

Complete Within: 3-5 Days (or as per contract)

- Send the accepted offer to your mortgage broker/lender immediately (I CAN DO THIS FOR YOU IF I HAVE THEIR INFO)
- Provide all required financial documents, such as:

Recent pay stubs

Employment letter

T4s / tax returns

Bank statements

Proof of down payment & closing funds

- Respond quickly to any lender or broker requests
- Confirm appraisal date (if required), and pay for appraisal if required
- Receive written mortgage approval and deliver to your Realtor

### **2. Home Inspection Condition**

Complete Within: 5-10 Days (or as per contract)

- Schedule a certified home inspector ASAP (I CAN DO THIS WITH YOUR PERMISSION)
- Attend the inspection (not mandatory, but recommended) to ask questions and understand the home

- Review the inspection report

- Decide whether to:

- Proceed as is

- Request repairs or credits

- Renegotiate terms

- Decline and release the offer (if significant issues)

- Sign written waiver, fulfillment, amendment, or mutual release

### **3. Condition of Selling Your Current Home**

Goal: Get your home ready for market immediately

- Meet with **me** to create a listing timeline

- Discuss pricing strategy, comparable sales, and target list date

- Sign listing paperwork (MLS Agreement, property forms, etc.)

### **4. Prepare Your Home for Listing**

#### **Declutter & Depersonalize**

- Remove personal photos

- Pack excess belongings

- Clear countertops and surfaces

- Organize closets & storage areas

#### **Deep Clean**

- Professional cleaning (recommended)

- Shampoo carpets or clean hard floors

- Wash windows inside and out

#### **Repairs & Touch-Ups**

- Patch and paint scuffs & holes

- Replace burnt-out lightbulbs
- Fix leaky faucets or loose hardware
- Service HVAC if needed

## **Staging & Presentation**

- Follow stager's recommendations or implement DIY staging
- Improve curb appeal (lawn, weeds, front door, mulch)
- Remove pet items and odours

## 5. Listing Preparation

- Review Checklists and Prep in seller's guide
- Prepare for 3D tour or floor plans
- Ensure the home is photo-ready by shoot day
- Review MLS draft listing for accuracy
- Confirm showing instructions and availability

## 6. While Your Home Is Listed

- Keep the home clean & ready for showings
- Maintain flexible showing times
- Review feedback from showings with your Realtor
- Adjust strategy if needed: price, staging, availability

## 7. Once Your Home Sells (Firm Sale)

- I will provide firm sale documents to your lender
- Provide proof of sale to the seller of the home you're buying
- Sign the condition removal/waiver
- Celebrate — your purchase becomes firm!

## 8. Pre-Closing Tasks

- Hire a lawyer/notary, and let me know who they are so I can send paperwork ASAP
- Arrange home insurance for the new property
- Schedule movers
- Transfer utilities
- Book final walkthrough

