



## **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

