
About Listing

9 Things to Have Ready When I List Your House

This is a list of things that you can find or prepare in advance of listing your home.



1. Survey. Have you got a copy of the most recent property survey? If so, we will want to put that in the House Binder and make available to the purchaser. In the last move, my husband and I got the survey as part of the package. It was interesting and we filed it. A couple of years later we met with the City of Ottawa people to determine the responsibility of removing a dying tree. Having the survey proved to the city arbourist that the tree was on city property. This saved us hundreds of dollars.

2. Floor Plan. In addition to the survey, do you have the builder's floor plan? This would be a wonderful thing to provide to the purchaser plus it will help in measuring the rooms.

3. Tax Bill. Maybe you are paying your taxes with your PIT (Principle, Interest and Taxes) and don't have a copy. I would like you to contact the city and get a copy of the bill. This is an essential piece of information for the MLS listing. Buyers are very keen to know the taxes.

4. Energy Bills. While a family with babies and toddlers is likely to keep the house warmer and use more water than a couple who are at work all day, your energy and water bills (gas, water, hydro, oil, etc.) will give the prospective buyer an indication of what it costs to run the house. This is interesting information to have handy and we will be questioned during the buying process about the energy costs of your home.

5. Photos. I hope that you have some recent pictures of your house and yard - when it wasn't under 4' of snow. We will want the buyers to see how lovely the yard is, where the pool is located and how your gardening efforts have enhanced the property. We may need to have some of the best photos enlarged for our house book. Sell, sell, sell. When my husband and I were selling our house in the Glebe, we had two sets of photos - the photos of the yard with all the plants and trees in full splendour and a set of photos when the house was built in the late 1800s with the first family that lived in the house. I believe that those historical photos were a significant selling feature.

6. Receipts. If you have had some major house work done in the past 3 - 5 years, we will want to let the buyers know. The receipts will prove when the work occurred, who did it, and if there is any warranty left. The receipts that you should find will include those for new shingles, new porch, floors/carpets, furnace, windows, septic tanks and wells, any room renovations and extensions. We want the buyer to know that you have had work done on the house and that it is move-in ready.

7. Water Wells and Septic Tanks. If you live in the city, you are off the hook for this one. However, if you are outside of the main part of the city and not on city sewer and water, then we want to show the buyers your well record (when it was drilled, what quantity of water is available, etc.). The buyer is going to want to have the water tested. Run your taps regularly and clean out the filter at the end of each tap. We are not going to know where the buyer will take the sample. I hope you have the septic use permit and any receipts for work done on the tank (such as having it recently pumped).

8. List of Positives - Start right now to jot down the reasons why you have enjoyed living in the house. Sell, sell, sell. Buyers will be interested in the park that you love, the wonderful block party every Canada Day, the proximity to Starbucks, how easy it is to clean the tile floors, and how the high fence in the backyard won't let the deer get in to eat your plants. Whatever you love about your house, write it down and let me know.

9. Key and Alarm Code - I need a key to your house to put in my lock box. Please have a spare key ready for me. If you are like me, it is likely to be on a keychain somewhere in the house. If you have an alarm system, I will need the code.

Be Prepared - We Are Going To Be Selling

Photo credit: Plan of Ground Floor by <http://www.flickr.com/photos/salimfadhley/188276262/>