

Property Address: _____ Offer Price: \$ _____ Closing Date: _____
 Buyer(s): _____ Accepted Date: _____ Possession Date: _____



1. OFFER & CONDITIONS

Offer received
Date: _____

Counter Offer(s)
Date(s): _____

Offer Accepted
Date: _____

Deposit Due
Date: _____
Amount: \$ _____

Deposit Received
Date: _____

CONDITIONS & DEADLINES

Financing
Deadline: _____

Home Inspection
Deadline: _____

Condo Document Review
Deadline: _____

Sale of Buyer's Property
Deadline: _____

Other:
Deadline: _____

All Conditions Removed in Writing
Date: _____

2. LAWYER / CLOSING

Lawyer or Notary selected and booked


Mortgage payout arranged


Closing documents signed and returned

Sale proceeds instructions confirmed

Property taxes up to date

Home insurance maintained until closing

 **CLOSING DATE**

 **POSSESSION DATE & TIME**

3. MOVING CHECKLIST

Movers / truck booked

Utilities & services change-over arranged

Internet / TV / Security system cancelled or transferred

Canada Post mail forwarding arranged

Final cleaning completed

Final meter readings scheduled

Garage door openers

Mailbox keys

Extra house keys

Alarm codes / remotes

Appliance manuals

Warranty documents

Leave paint colours and contractor info (optional)

4. QUESTIONS FOR YOUR LAWYER

Have I signed all required documents?

Is my mortgage payout arranged?

When will sale proceeds be deposited?


How and when do I hand over the keys?

Is there anything else I need to do before possession?

! DON'T FORGET

- Keep utilities active until possession.
- Don't cancel home insurance until the sale closes.
- Remove all personal belongings unless otherwise agreed.
- Leave all keys, remotes, garage door openers and access codes.
- Follow your lawyer's instructions carefully before closing.

IMPORTANT CONTACTS					
 Lawyer / Notary	 Buyer	 Buyer's REALTOR®	 Mortgage Company	 Insurance Company	 Moving Company
Name: _____	Name: _____	Name: _____	Name: _____	Name: _____	Name: _____
Phone: _____	Phone: _____	Phone: _____	Phone: _____	Phone: _____	Phone: _____
Email: _____	Email: _____	Email: _____	Email: _____	Email: _____	Email: _____

 **IMPORTANT:** Dates, timelines, deposits and contractual requirements vary by province and by the terms of your purchase agreement. Always follow the dates and obligations contained in your signed contract and any instructions provided by your lawyer or notary.

NOTES  Use this space for your notes, questions, reminders, contractor names, appointments, or anything else related to your sale.
