

CALGARY HOME SELLER'S GUIDE



PREPARED BY: ALAN GHIMIRE - REAL BROKER

ABOUT ME

**NET THE MOST AMOUNT OF MONEY
FOR YOUR HOME.**

Alan is an exceptionally skilled real estate agent who has made a significant impact in the Calgary and surrounding markets. With a deep understanding of the intricacies involved in selling property, Alan is dedicated to making the process as smooth, stress-free, and enjoyable as possible for his clients. He is a driven and successful professional who always puts his client's best interests first, constantly seeking ways to improve and expand his business.

Alan has built a strong reputation by fostering meaningful relationships within the community and developing lasting friendships with his clients. His extensive online and industry presence allows him to offer his clients the tools and resources they need to effectively prepare, list, and sell their properties. Alan's passion for marketing and advertising, along with his creative approach, enables him to showcase each property's unique qualities, ensuring it stands out in the market.

Alan's dedication to excellence and his strong work ethic make him a valuable asset to both his clients and the real estate industry at large.

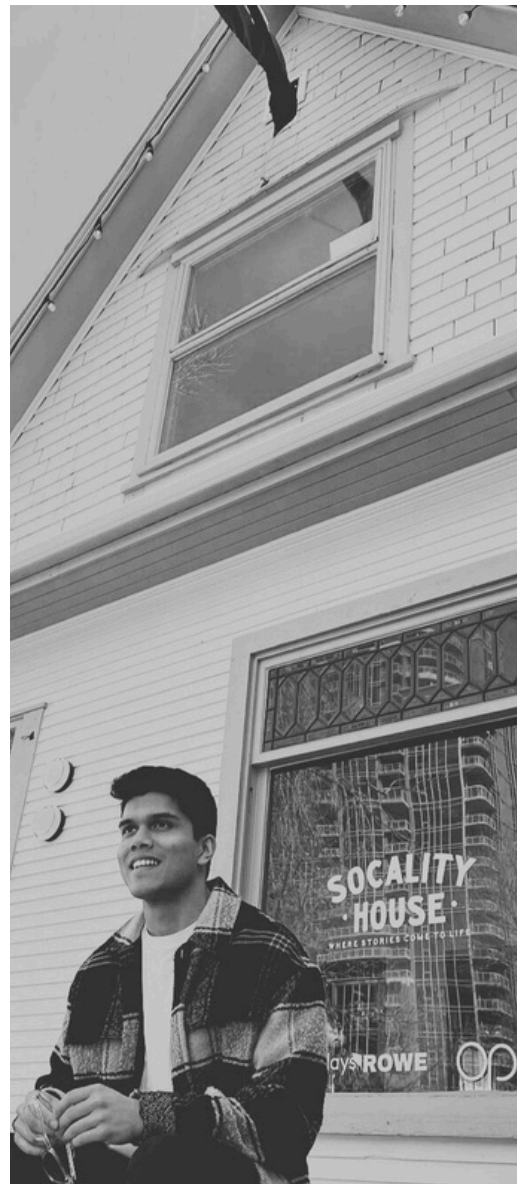
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Alan Ghimire

REAL ESTATE AGENT - REAL BROKER



INTRO

You're about to sell your home. Whether this is your first time or you've been through the process before, there are many factors to think about before and after listing your property. This guide is designed to prepare you for every step of the home-selling journey, ensuring you're well-equipped to handle the process smoothly.



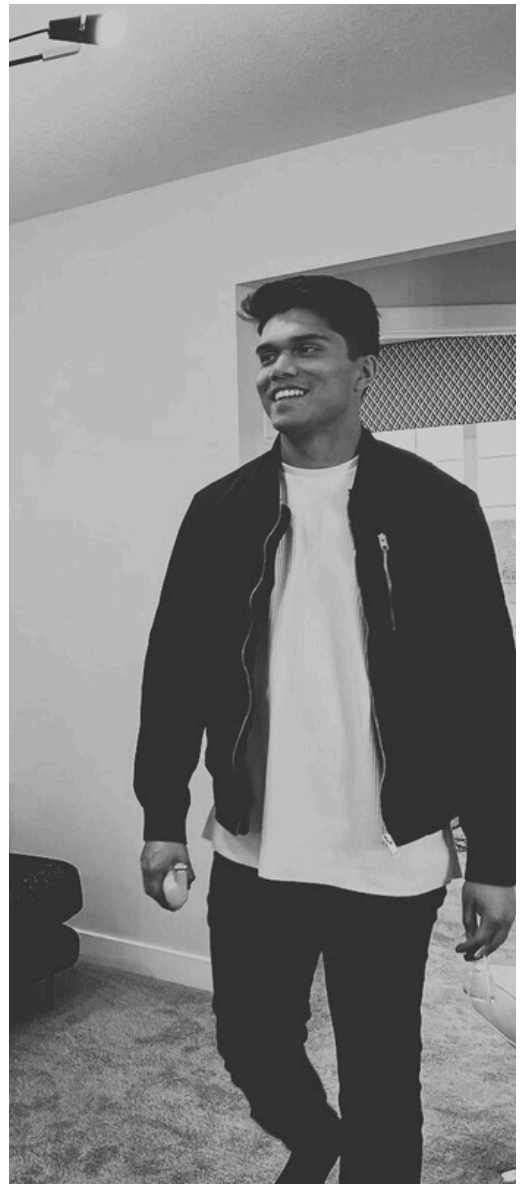
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COLLABORATE WITH A CALGARY REAL ESTATE SPECIALIST

Importance: Calgary's housing market can be fiercely competitive.

Engaging with a seasoned REALTOR® can offer you a strategic edge.

Tip: Screen potential agents with specific questions to assess their knowledge and compatibility with your needs.



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GETTING READY TO SELL

Have Your Documents Ready

When selling your home, it's essential to have the necessary documents prepared for potential buyers. One of the key documents you'll need is a Real Property Report (RPR).

Real Property Report (RPR)

In Alberta, unless the buyer agrees otherwise, the seller is required to provide an RPR with evidence of municipal compliance before the deal closes. An RPR is a legal document created by an Alberta Land Surveyor that outlines the property boundaries and any improvements (such as structures) relative to these boundaries.

Evidence of municipal compliance ensures that the property improvements adhere to the municipality's Bylaws and Regulations. It's important to note that this does not guarantee that the building's use is in compliance with Land Use Bylaws, easements, covenants, legislation, or other legal requirements affecting the land or buildings.

If you have an existing RPR, likely from when you purchased your home, you may sign a Statutory Declaration or Affidavit affirming that the existing RPR is accurate and that the property remains unchanged since the original RPR was issued. However, if there have been changes to the property, only an updated RPR with municipal compliance can confirm that the property meets current municipal regulations.

If you need to update your RPR, it's advisable to contact the Alberta Land Surveyor who conducted the original RPR, as their contact information should be on the document. If not, any certified Alberta Land Surveyor can assist you in updating your RPR.

GETTING READY TO SELL

Condominium Documents

If you're selling a condominium, it's crucial to have the necessary condominium documents ready, as buyers often request to review them. A buyer may even include a condominium document review as a condition of their purchase. These documents provide insight into the operation and management of the condominium corporation, which buyers need to assess to ensure the corporation is financially stable, well-managed, and properly maintained.

Condominium documents typically include:

- **Corporation bylaws:** The rules governing the condominium corporation.
- **Reserve fund study:** An assessment of the long-term costs for major repairs and replacements of the condominium's common elements.
- **Reserve fund plan:** The plan for funding future repairs and replacements as identified in the reserve fund study.
- **Financial statements:** Detailed records of the reserve fund and operating fund to demonstrate the financial health of the condominium corporation.
- **Board meeting minutes:** Notes from meetings of the condominium's board, which provide insight into the decision-making process and management practices.
- **Annual general meeting minutes:** Records of the annual meeting where all unit owners discuss and vote on important matters.
- **Certificate of insurance:** Proof of the insurance coverage held by the condominium corporation.

If you don't have these documents, you should contact your condominium management company or, if the corporation is self-managed, reach out to someone on the condominium corporation's Board of Directors. Be aware that obtaining these documents may come with a fee and can take some time. It's a good idea to gather them before listing your property or, at the very least, before accepting an offer from a buyer.

GETTING READY TO SELL

Get a Sense of Market Conditions

Understanding the current market conditions is crucial when selling your home, as these conditions significantly impact home prices and your negotiating power.

- **Buyer's Market:** This occurs when there is a high supply of properties but low demand from buyers. In a buyer's market, there are more homes available than buyers looking to purchase, which often results in buyers feeling like they've secured a good deal, as sellers may need to lower prices or offer incentives to attract offers.
- **Seller's Market:** In this scenario, buyer demand is high, but there is a limited supply of properties for sale. A seller's market often leads to competitive bidding, with buyers concerned about paying more than they intended due to the scarcity of available homes. Sellers typically have the upper hand in negotiations in a seller's market.
- **Balanced Market:** This is when the supply of properties for sale matches the demand from buyers. In a balanced market, neither buyers nor sellers have a significant advantage, leading to fair and reasonable negotiations.

Market conditions directly influence the price you can ask for your home. While you want to maximize your sale price, buyers aim to pay as little as possible, and the prevailing market conditions will determine which party has the stronger negotiating position.

GETTING READY TO SELL

Tenant's Rights

If you have tenants living in the property you're selling, it's essential to understand their rights as tenants to ensure a smooth sale process.

- **Notice for Entry:** You are required to give your tenants 24 hours' notice before anyone, including real estate professionals, enters the property. This rule applies whether the viewer is your real estate professional or one working with a potential buyer.
- **Lease Considerations:** Review the terms of your tenant's lease to determine how it impacts your sale. If the lease is fixed-term, consider the following:
 - **Fixed-Term Lease:** If you plan to sell the property before the lease term ends, you must provide your tenants with three months' notice before the end of the lease.
 - **Lease Ending Soon:** If the lease is near its end, consider timing your sale accordingly to minimize complications.

For specific questions or to ensure you're fully compliant, review the Residential Tenancies Act or contact Service Alberta for guidance.

GETTING READY TO SELL

Current Mortgage

If you have a mortgage on your property, it's important to review the terms before selling to understand how it might affect your sale.

- **Portability:** A portable mortgage allows you to transfer your existing mortgage, including the rate, to a new property. This can be advantageous if you're purchasing another property and want to keep your current mortgage terms.
- **Assumability:** An assumable mortgage allows the buyer of your property to take over your existing mortgage, including the rate and term. However, the lender typically requires the buyer to qualify under the terms and conditions of your existing mortgage before allowing the assumption.
- **Payout Penalty:** If you're not transferring your mortgage to a new property and the term isn't complete, be prepared for a payout penalty. Payout penalties can be substantial, sometimes amounting to thousands of dollars. They are generally calculated as either three months of interest or based on the Interest Rate Differential (IRD)—whichever is higher. The IRD is a complex calculation that considers the difference between your mortgage's interest rate and the current rate the lender would offer today.

To avoid any financial surprises, request a payout statement from your lender, which details the penalty amount and includes an expiry date for that figure. The payout amount can change significantly if the statement expires, particularly if interest rates fluctuate. Ensure you have sufficient funds to cover the penalty if you decide to pay out your mortgage before the term ends.

GETTING READY TO SELL

Tax Implications

When selling your property, it's important to consider the potential tax implications, especially if the property is not your principal residence as defined by the Canada Revenue Agency (CRA).

- **Non-Principal Residence:** If the property you're selling is not your principal residence, the sale may be subject to capital gains tax, which could result in significant tax liabilities. The capital gains tax is calculated on the profit made from the sale, and the amount you owe will depend on various factors. Consulting with a tax professional or accountant is crucial to understand how the sale will impact your tax situation and to explore any potential strategies to minimize your tax liability.
- **Principal Residence Reporting:** Starting with the 2016 tax year, all Canadians are required to report the sale of their principal residence on their income tax return. Even if the sale is exempt from capital gains tax, it still needs to be reported to the CRA.

Speaking with a tax professional can help ensure you're fully aware of any tax obligations and can assist in navigating the complexities of real estate taxation.

GETTING READY TO SELL

Current Contracts

Before selling your property, review any existing contracts for home-related services, such as a home alarm system or a rented hot water heater.

Understanding these contracts is important, as they can impact the sale and potential buyers.

- **Assumability:** Determine if the contracts can be assumed by the buyer. If the buyer can take over the contract, this may make the transition smoother for both parties. However, ensure that the buyer is aware of the terms and conditions before they agree to assume the contract.
- **Transferability:** Check if the contract is transferable to a new property in the event you move. If the contract can be transferred, this may be an option to consider if the buyer does not want to assume it.
- **Disclosure:** At a minimum, you must disclose the existence and details of each contract to potential buyers. Transparency is key, and buyers should be fully informed about any ongoing obligations associated with the property.

Reviewing these contracts early in the selling process will help you address any potential concerns from buyers and avoid complications during negotiations.

CHOOSE THE BEST AGENT FOR THE JOB

The Majority of Homeowners will use a Real-Estate Agent to help facilitate their transaction. You certainly do not have to, but there are good reasons why most people still do:

Pricing Your Home: An Artful Strategy

Setting the right price for your home is truly an art. The price is the most significant factor in determining how quickly your home will sell, and getting it just right is more challenging than it may appear. Experience plays a crucial role in this process, as even achieving just 1% more for your home can translate to thousands of dollars added to your bottom line.

When it comes to pricing strategies, there are two key approaches:

- **Pricing at Market Value:** This strategy involves setting the price based on the current market conditions and comparable properties. It aims to attract serious buyers while ensuring your home is competitively positioned in the market.
- **Pricing Below Market Value:** In some cases, pricing slightly below market value can generate increased interest and create a sense of urgency among buyers. This approach can potentially lead to multiple offers and a higher final sale price.

We can delve deeper into these strategies during our consultation to determine the best approach for your specific situation.

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CHOOSE THE BEST AGENT FOR THE JOB

The Art of Negotiation

Negotiation is another skill that truly becomes an art with experience. For many, negotiating can be challenging and uncomfortable. Having someone who can negotiate confidently and assertively on your behalf is crucial, especially in high-pressure situations.

An experienced real estate agent can:

- **Negotiate Fearlessly:** They are adept at handling tough negotiations, ensuring that your interests are prioritized and that you get the best possible outcome.
- **Develop a Strategy:** Crafting a negotiation strategy in advance, especially when time is of the essence, can be immensely beneficial. An agent can devise and execute a plan tailored to your specific situation.
- **Advocate for Your Interests:** The right agent will work diligently to represent your interests and navigate the complexities of negotiation with your goals in mind.

Choosing an agent who works for you and truly has your best interests at heart is key to a successful transaction. Their expertise in negotiation will help you achieve the most favorable results in the sale of your home.

CHOOSE THE BEST AGENT FOR THE JOB

Beyond MLS & Realtor.ca: Maximizing Exposure for Your Home

To achieve the highest sale price for your home, it's essential to cast a wide net and attract as many interested buyers as possible. While MLS and Realtor.ca are important platforms, there's much more to consider:

- **Online Presence:** Recent trends show that around 99% of prospective buyers start or end their home search online. To tap into this vast audience, having a comprehensive online marketing strategy is crucial.
- **Effective Marketing Systems:** Implementing well-established marketing systems will help you reach qualified buyers quickly. This includes leveraging various online platforms and tools to ensure your home gets maximum visibility.
- **Video Content:** Video has become a powerful tool in real estate marketing. Creating engaging short film clips of your home allows potential buyers to view and explore your property virtually, any time of day. High-quality video content can effectively showcase your home's features and attract more interest.

I have one of the largest following bases in Calgary, with one of the largest reaches on social media (**100k+ people every month**) as well. By utilizing my online presence and these strategies, you can significantly increase the likelihood of attracting serious buyers and achieving a top sale price for your home.

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CHOOSE THE BEST AGENT FOR THE JOB

Handling the Challenges of Selling Your Home

Managing the sale of your home can be overwhelming, especially for someone working full-time without established systems to organize the process. Here's why professional help is invaluable:

- **Legal Complexity:** The legal aspects of a home sale can be more intricate than anticipated. Ensuring all legal requirements are met and paperwork is handled correctly requires expertise and attention to detail.
- **Showing Your Home:** Showing your own home can be awkward and inconvenient. It complicates your schedule and can make the process feel more stressful.
- **Professional Assistance:** We bring qualified buyers into your home and ensure they are accompanied by a professional Realtor or Buyer's Agent. This not only provides an added layer of security but also helps streamline the process, as you won't need to manage showings and interactions yourself.

By working with a professional, you can alleviate the burden of these tasks and ensure that your home sale proceeds smoothly and efficiently.

IT'S TIME TO PRICE!

Setting the right price for your home is a delicate balance. Price it too low, and you might leave money on the table; price it too high, and you risk turning away potential buyers who may be drawn to more reasonably priced properties. Since a home is both an emotional and financial asset, determining its value objectively can be challenging.

To find the optimal price—one that maximizes your sale price while minimizing the time on the market—requires strategic thinking and expertise. Experienced agents spend their careers refining this skill. They use a combination of:

- **Local and National Market Knowledge:** Understanding current market conditions in both your local area and the broader market.
- **Comparative Market Analysis (CMA):** Studying similar homes for sale and analyzing past sales to gauge appropriate pricing.
- **Unique Features of Your Home:** Taking into account the distinctive aspects of your property and how they fit within your local neighborhood.

Pricing your home accurately from the start leads to more exposure, increased showings, and ultimately, more offers. It's crucial to set a price that aligns with market conditions to achieve the highest sale price within a reasonable timeframe. While the market ultimately determines your home's value, choosing the optimal list price is key to maximizing your profit.

Remember, pricing too low could mean missing out on potential profits, whereas pricing too high might scare off buyers who perceive your home as overpriced compared to similar properties.

PREPARE YOUR HOME TO AMAZE

After price, the condition of your home is the single biggest factor determining how fast and for how much your home sells. REALTORS® repeatedly find that people can't visualize the potential of a home. They have to see it. That means that how your home shows now is the way that people will see themselves in it. Most people can't see past the chips, leaks, clutter, and stains. In fact, they tend to focus even more on those negative things over the positive.

Luckily, you can dramatically improve how your home sells with a staging consultation paid for by our team. According to the National Association of REALTORS®, staged homes sell **49% faster**, and for **7-11% more money**. This can't be overstated. Make sure your house has **curb appeal** and looks nice from the street as many buyers will drive the neighborhood first before booking a showing. Buyers will instantly have negative emotions if the curb appeal is lacking.

You don't need to do everything overnight. With proper planning, we can point you to some people who can help, or, you can break it down into one small task from biggest priority to smallest. Remember, it is not a bathroom reno or a new kitchen that will sell your house. **A clean, de-cluttered, staged home with curb appeal is a winner every time!**

MAXIMIZE EXPOSURE TO BUYERS

Attracting Buyers: The Final Piece of the Puzzle

Once you've determined the right price for your home and prepared it to be in showroom condition, the next crucial step is to attract potential buyers.

Getting the word out about your home is essential for two key reasons:

1. **Visibility:** Buyers cannot express interest if they are unaware that your home is for sale. Effective marketing ensures that your property reaches as many potential buyers as possible, increasing the likelihood of a sale.
2. **Increased Interest:** The more buyers you attract, the higher the potential sale price and the quicker the sale. A well-marketed home generates more interest, which can lead to competitive offers and potentially a better sale price.

Utilizing a strategic marketing plan will help ensure your home stands out in the market and reaches the right audience, maximizing both exposure and offers.

MAXIMIZE EXPOSURE TO BUYERS

Marketing your home to the biggest audience possible takes more than a sign on the front lawn. The best and fastest home sales use a combination of many of the following options:

To maximize your home's visibility and attract potential buyers, a comprehensive marketing strategy is essential. Here's how we ensure your property gets the attention it deserves:

- **MLS Listing:** Your home will be listed on the MLS, the largest online database of available real estate. This is a standard practice for all homes listed by a REALTOR® and provides broad exposure to potential buyers.
- **Virtual Tour:** An interactive virtual tour offers a 3D imaging experience and live walk-throughs, allowing buyers to explore your home remotely. This engaging format is shared across various social media platforms, attracting more interest than static photos alone.
- **Short-Form Property Tours:** Leveraging platforms like my YouTube, Instagram, TikTok, and LinkedIn, we create short, dynamic property tours. These videos reach a wide audience, generating significant engagement.
- **Property Brochures:** Professionally designed brochures featuring high-quality photos and vibrant descriptions provide potential buyers with a tangible reminder of your home. These are ideal for prospective buyers to review and discuss.
- **Print Marketing:** Despite the digital age, print marketing remains effective. We utilize print ads, "just listed" cards, and highlight sheets to reach local buyers and neighboring communities.
- **Open Houses:** Hosting open houses allows buyers to visit and view the home without feeling pressured. It provides an opportunity for potential buyers to experience the property firsthand.
- **Social Media and Online Platforms:** All print and digital marketing materials, including photos, brochures, and blueprints, are shared across various social media pages, Facebook groups, and platforms like Kijiji. This helps engage with individuals who prefer these platforms over traditional methods.

By employing these strategies, we ensure your home is showcased to a broad audience, increasing the likelihood of a successful sale.

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SHOWING EXPERIENCE

As interest in your home grows, it's time to showcase it to prospective buyers. My role is to handle nearly all the logistics involved in this process. I will:

- **Organize Showings:** Manage and schedule all showings to ensure they are efficiently coordinated.
- **Track Details:** Keep track of showing dates, times, and other relevant details.
- **Collect Feedback:** Gather and analyze feedback from buyers to provide you with valuable insights and make any necessary adjustments.

This approach ensures a smooth process and helps maximize your home's potential by addressing buyer feedback effectively.

To ensure a successful showing, consider these important tips:

- **Be Flexible:** Accommodate the buyer's schedule as much as possible. The more convenient you make it for buyers, the better the chance of a successful sale.
- **Leave During Showings:** It's best to vacate the home during showings. Buyers prefer to explore and discuss the property candidly without the presence of the current owner.
- **Plan Your Absence:** Park down the road or take a quick break to give buyers space. Showings typically last between 15 to 45 minutes, so plan accordingly to be away during this time.

To create a welcoming environment for prospective buyers, follow these preparation steps:

- **Adjust the Temperature:** Ensure your home is at a comfortable temperature, whether that means turning up the heat or cooling it down.
- **Lighting:** Turn on all the lights to brighten up your home and make it feel more inviting.
- **Open Blinds:** Let natural light in by opening all the blinds, which can help your home feel more open and airy.
- **Open Doors:** Leave inside doors open or slightly ajar to make the flow of the space feel more seamless.
- **Display Information:** Place helpful materials such as property brochures, floor plans, and additional photos on the kitchen countertop for easy access.
- **Offer Snacks:** Consider leaving a plate of cookies or small snacks for your prospective buyers. It's a small touch that can make the visit more pleasant and memorable.

Feedback from showings is a crucial part of the selling process, and while it's sometimes challenging to obtain, it provides valuable insights into how your home is perceived. Here's how we handle it:

- **Exclusive Client Relationship:** Just as we have an exclusive client relationship, the same applies between buyers and their REALTORS®. This relationship often includes providing feedback after showings.
- **Requesting Feedback:** It's standard practice for a good listing REALTOR® to request feedback after every showing. This helps us understand how buyers feel about your home and what might influence their decision.
- **Recording Feedback:** I will record all received feedback into our shared Google spreadsheet, which we can review and discuss to make any necessary adjustments.
- **Understanding Feedback:** Don't be surprised if feedback is limited or even negative. This feedback can reveal insights we might have missed and provide a clearer picture of a buyer's motivation or desire to purchase your home.
- **Inconsistent Feedback:** While we always request feedback, we may not always receive it. When feedback is provided, it's valuable for adjusting our strategy to better meet buyer expectations.

This process helps us refine our approach and make informed decisions to enhance your home's appeal.

NEGOTIATION

When offers start coming in, the process becomes truly exciting. Here's what you need to know about negotiating the final sale price:

- **Offers and List Price:** It's common for the final selling price to differ from the initial list price. The negotiation process plays a crucial role in determining the final amount.
- **Negotiation Expertise:** As your REALTOR®, I will handle the negotiation process for you. I am skilled at managing these discussions and can provide objective advice based on the current situation.
- **Emotion-Free Negotiation:** My role is to take the emotion out of negotiations and focus on achieving the best possible outcome for you. I'll provide strategic advice and ensure that your interests are represented effectively.
- **View Offers as Starting Points:** Don't be discouraged by low offers or additional terms. These are just starting points for negotiation. You're not obligated to accept them, but they provide a basis for discussion.
- **Always Counteroffer:** Momentum is key in negotiations. By making a counteroffer, you keep the conversation going and increase the chances of reaching a favorable agreement.
- **Consider More Than Price:** Price is important, but negotiations can also involve other terms and even assets included with the home. Be open to creative solutions and flexible terms to make the deal more attractive.
- **Deposit and Conditions:** Once an agreement is reached, the buyer will provide a deposit cheque, which is held in trust by the selected brokerage until all conditions are met. These conditions typically include items like home inspections and financing.
- **Finalizing the Sale:** After the conditions are satisfied, the buyer will sign a notice of waiver. At this point, the deal becomes firm, and you can celebrate the successful sale of your home!

CALCULATING YOUR NET PROCEEDS

As you prepare for the final steps of selling your home, it's important to account for the various closing costs that will affect your net proceeds. Here's a breakdown of the key expenses:

- **Legal Fees:** Expect to pay around \$1,500 for your lawyer to handle the legal aspects of closing the sale. This fee can vary, so it's a good idea to check with your lawyer for specific details.
- **Mortgage Fees:** Contact your mortgage lender to understand any costs associated with transferring or releasing your mortgage. This may include a discharge fee (typically between \$100 to \$250) and possible penalties depending on your mortgage term. Discuss these details before listing your home.
- **Disbursements:** These are additional legal expenses such as RPR compliance, travel, copies, couriers, registration fees, and document preparation. Disbursements can exceed \$1,000 but might be included in your legal fees.
- **Adjustments:** Your lawyer will handle adjustments for any overpayments or deficiencies in mortgage interest, property taxes, and utility charges. They'll ensure that you are credited or charged appropriately based on these adjustments.
- **Moving Costs:** Costs for moving can vary widely depending on location and the amount of possessions. If you're handling the move yourself, consider expenses for vehicle fuel, rental trucks, and moving supplies.

Understanding these costs helps ensure you are prepared for the financial aspects of closing your home sale and allows you to better manage your proceeds.

PREPARE TO MOVE!

Here are some key items to consider when preparing.

3-4 WEEKS PRIOR TO MOVE

- **Create an Inventory:** Make a comprehensive list of all important items to be moved. This helps ensure nothing gets misplaced during the move.
- **Donate Unwanted Items:** Go through your belongings and donate any clothing or furniture you no longer need. This reduces the amount to be moved and can benefit those in need.
- **Book the Essentials:** Reserve an elevator if you're moving from an apartment and confirm your moving truck or moving company.
- **Contact Your Insurance Company:** Transfer your home and auto insurance policies to your new address to avoid any coverage gaps.
- **Request a Change of Address Kit:** Obtain this from the post office to ensure your mail is forwarded to your new address.
- **Update Your Contacts:** Prepare a list of friends, businesses, and personal accounts that need to be notified of your new address.
- **Arrange Utilities:** Schedule cut-off and activation dates for utility services, such as electricity, water, gas, and internet, to ensure they are set up at your new home and disconnected from your old one.

PREPARE TO MOVE!

2 WEEKS PRIOR TO MOVE

- **Purchase Moving Supplies:** Acquire all necessary moving supplies, such as boxes, packing tape, bubble wrap, and markers for labeling.
- **Arrange Appliance Services:** If you're moving appliances, make an appointment with a service technician to ensure they are properly disconnected and prepared for the move.
- **Appraise Antiques:** Obtain a written appraisal for any valuable antique items to verify their worth. This can be useful for insurance purposes and to ensure proper handling.
- **Dispose of Flammables:** Create a plan to safely dispose of any flammable or hazardous materials that cannot be transported. This includes items like paint, propane tanks, and cleaning solvents.
- **Schedule a Dump Run:** Arrange for a trip to the dump or recycling center to dispose of any unwanted items that you've accumulated and won't be taking with you.

1 WEEK PRIOR TO MOVE

- **Inspect Furniture:** Check your furniture for any dents or scratches and take photos if necessary. This can help with any claims for damage during the move.
- **Label Essentials:** Clearly label boxes or items you'll need to access immediately after the move. This makes unpacking easier and ensures you can find important items quickly.
- **Clean the Refrigerator:** Empty and clean out your refrigerator. Plan to defrost and dry it a day before the move to avoid any leaks or mess.
- **Drain Equipment:** Drain water hoses, propane tanks, and gas/oil from lawnmowers and other equipment to avoid spills and leaks during transport.
- **Schedule Utilities:** Arrange for utilities to be turned on at your new home, including electricity, water, gas, and internet, to ensure everything is ready when you arrive.
- **Plan for Houseplants:** Make a plan for transporting houseplants. Ensure they are prepared for the move to minimize stress and damage.
- **Confirm Travel Plans:** Double-check travel arrangements for pets and family members to ensure a smooth transition on moving day.
- **Remove Pictures:** Take down all pictures and wall hangings to prepare the walls for moving or new decorating.
- **Organize Important Records:** Gather and organize all important records and documents, such as personal identification, medical records, and financial papers, to ensure they are easily accessible during the move.

PREPARE TO MOVE!

- **Designate Last Load Items:** Identify and set aside any boxes and items that will be moved last. These should be easily accessible for when you're ready to load them.
- **Pack Loose Items:** Ensure that all loose items are packed into boxes. This helps prevent them from getting lost or damaged during the move.
- **Unplug Electronics:** Unplug all electronics from power sources. Plasma TVs should be unplugged a day before the move to ensure they are at room temperature.
- **Label Boxes:** Clearly label each box with its destination room in your new home. Include labels on both the top and sides for easy identification.
- **Remove Heavy and Breakable Items:** Take heavy and breakable items out of dressers and desks to prevent damage during the move.
- **Disassemble Bedroom Furniture:** Disassemble bed frames and other bedroom furniture to save time and make handling easier.
- **Prepare an Essentials Box:** Pack a box with essential items you'll need immediately after the move. Include:
 - Toilet Paper (unopened)
 - Snacks/Instant Coffee
 - Scissors/Pocket Knife
 - Change of Clothes
 - Dish Soap, Dishes, and Towel
 - Flashlight
 - Portable Tool Kit
 - Personal Towels
 - All-Purpose Cleaner (unopened)
 - Mug/Plate/Cutlery
- **Water shut off**
- **Leave keys/ Any notes in oven drawer**

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POSSESSION DAY

This is the most thrilling part of the entire process. To make the day as smooth as possible:

1. **Leave the Home:** Aim to leave your home by 9:00 am on moving day. Some people choose to leave the day before to avoid any last-minute rush.
2. **Write a Thank You Letter:** Consider writing a thank you letter for the new owners, sharing some unique or quirky details about the home. This can be a nice personal touch.
3. **Organize Manuals:** Gather all the manuals and documents related to appliances, systems, and other home features. Leave them in an accessible place for the new owners.
4. **Leave the Keys:** Place all remaining keys in a kitchen drawer or another designated spot, and make sure they are easy for the new owners to find.
5. **Key Release Notification:** The seller's lawyer will inform both you and your REALTOR® when the “keys have been released.” This confirms that the home has officially sold and the funds have been transferred to the lawyer's firm. This notification typically occurs between 10:00 am and 4:00 pm.
6. **Receive Net Proceeds:** Within a week after the sale, the lawyer will have your net proceeds ready. They will either be available for you to pick up or directly deposited into your account.

Enjoy this exciting milestone as you close this chapter and move on to your next adventure!



WANT MY OTHER GUIDES?

Did you find value in this guide?

I'd love to hear your thoughts!

If you ever have any questions, or if you are looking for a trusted agent to help you navigate the home selling process so you can make the right decisions, then be sure to email or text me using my contact info at the bottom of this page.

Talk to you soon and happy home shopping!

Email: alan@kasslegroup.com Text: 403-816-9431