

SELLING

Selling Price	\$	
Real Estate Commissions + GST As per Listing Contract	\$	
Legal Fees	\$	
Mortgage penalties and/or fees (if applicable)	\$	
Property tax (pro-rated as of July) \$_____ total (depending on completion date) \$_____ per year	\$ \$	Debit Credit
Strata Property - (Maintenance fees) depending on completion date, will be adjusted on completion. - Plus any special assessments to be paid prior to completion date or in trust for future work - if applicable.	\$	
Rental Property If tenant stays, depending on completion date, monthly rent & damage deposit + interest will be adjusted on the completion date and will go to the new owners.	\$	
Oil Tank Removal, Repairs, Painting, Clean Up, Garbage Disposal, etc.	\$	
Other:	\$	
Total:	\$	

All above information to be verified by the Buyer(s)

SELLING

THINGS TO DO AFTER YOUR PROPERTY IS SOLD FIRM

COMPLETION DATE

Real Estate Lawyer:

- ◆ To transfer monies and clear title

Financing:

- ◆ Payout of mortgage if applicable

PRIOR TO POSSESSION DATE

Property Insurance:

- ◆ Notify your property insurance agency to cancel property Insurance or Content Insurance for strata properties as of Possession Date

Moving Company:

- ◆ Arrange moving company for Possession Date (if applicable), leave enough time to clean your home after home is vacant

Strata Property:

- ◆ Call the management company to inform of sale and cancellation of maintenance fee as of Possession Date
- ◆ Call Fortunato if there is any new Strata Minutes or any other information concerning the Strata Lot and Building prior to Completion and Possession Date so we can forward the information to the Buyers
- ◆ Reserve elevator for moving out day (if applicable)

Hydro & BC Gas:

- ◆ Call anytime after sale & let them know you will no longer be the owners as of the Possession date

Television, Telephone, Internet and Alarm Monitoring:

- ◆ Cancel as of moving out date or earlier

Change of address:

- ◆ Set up with Post Office

Tenanted Property: (Vacant Possession)

- ◆ Give notice to the tenants to vacate the property as per the Sales Contract and the Strata Property Act

Tenanted Property: (Tenants to stay after Possession)

- ◆ Damage Deposit plus interest to be given to new owners as per Sales Contract

Maintenance & Repairs:

- ◆ Have all repairs completed prior to Completion Date as per Sales Contract
- ◆ Clean and remove all debris from the Home and Property prior to Possession.

POSSESSION DATE

- ◆ Make sure the home and property is cleaned of all debris
- ◆ Leave alarm code, appliance manuals, etc. at the property if any
- ◆ Have all keys ready for Fortunato to pick up prior to Possession Date
- ◆ Fortunato will deliver all keys to the new Buyers or the Selling Agent