

Seller Prep and Listing Launch Checklist

A practical sequence for getting the property, documents and showing plan ready

Who this is for	Sellers who have decided to prepare for a possible listing in British Columbia.
When it is used	After the seller consultation and before photography, marketing or public launch.
What to do	Work through only the items that apply. Rob will confirm priorities, responsibilities and timing.
What happens next	Rob will review the open items and confirm the launch plan in writing.

USE THIS AS A PLANNING TOOL

A checked box means the item has been discussed or completed as agreed. It does not replace the listing agreement, Property Disclosure Statement, professional advice or the written launch instructions.

PLAN TOGETHER

1. Confirm the listing plan

- ☐ Confirm who will sign the listing and sale documents and whether any legal authority or title issue needs professional review.
- ☐ Review the proposed listing timing, preparation window and any firm dates affecting the sale.
- ☐ Discuss pricing strategy, current market evidence and how the initial list price will be decided.
- ☐ Review the listing agreement before signing. Discuss the services, compensation (called remuneration in the agreement), term, cancellation provisions and any questions.
- ☐ Discuss the Property Disclosure Statement and known material latent defects - serious hidden problems that the law requires a seller to disclose.
- ☐ Identify decisions that need advice from a lawyer, notary, accountant, insurer, lender, inspector or other professional.

LOCATE - DO NOT EMAIL SENSITIVE RECORDS UNLESS INSTRUCTED

2. Gather property information

- ☐ Complete the Seller Property Supplement and flag any answer that is uncertain.
- ☐ Locate the latest property tax notice and any available survey certificate or site plan.
- ☐ Locate permits, final inspections, invoices, warranties and manuals for significant work or improvements.
- ☐ List rented, leased or financed equipment, service contracts and any transfer or cancellation questions.
- ☐ Confirm items intended to remain, be removed or be excluded from the sale so they can be addressed in writing.
- ☐ For a strata property, locate available bylaws, rules, meeting minutes, budget and financial information, insurance information, depreciation report and alteration approvals. Rob will confirm the exact current document package.
- ☐ For a tenanted property, provide the tenancy documents through the approved process and confirm that access, notice and vacant-possession questions will be handled under current B.C. requirements.
- ☐ Tell Rob promptly about known defects, damage, unpermitted work, disputes, notices, insurance claims or other facts that may need further review or disclosure.

AGREE PRIORITIES BEFORE SPENDING

3. Prepare the home

- ☐ Complete only the repairs or maintenance items agreed in the preparation plan; do not conceal or cover a known issue.
- ☐ Remove excess items from main rooms, counters, storage areas and entryways so spaces are easy to understand.
- ☐ Clean high-impact areas, including entry, kitchen, bathrooms, floors, windows and visible outdoor spaces.
- ☐ Replace burnt-out bulbs and confirm that the main lights, doors, locks and basic fixtures operate as expected.
- ☐ Secure medications, identification, financial papers, keys, jewellery, valuables and items with personal information.
- ☐ Remove or store items that should not appear in photography, video, floor plans or public marketing.
- ☐ Confirm plans for pets, alarms, gates, parking, elevators and any building access requirements.

AGREE PRIORITIES BEFORE SPENDING

3. Prepare the home - continued

- ☐ Ask the property insurer about any concern involving vacancy, lockbox use, renovations or changed occupancy.
- ☐ Complete the final walk-through with Rob and record any remaining preparation items, owner tasks and deadlines.

CONFIRM BEFORE PHOTOGRAPHY

4. Prepare marketing and access

- ☐ Approve the property facts Rob has prepared and correct anything that is incomplete or inaccurate.
- ☐ Confirm which features, improvements, neighbourhood benefits and practical details may be highlighted.
- ☐ Confirm any privacy limits for photographs, video, floor plans, address display or occupied rooms.
- ☐ Confirm photography, measurement and other service appointments, plus who will provide access.
- ☐ Review the proposed showing windows, required notice, special instructions and how appointment changes will be handled.
- ☐ Discuss lockbox use, placement and security; confirm any strata, tenancy or insurance requirements before installation.
- ☐ Confirm how showing feedback and material updates will be communicated and who should receive them.

IMMEDIATELY BEFORE GOING LIVE

5. Final launch check

- ☐ Final property facts, room details and included or excluded items have been checked by the seller.
- ☐ The listing price, launch date and offer-review approach have been confirmed in writing.
- ☐ Required signed listing documents and brokerage records have been completed or scheduled.
- ☐ The photography, floor plan and marketing draft have been reviewed for accuracy and privacy concerns.
- ☐ Showing instructions, occupancy details, alarm information and access contacts are current.
- ☐ The home is ready for the first showing and the plan for pets, valuables and personal documents is in place.
- ☐ The seller knows how urgent questions, showing changes and offers will be communicated.
- ☐ Any unresolved legal, insurance, tenancy, disclosure, repair or property-information question has an owner and next step.

BEFORE LAUNCH

Rob will confirm the final open items, responsibilities and dates. The signed listing agreement, approved brokerage documents and written instructions control if anything differs from this checklist.

Seller initials or name**Reviewed with Rob on**