



GRILLER

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RESIDENTIAL REALTOR®
WITH EXP REALTY

 Serving Dawson Creek &
Tumbler Ridge, BC

With over five years of real estate experience, Marcie Doonan brings knowledge, passion, and a client-first approach to every transaction. She began her career in Kamloops, BC, where she had the opportunity to learn from some of the industry's top agents as part of a successful real estate team. That early mentorship shaped her commitment to excellence, attention to detail, and personalized service.

Now proudly serving Tumbler Ridge and Dawson Creek, BC, Marcie combines her professional expertise with a genuine love for the region and the people who call it home.

Whether you're buying your first property, selling your family home, or looking for an investment opportunity, Marcie is dedicated to making the process smooth and rewarding from start to finish.

When she's not helping clients achieve their real estate goals, you'll find Marcie out exploring—hiking scenic trails, golfing local courses, or camping under the northern skies. Her appreciation for the great outdoors mirrors her approach to real estate: authentic, grounded, and full of enthusiasm for helping others discover their perfect place.



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REALTOR

buying vs selling

Understanding Legal Representation during a Real Estate Transaction:

If you are a represented client in a real estate transaction, it's important to understand the differences in legal interests between the Buying and Selling (Listing) REALTORS®.

Buyer's Agent

- Represents the Buyer Clients and their interests
- Shows buyers properties that fit their home search criteria
- Provides information about the neighborhood and comparable homes to help their clients make informed decisions about which properties to view and make offers on
- Schedule showings times with the listing agent
- Presents offers and negotiates on behalf of the buyer to get the best deal possible
- Has expert advice on practical contract clauses such as Home Inspections, Financing & additional services to fully protect their client's interests
- Protects buyers' financial and personal information, such as their budget and any sensitive personal details

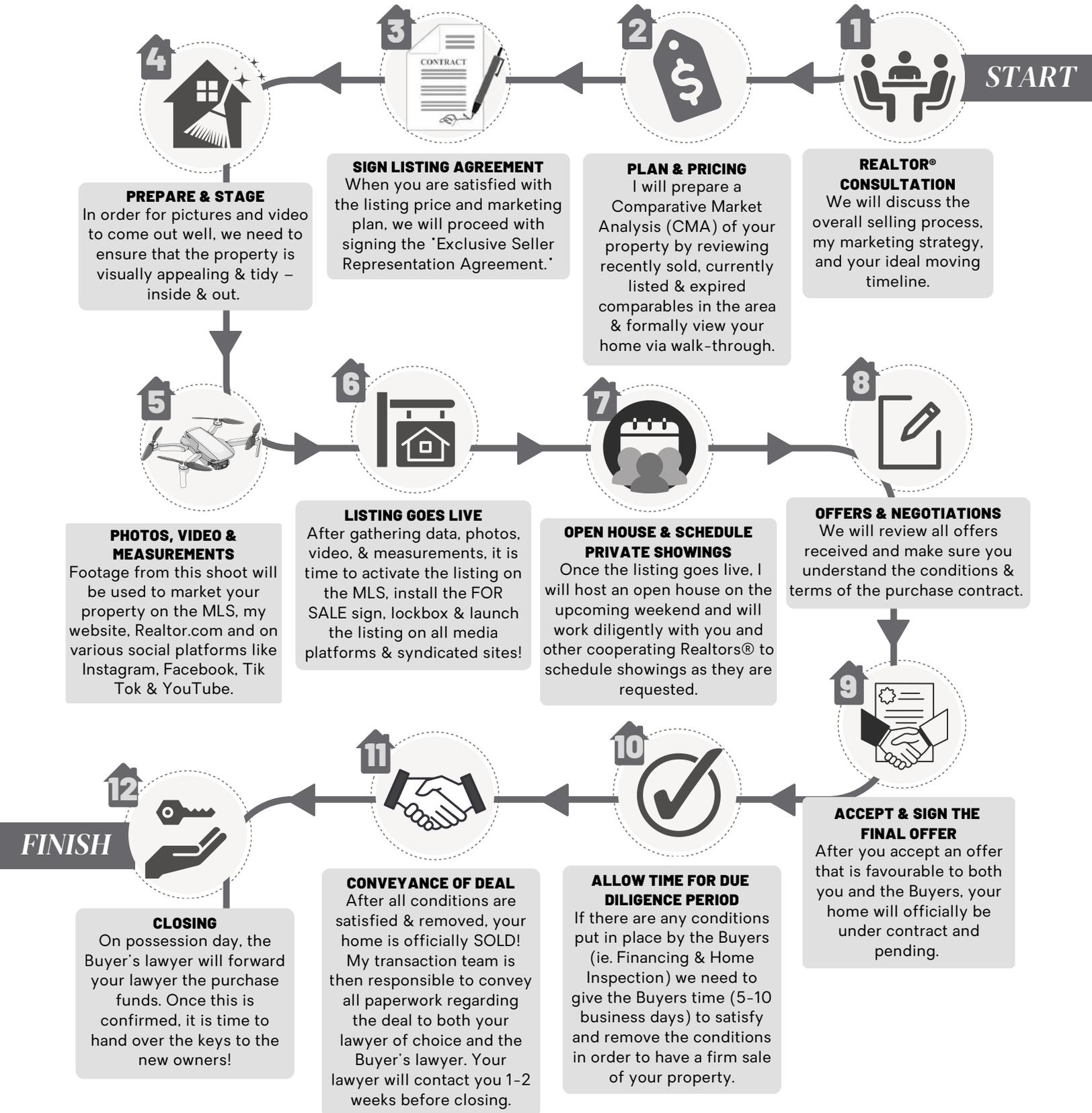


Seller's Agent

- Represents the Seller Clients and their interests
- Has expert knowledge of property values, comparable sales, and market trends, which they use to help their seller clients prepare their home for sale and price it appropriately
- Host open houses; Markets property to potential buyers using various (physical and digital) campaigns; Schedules showings for interested parties
- Receives and presents offers and negotiates on behalf of the seller to get the best price for their property
- Most often, the responsibility for conveying the deal paperwork to both the buyer & seller lawyers for closing & possession usually falls upon the listing brokerage.
- Protects seller's financial and personal information, such as their ideal sale price of the property and any sensitive personal details

HOME

selling roadmap



PROCESS

the home selling

Selling a home can be a highly intricate and complicated task, especially in a competitive market. Working with a Realtor® can alleviate a lot of this stress, as we will be able to mitigate any potential blindspots, assist you with incoming offers, guide you through negotiations, and successfully lead you in closing the real estate transaction on time.



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STEP 1

STEP 1: REALTOR® CONSULTATION

When we meet, we will discuss the overall selling process, the current conditions of the local real estate market, my marketing strategies, and your ideal moving timeline.

Consider the following questions:

- Why do you want to sell? (Are you upgrading to a bigger home, downsizing, or moving to a different city or town for work?)
- Where are you moving to? How soon do you need to be there?
- How long have you been living in this current home?
- What do you love most about living in your current home? What features about the home or neighborhood attracted you to buy this property in the first place?
- How much do you owe on the property, if anything?
- How much do you want to list your home for? How did you determine that price? What price won't you go below?
- Do you need to, or are you able to, purchase a new home before selling your current home?
- Have you done any major repairs, renovations, or upgrades to the property since living here?
- Are you able to accommodate a quick possession? (ie. the home is sold within 30 days)
- What chattels (ie. tangible items) will be included or excluded with the sale of your home?
- What is your work schedule? What does your schedule look like for showings?
- Do you have pets that need to be removed from the home before showings?



General Costs Associated with Selling a Home

Mortgage	The biggest cost to most when selling is paying off the remainder of the balance owed on the mortgage(s) including any payout penalties fees.
Current Contracts	Do you currently have any contracts for home-related services? For example, a home alarm system or installment payments for a new HVAC (heating, ventilation, air conditioning) system or appliances? Do the contracts need to be paid out, can they be transferred to your new home or can they be assumed by the buyer upon possession?
Realtor® Fees	While we love working with our clients, we as Realtors® put in an exhaustive amount of effort to promptly get your home sold and quite frankly, this is how we are able to pay our bills and put food on our tables :)
Lawyer Fees	Once an offer has been accepted and conditions have been removed, the lawyers take over. They take care of disbursements, adjustments and transfer of ownership.
Real Property Report (or survey)	<p>An RPR is a high-level drawing of the property lot that clearly illustrates the boundaries of a property and the location of improvements, such as buildings, decks, garages, sheds, and fences, relative to the property boundaries.</p> <p>As sellers, it is your responsibility to provide a current RPR with municipal compliance. Having a current RPR with municipal compliance will allow everyone involved in the transaction to know if there are any issues with encroachments, easements or non-compliance with municipal bylaws. Not having an RPR may result in problems on closing or cause the rescission of the purchase contract by the buyers.</p>
Title Insurance	Depending on the circumstances of a specific real estate transaction, you may agree to split the cost of title insurance with the buyers. This is to be discussed with your lawyer.
Minor Repairs & Cosmetic Updates	<p><i>*The following are general suggestions and might not be necessary:</i></p> <ul style="list-style-type: none"> • Fresh neutral paint, professional rug/hardwood cleaning, new flooring, updated lights and fixtures • Update faucets and cabinet hardware • Lawncare & Landscaping



Note that after the successful sale of a property, the real estate commission that is paid by the seller is shared among all who assisted in the transaction. Generally, the commission is divided four ways: *to the listing brokerage, the listing agent, the buying brokerage and the buying agent.*

STEP 2

STEP 2: PLAN & PRICING

When setting a price for your property, the listing price must strike a delicate balance between

- the seller's need to achieve the best possible return
- and the buyer's need to get a good deal.

The market value of your property is determined like any other commodity: what a buyer is willing to pay for it in today's market. Regardless of what price you paid originally when you purchased the home, the amount of money you have spent on improvements, or the profit you wish to make from this sale, the market value of your property is still determined by current market trends and forces.



Pitfalls of Overpricing - Overpricing your house with the belief that you can later reduce the price is a strategy that can backfire, especially in a hot market. For example, by the time you reduce your price, you may miss out on a surge of interest in properties similar to yours. Likewise, if home prices are lowered, buyers may wonder if there is something wrong with the property that has kept other buyers away.

To help us determine a fair asking price, I will prepare a CMA (comparative market analysis). It is how we as Realtors® determine the competitive market value price of a home, based on comparable (or similar) properties that have:

- recently sold within the last 1-2 years,
- that are currently for sale,
- or has failed to sell (ie. expired or withdrawn listings).

Reviewing **sold properties** will provide a clear picture of how the market has valued homes comparable to yours and will provide insight as to why serious buyers bought these homes. These sold stats are also analyzed by banks and other lending institutions which helps to determine how much lenders can lend to qualified buyers. On the other hand, looking at properties that are **currently listed** will ensure that we do not under-price your home. Moreover, viewing homes that **did not previously sell** and have come off the market will prevent us from possibly overpricing your home which can deter potential buyers.

STEP 3: SIGN LISTING AGREEMENT

When you hire me as your listing Realtor®, we will sign a written contract known as the “**Exclusive Seller Representation Agreement.**” This agreement outlines the details of the listing in regards to

- the sale price,
- inclusions/exclusions of chattels,
- legal land description,
- ideal possession date,
- the duration of this listing,
- parameters around fees and commissions,
- my responsibilities and obligations to you as my client on behalf of my real estate brokerage,
- and your acknowledgment of this contract and your responsibilities throughout the duration of this listing agreement.

About Your Home

In preparation for listing your home, please gather and determine the following:

- A copy of your RPR (Real Property Report) Survey with Compliance
- Your most recent annual property tax assessment
- The average cost of utilities (electricity, hydro, water)
- Details of recent improvements or renovations
- A list of items you would like to INCLUDE / EXCLUDE from the sale
- A copy of a previous Home Inspection
- Receipts and warranties for recent home improvements
- Receipts and warranties for any existing appliances
- If applicable, any other relevant information about the home and property:
 - any major upgrades, copy of floor plans, builder plans, and/or model name



LISTING launch process

Pre-Launch Listing Checklist

Now that we've signed the "Exclusive Seller Representation Agreement," we are officially a team and it's time to get moving - quite literally! Here is a summary of the listing launch process to prepare your home for sale:

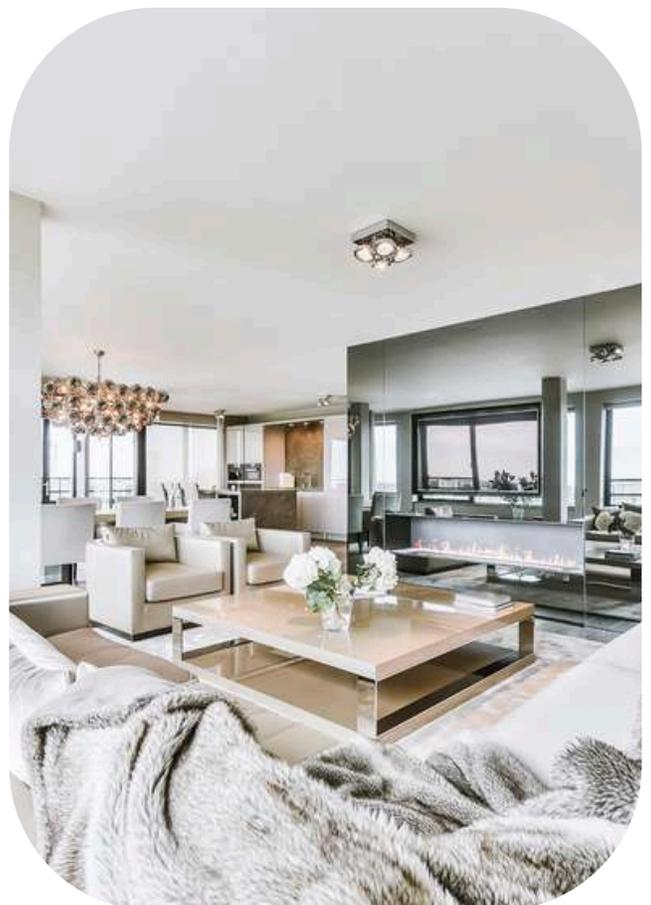
1. Sign listing documents
2. Professional photos, videos, & measurements
3. Create custom social media posts & property tour video highlights
4. Create custom marketing campaigns for paid online advertising (Facebook & Instagram)
5. Print custom brochures
6. Tease the property as "Coming Soon" using paid advertising to generate early interest (on Facebook & Instagram)
7. Install FOR SALE Sign
8. Install Lock Box

Launch Checklist

1. Launch curated posts across all social media platforms
2. Activate & Syndicate listing on every real estate website
3. Kick-off paid advertising campaigns
4. Schedule Mega Open House

Post-Launch Activity

1. Collect showing feedback
2. Weekly detailed status update
3. Weekly analysis on competing listings
4. Qualifying leads



STEP 4

STEP 4: PREPARE & STAGE



When it comes to selling a home, many homeowners may wonder if staging and cleaning their home is worth the time and effort. However, the benefits of staging and cleaning a home before listing it for sale cannot be overstated. Here are five reasons why preparing your home for sale is crucial:

- **Increases the perceived value:** Staging a home helps to showcase its potential and highlights its best features. This creates a positive first impression and increases the perceived value of the home. It makes the home more attractive to potential buyers, which can ultimately result in a higher sale price.
- **Helps buyers visualize themselves in the space:** When a home is properly staged, it allows potential buyers to imagine themselves living in the space. This emotional connection can be a powerful motivator, leading to quicker and more competitive offers.
- **Makes the home look move-in ready:** A clean and organized home gives the impression that it's move-in ready, which can be a huge selling point for buyers who are looking for a hassle-free home buying experience.
- **Increases online visibility:** In today's digital age, most home buyers start their home search online. Staged homes look better in photos and virtual tours, which can help attract more potential buyers and increase online exposure.
- **Helps to justify the asking price:** When a home is staged and cleaned, it helps to justify the asking price. Buyers will be more likely to see the value in the home and understand why it's priced the way it is, which can lead to a quicker and smoother sale.



To help you with this step in the home selling journey, I have prepared a "Seller Preparation Checklist" that you can refer to at the end of this guide!

STEP 5

STEP 5: PHOTOS, VIDEO & MEASUREMENTS

After meticulously prepping the home for sale, it's time for lights, camera, and action! In addition to taking measurements of the home, taking proper photos and videos very well might be the most important phase in the listing process – as this content will fuel all of our marketing and advertising efforts. As your real estate agent, my job is to create as much exposure to potential buyers so that your home stands out among the rest of the competition on the market!

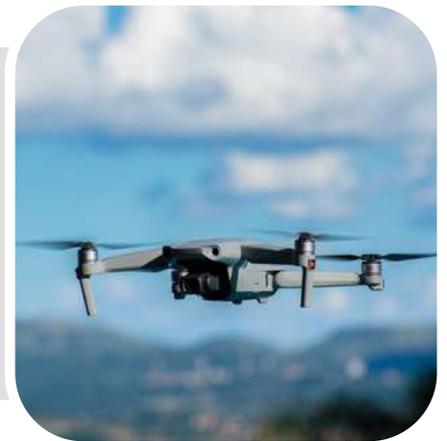


Video Highlight Reel

The videos taken of the property will be used to create a “reel” or “teaser” of the property and will be posted to various media platforms that support video content (ie. Youtube, Instagram, Facebook, and Tik Tok).

Drone Photos

If the weather permits (in terms of temperature), I will be able to capture exterior photos using my drone. Having photos taken from different elevations creates increased perspective. Also if you have beautiful landscaping, we will be able to highlight this beautifully.



Professional Measurements

On this day, I will also schedule a professional measurement company to calculate the total square footage of your home and take all the necessary measurements to be inputted on the MLS for the property listing.

STEP 6

STEP 6: LISTING GOES LIVE



What is the MLS®?

MLS® stands for “multiple listing service.” It is a database of listings within a specific region, real estate board, province, or state that cooperating Realtors® utilize. It is how real estate professionals are able to pull stats on how many homes are currently on the market, have sold, or have been withdrawn from the market. When a Realtor® inputs a listing onto the MLS® system, the listing will then be syndicated and viewable to third-party public domains like REALTOR.com.

Install Lockbox & "FOR SALE" Sign

With your consent, having a lockbox on the property will make it more convenient for other REALTORS® to show the property at different times of the day. I will ensure that the lockbox is located in a discreet place.

Having a “For Sale” sign creates local attraction within the neighborhood and will stir up curiosity almost immediately. Most often your neighbors will be the most curious and could have other family and friends who might be interested in living on the same street.

Marketing & Advertising

With today's digital space and technology, we as Realtors® have a huge advantage and now are able to market, target, and expand our reach to a wider audience outside our local community. Once your listing is live and activated on the MLS®, I will now be able to push and post your listing to various social media platforms like YOUTUBE, FACEBOOK, INSTAGRAM, and TIK TOK.

STEP 7

STEP 7: OPEN HOUSE & SCHEDULE SHOWINGS

Once the listing goes live, it is important to maintain the home in an orderly and tidy fashion at all times as we should have a wave of interest from potential buyers. That said, I will work diligently with you and other cooperating Realtors® to schedule showings as they are requested and accepted by you.

Home Showing Preferences

Please consider the following questions:

- What is your work schedule like? Are you a shift worker?
- Is there a duration of time in the day that showings will always be acceptable? (ie. Monday through Friday 2 pm-6 pm?)
- How much notice do you need before each showing? (2-hour notice? 24 hours notice?)
- What times are not allowed?
- What are you doing with pets during showings?
- Do you have a security system? What are the dis-alarming instructions?

When showings are scheduled, I strongly advise leaving the home for at least an hour to give buyers time to show up and view the property within that time frame. Also, if you have pets, it is preferred to take them out of the property but if that is not possible, I suggest leaving your pets in a crate or cage. Regardless, we need to advise the other Realtor® and their clients of your pet's presence during the showing time.

Open House

In addition to my thorough online marketing efforts, I still highly recommend hosting an open house as it can be an effective tool in generating interest and excitement among potential buyers in a competitive market. Open houses offer a low-pressure, low-commitment opportunity for buyers to view your property while providing valuable feedback for both sellers and agents. And you never know if your current neighbors have family and friends who would be interested in moving to the neighborhood. Overall, an open house can create immediate buzz and generate momentum for your home sale.



STEP 8: OFFERS & NEGOTIATIONS

When we receive offers from other Realtors® and their buyer clients, I will promptly give you notice and review the offers with you. It is important to review all terms and conditions written by the buyer within the contract and see if they are favorable to you. At this point, the buyers are eager for a response back but first, let's take a look at the following:

1) Purchase Offer Price

2) Possession Date

This is the day that your lawyer will receive purchase funds from the buyers' lawyer and you will legally transfer ownership of the property to the new owners.

3) Inclusions & Exclusions

Look over this section as the buyers could include or exclude an item that is not noted on the listing. *Inclusions are items that are not physically attached to the home like appliances, bar stool chairs, shed, hot tub etc. Likewise, exclusions are items not included with the purchase of the home and are to be removed before possession.*

4) Deposit Amount & Due Date

- The deposit (or earnest money) submitted by the buyers is a piece of the buyers' down payment and forms part of the total purchase price. The deposit signifies how serious the buyers are about purchasing your property in good faith.
- If you accept this purchase offer, my real estate office will hold the buyers' deposit in a separate TRUST account until the deal is closed by the lawyers.
- If the buyers fail to submit the deposit by its due date, by whatever method (e-transfer, wire transfer, cheque, bank draft) to my real estate office, you as the seller can void the purchase contract by giving written notice to the buyer.





5) Conditions and their Due Dates

Conditions are stipulations (with an expiry date) that serve as an impediment or hindrance to an enforceable contract until they are satisfied or waived. Usually, buyers will have 5-10 business days to satisfy their conditions. Once conditions are satisfied and removed, the sale of your home is firm and the purchase contract between you and the buyer is legally binding. However, If the buyers are not able to satisfy and remove their conditions by the due date, the deal is considered “dead” and the buyers are then able to retrieve their deposit back.

Examples of conditions can include:

- (Securing) Financing - finalization of a mortgage
- Satisfaction with a Property Inspection
- Sale of Buyer’s Property if applicable

6) Final Walk-Through Date

This is also known as a pre-possession inspection that is written as an additional term in the purchase offer. This allows the buyers and their Realtor® to view the property usually 24-48 hours before possession to ensure that the home is still in the same condition as when the buyers had originally placed the offer. It is also used to ensure that if there were (written) requested repairs to be fulfilled by you as the seller, that they were duly completed. Note that a final walk-through may not be requested by the buyers at all.

7) Date and Time for Acceptance/Expiration of Offer

Beware that this term creates a sense of urgency and removes the need to formally withdraw the offer by the buyers. If you don’t give a response back to the buyers in regards to their offer within the specified timeframe, they will move on to another property. Ultimately after reviewing the offer(s) to purchase, you have the power to accept, reject, or counter the offer with terms and conditions that are more favorable to you.



Back-Up Offers

As sellers, you can also negotiate and accept a backup offer after you have accepted an initial conditional offer. A backup offer is an offer made by a second buyer. This second or runner-up contract would be subject to the first offer in the first position, collapsing. Keep in mind that even if the second offer is more appealing, you still need to act in good faith and see the first offer through. It is only when and if the first position buyers are unable to satisfy and waive their conditions by the due date (with written notice) that the first offer would then be considered a dead deal. At this point, after receiving written notice of non-satisfaction of conditions from the first position buyers, the backup offer submitted by the second buyers would then move into the first position.



As a seller, accepting a backup offer can have both advantages and disadvantages. One of the primary benefits of accepting a backup offer is that it provides a sense of security. In the event that the first offer falls through, having a backup offer in place can help prevent the property from going back onto the market and help maintain the momentum of the sale. Additionally, a backup offer can provide some leverage in the negotiation process, as it can signal to potential buyers that there is multiple interests in the property by other potential buyers.



However, there are also some potential drawbacks to accepting a backup offer. One of the most significant challenges is that it can be difficult to navigate the legalities of having multiple offers on a property. For example, sellers may need to ensure that all parties involved are aware of the terms and conditions of the backup offer and that any necessary disclosures are made.

Another potential downside of accepting a backup offer is that it does not guarantee a successful sale. Even if the backup offer is more appealing than the first offer, the first offer may still come through, leaving the seller in a tricky situation.

STEP 9: ACCEPT & SIGN THE FINAL OFFER

Keep in mind that the purchase contract is explicitly between you and the buyer. Once you and the buyer have agreed to the various conditions and terms written into the purchase contract, you now need to sign off and accept the final offer.

Once this is done, your home will officially be under contract and I will then change the status of your home on the backend of the MLS® from “active” to “conditionally sold/pending.” Although your home is marked as pending on the backend, your listing will still be marketed on the public interface websites like Realtor.com until it is a firm deal and then marked as sold.

That said, if there are no conditions set in place by the buyer, your home will effectively be considered “sold” and will immediately be removed from public interface websites like Realtor.com as an active listing.



STEP 10: DUE DILIGENCE PERIOD

When a buyer submits a conditional offer, it means that they want to review and confirm certain logistics before they are willing and able to purchase the home. Buyers generally take 5-10 business days to satisfy and remove their conditions.

That said, if the conditions are met and satisfied (on or before the Condition Day date), the buyers will submit written notice for “Satisfaction of Conditions.” When this happens, the sale of the home becomes firm and both parties are legally obligated to proceed with the real estate transaction.

However, if conditions are not met and satisfied, the buyers will then submit written notice for “Non-Satisfaction of Conditions” and the purchase contract is considered a “dead deal,” meaning the buyers are allowed to back out of the real estate transaction, their deposit is to be returned, and the listings goes back onto the market.



STEP 11

STEP 11: CONVEYANCE OF DEAL

After all conditions are satisfied and removed, **your home is officially considered SOLD!**

Considering that we are on the listing side of the deal, my office's transaction team is then responsible to convey all paperwork regarding the deal to both your lawyer of choice and the buyer's lawyer. Your lawyer will then contact you 1-2 weeks before closing.

Your lawyer will discuss and go over all the legal documents with you in regard to:

- Title transfer
- Closing costs & legal fees
- Disbursements & property tax adjustments
- Mortgage payout (if applicable)



While waiting for possession day, your responsibilities as a homeowner continue. **As the seller, you are responsible for insuring the property until possession day.** Even if you vacate the property prior to the buyer taking possession, you need to continue your insurance coverage.

STEP 12

STEP 12: CLOSING

Buyer's Final Walk-Through

As mentioned in STEP 8 for "Offers and Negotiations," the buyers may request a final-walk through before final possession of the home. This is also known as a pre-possession inspection which is again, written as an additional term in the purchase offer. This allows the buyers and their Realtor® to view the property usually 24-48 hours before possession to ensure that the home is still in the same condition as when the buyers had originally placed the offer. It is also used to ensure that if there were (written) requested repairs to be fulfilled by you as the seller, that they were duly completed.

Closing & Possession

Finally, this long-awaited day has come! On the day of closing, also referred, to as "Possession Day" for the buyers. It is recommended to be out of the property for the last time by 9:00 am. Some sellers even leave the day before or even before the final buyer walk-through. *Feel free to write a letter to the new homeowners and even add in some quirks about the home. Be sure to gather all the manuals you have saved over the years for the appliances on the counter, along with any extra keys you have.*

On the day of closing, the buyer's lawyer will disburse the purchase funds to your lawyer. Once this is done and confirmed by your lawyer, we can release the keys to the buyer's Realtor®. Possession typically happens around 12:00 noon.

Within a week following that date, the lawyer will have your Net Proceeds ready for you to pick up or directly deposited in your account.



CHECKLIST

seller preparation



Preparing to LIST Your Home

- Talk with your Mortgage Specialist or Lender in regards to any remaining balance on the mortgage and applicable payout penalty fees.
- Have a current Real Property Report with Municipal compliance available.
- Have any and all permits in regards to any home improvements readily available.
- Replace burnt-out light bulbs and make sure all lights and fans work.
- Tighten doorknobs, cabinets knobs and hinges.
- Check for peeling paint, stained walls and repair if necessary.
- Check and repair leaks around faucets, under sinks, the base of the toilet, and showers.
- Repair peeling, cracked or missing caulk.
- Replace the old furnace air filter.
- Make sure all windows and doors open, close and lock properly.
- Check for damaged or missing weather stripping.
- Check the roof for missing shingles and repair if necessary.
- Check gutters for leaves, debris and ensure proper downspout drainage away from the foundation.



Photo & Video Prep Checklist

Let's Get Your Home Ready for the Spotlight!

- Depersonalize and remove any personal items
- Declutter rooms, shelves, closets and countertops
- Wipe all countertops, windows, & mirrors down
- Remove items from the front of the refrigerator

- Wipe down appliances
- Vacuum, sweep, and mop
- Remove and store any children and pet toys
- Clean and declutter bathroom
- Spray down outside windows and doors
- Keep entryways clear and free of any obstructions

Preparing for SHOWINGS



Here comes the Buyer!

- Do a quick tidy (Key areas to keep clean are the kitchen & bathroom.)
- Clean the dishes
- Pick up toys
- Ensure that laundry and clothing is put away
- Open the curtains for daytime showings and close the curtains for nighttime showings and turn all lights on.
- Clear the driveway and all walkways
- For safety, during the wintertime, ensure that the walkway leading up to the home is properly salted.
- Play instrumental music
- Put on a diffuser to ensure that your home smells fresh and clean

Preparing for Buyer's Home Inspection



- Keep utilities on
- Empty dishwasher, washing machine, & dryer
- Ensure all (included) appliances work
- Declutter area where the utilities are located (HVAC system)
- Clear attic storage and crawl space
- Leave all remotes for lights, fans and garage doors, etc., and replace batteries if needed.

MOVING

checklist



3-6 Weeks Prior to MOVE

- Make an inventory of everything that needs to be repaired, moved, left behind, donated or thrown away
- Find, get quotes, & reserve moving companies and professional cleaners if you are using them
- Prepare a list of who needs to be notified of your upcoming move and change of address: *Utilities, Drivers License, Post Office, Banks/Investments, Doctors, Insurance, family, friends, business firms, personal accounts and subscriptions.*
- Purchase moving supplies/boxes or ask your family, friends, or local businesses for boxes
- If possible, start to empty out and disassemble large furniture units
- Start packing infrequently used items
- Begin cleaning out the garage, shed, attic, and storage rooms



Moving Tips!

- Be sure to budget for moving trucks, cleaners, moving supplies, and meals as these expenses can quickly add up!
- Pack according to room and label boxes
- Vacuum pack your clothes! You can even do this with ordinary trash bags.
- If you have clothes on hangers, consider bundling 10 items together and use a trash bag to protect your clothing from dust and dirt when moving.
- Pack light items in big boxes and heavy items in small boxes
- If possible cut handles into boxes so they are easier to carry



2 Weeks Prior to MOVE

- Plan meals to use up refrigerated food

- Gather and clean outdoor furniture
- Change address with post office and get mail forwarding
- Cancel memberships if you are moving far away (ie. gym)
- Arrange Cut-off/Activation dates for utility companies/services:
 - Telephone/Cable/Internet
 - Gas/Electricity/Water/Garbage
 - Security
 - Insurance (Life/Home/Car)



1 Week Prior to MOVE

- Defrost your freezer & empty ice maker
- Clean fridge, microwave, stove top/oven
- Confirm travel/moving arrangements
- Pack a suitcase for each family member with clothes and toiletries to get through the first few days.
- Prepare an Essentials Box:
 - Toilet paper, paper towel or kitchen cloths
 - Soap, disinfectant spray or wipes
 - Snacks, coffee, tea
 - Kettle, utensils, plates, cups, pot/pan
 - Garbage bags
 - Pet food and dish
 - Flashlight, portable tool kit, first aid kit
 - Shower curtain if necessary
 - Bed sheets and blankets
 - Phone Charger
 - Important Records/Documents



Day of MOVE

- Leave a note of your new address so future residents can forward any remaining mail
- Water, Heat, A/C shut off
- Lights turned off
- Windows shut and locked
- Check for items left behind
- Surrender house keys & mail key

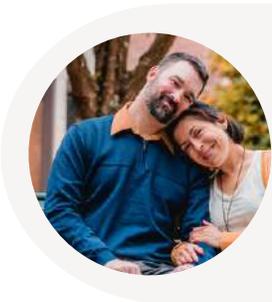
CLIENT testimonials



”
Marcie is amazing! Super professional, easy to talk to, and moved quickly to work within my timeline. I'll be calling her for all my real-estate needs!



I had the pleasure of working with Marcie as my realtor, and I was very happy with the outcome. Marcie's expertise, professionalism, and dedication made finding the home I was looking for simple. She listened attentively to my needs, provided valuable insights, and guided me throughout the process. Her prompt communication made it easy to check out places as soon as they were on the market. Marcie's personalized service and genuine care for her clients truly set her apart. I highly recommend Marcie for anyone looking for a top-notch realtor. Thank you, Marcie, for making my home-buying experience exceptional!



”
Marcie was so great to deal with! It was like I've known her for years! She sold our house fast and helped us the whole way!! And a plus is she was absolutely amazing with our kids!!



We are so grateful to Marcie for making the sale of our home such a smooth and successful experience. From the very beginning, she provided expert advice on pricing, staging, and marketing, which helped us attract interest right away. Her communication was excellent—she kept us updated every step of the way and always took the time to answer our questions. Thanks to her hard work and negotiation skills, our house sold quicker than expected. We couldn't have asked for a better realtor and would highly recommend Marcie Doonan to anyone looking to sell their home.



RESOURCES

local recommendations

Mortgage Lenders

Jessica Anderson 250-317-2260
Kaela Fraser 250-219-3862
Greg Peace 250-571-6678

Home Inspectors

Paul Green 250-794-8236
Dallas Pever 250-668-7685
Dan Bastiaansen 250-219-3663

Lawyers & Attorneys

Allen & Associates 250-782-8155
Geneva O'Connell 250-782-0052
Corvus Law 778-405-2260

Home Insurance

Christine Boyd 780-357-6415
TD Online tdinsurance.com
Hub International 250-782-5565

REAL ESTATE GLOSSARY

- **Amortization:** the total number of years it takes to repay the entire amount of a mortgage loan.
- **Amendment:** a separate document that changes, adds or removes a previous agreed-to term in a contract.
- **Appraisal:** a formally conducted property assessment that determines an impartial estimate or opinion of value.
- **Appreciation:** the increase in value of a property over time.
- **Assessment:** the value of a property set by the local municipality for the purposes of calculating property tax.
- **Backup offer:** when a buyer submits an offer to purchase a property that is conditionally sold. *See *conditional offer*.
- **Brokerage:** the company or office licensed by the Real Estate Council of Alberta as an entity authorized to trade in real estate.
- **Buyer's Market:** property supply is strong and buyer demand is weak.
- **Chattels:** unattached goods; moveable items that are not securely fixed to the land or buildings (ie. appliances)
- **Caveat:** written legal notice registered against the title of a property warning that a claim or an interest has been made against the property by a third party.
- **Certificate of Compliance:** confirmation from the municipality that the location of the building(s), structures and development on a property comply with all regulations of the Land Use Bylaw.
- **Client:** the party in a real estate transaction that is represented by a real estate professional and has therefore employed the services of a Realtor® through a written service agreement.
- **Closing Costs:** Costs in addition to the purchase or sale of the home, such as legal fees, title insurance, disbursements and commission that are payable on closing day.
- **Comparative Market Analysis (CMA):** A method of property valuation used by real estate professionals for estimating the value of residential properties. *Is NOT an appraisal!
- **Comparable Property:** a property that has recently sold and is similar to the subject property.
- **Conditions (or contingency):** stipulations (with an expiry date) that serve as an impediment to an enforceable contract until they are satisfied or waived.
- **Conditional Offer:** a written purchase contract with stipulations that must be met within a specified period of time in order for the real estate transaction to become firm. These conditions can include financing, a satisfactory home inspection, the sale of the buyer's home, and/or a condominium document review.
- **Conditional Sale:** the seller has accepted a buyer's conditional offer.
- **Condominium:** a form of property ownership that includes individual ownership of a unit and the shared ownership of common property.
- **Conflict of Interest:** a situation or circumstance that undermines the impartiality of a person.
- **Counteroffer:** One party's written response to the other party's offer during the negotiation of a real estate purchase between the buyer and seller.
- **Conventional Mortgage:** A mortgage where the loan amount does not exceed 80% of the appraised value or purchase price of the property.
- **Conveyancing:** the formal process of transferring the legal title of land and recording interests in the land from one person to another through written documentation.
- **Customer:** the party to a real estate transaction that is not being represented by a real estate professional. *See *client*.
- **Deposit:** a portion of your down payment that is included with your offer to purchase to signify how serious you are about buying the property.
- **Down Payment:** the portion of the home price that is not financed with a mortgage.
- **Easement:** a legal right to use or cross (right-of-way) another person's land for a limited purpose. (I.e. a Utility Company's right to run or lay pipe across a property.)
- **Encroachment:** An intrusion onto an adjoining property. (ie. neighbours fence, storage shed, or overhanging roofline.)
- **Equity:** a homeowner's financial interest in a property. The difference between the value of the property and the amount owing (if any) on the mortgage.

REAL ESTATE GLOSSARY

- **Earnest Money:** Also known as "good faith" money, this is money put up by the buyer into a trust or escrow account. This action shows the buyer is serious about purchasing the home.
- **Fee Simple:** the highest estate form of land or property ownership with the most rights and with the fewest limitations (ie. restrictions imposed by the government).
- **Fiduciary Duty:** a legal duty requiring a real estate professional to act at all times in the client's best interest.
- **Foreclosure:** a legal process where the lender takes possession and ownership of a property when the borrower does not meet their mortgage obligations (ie. Defaults on payments).
- **High Ratio Mortgage:** A mortgage loan that exceeds 80% of the appraised property value or sale price. **See mortgage default insurance.*
- **Holdbacks:** a written condition that the buyer holds back some of the purchase price until the seller completes/ repairs certain items or tasks.
- **Lien:** a legal claim registered against a property to ensure payment of a debt.
- **Material Latent Defect:** a physical deficiency or construction fault in a property that is not visible or discoverable through a normal home inspection. This defect can render the property potentially dangerous or inhabitable.
- **MLS®:** stands for multiple listing service. It is a database established by cooperating real estate professionals to provide data about properties for sale in a specific location or market.
- **Mortgage:** a legal agreement specifying the pledging of real property to a lender as a security for a debt.
- **Mortgage Default Insurance:** is required for down payments of less than 20% of the purchase price which protects a lender in the event that the borrower defaults on their mortgage payments.
- **Mortgage Term:** the amount of time you commit to your mortgage rate, conditions, and details with a lender. When a term ends, you can either pay the balance or renegotiate for another term.
- **Mortgage Pre-Approval:** an agreement rendered from a formal application process for a mortgage that specifies the mortgage term, interest rate and maximum amount of the loan prior to the purchase of real estate.
- **Mortgage Pre-qualification:** a quick estimate of how much you can borrow. **See pre-approval.*
- **Multiple Offer Situation:** a situation when multiple buyers submit an offer to purchase on the same property, at the same time.
- **Patent Defect:** a physical deficiency in a property that is visible to the naked eye.
- **Principal:** the mortgage amount initially borrowed, or the portion still owing on the mortgage. Interest is calculated on the principal amount.
- **Property Inspection:** a non-intrusive examination conducted by a licensed property inspector, whose purpose is to evaluate the interior and exterior properties of a home in order to provide an opinion on the overall (working) condition of a property.
- **Rate (Interest):** the money you pay to your lender for using the funds you borrow to purchase a property.
- **Real Property:** Refers to the land, any permanent improvements to the land (ie. home), and the property rights that go with the ownership of the land.
- **RPR (Real Property Report):** a legal document an Alberta Land Surveyor prepares that clearly illustrates the boundaries of a property and the location of improvements, such as buildings, decks, garages, sheds, and fences, relative to the property boundaries.
- **Seller's Market:** buyer demand is strong and property supply is weak.
- **Terms:** additional specifications or details that are added to a contract.
- **Title:** A document that records the information about the land, such as the legal land description, municipal jurisdiction, ownership and other registered interests.
- **Title Insurance:** a form of indemnity insurance that protects and covers the loss of an interest in a property due to discovered legal defects—some issues being title-related and some being non-title-related.
- **Unconditional Offer:** a written purchase contract with no conditions attached. When an unconditional offer is accepted, the home is effectively considered sold and the real estate transaction is firm.



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