



STEELE GROUP

EVERYTHING REAL ESTATE

HOME *selling* GUIDE

FROM JUST LISTED TO JUST SOLD

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FROM *JUST LISTED*
TO *JUST SOLD!*



WHAT IS *Inside*

FROM JUST LISTED TO SOLD

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The biggest advantage of having a strong team leader is to ensure you are fully prepared & don't make any mistakes. That's exactly the type of agent we've been for our 1,000's of past clients.

Many people think all Realtors do the same thing & get similar results. Well Realtors are just like every other profession, there are huge differences in the results the TOP 10% get compared to the rest. It all comes down to the value you place on the agent helping your family.

- We have more experience than 97% of Calgary Realtors
- We know all the areas that can cause you problems & how to avoid them
- We totally believe in one on one personalized service
- We absolutely care what happens to you & your family
- We've 1,000's of happy past clients to prove it

It doesn't matter your stage of life or what your needs are we've got a solution to suit. We've been there for others many times & that experience will be invaluable in helping you find the perfect home.

Thank you for choosing us!

Brett Steele
Greg Steele

REALTOR®



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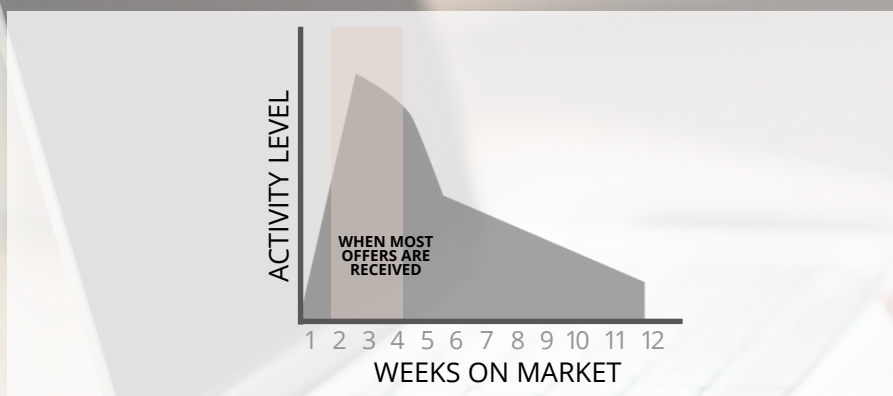
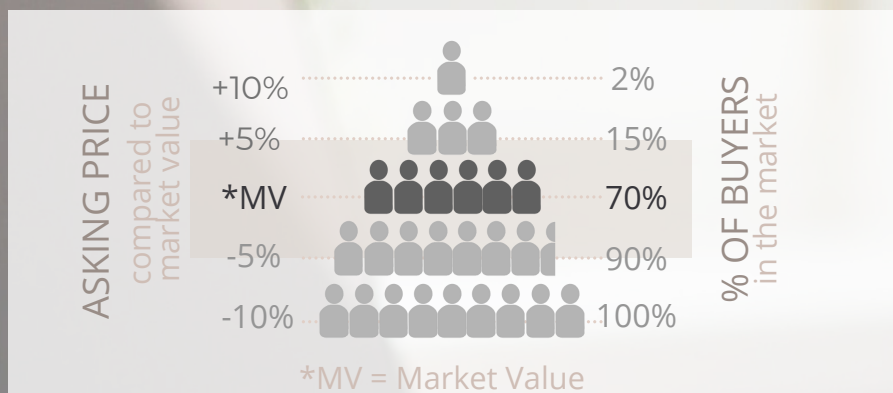


[our website](#)

Preparing YOUR HOME



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EFFECTIVE STAGING

To make sure your home is shown in its best light to buyers, we will give you some very effective staging tips to ensure your home is ready to go on the market. We want your home to have an updated feel by doing some simple changes & using some seasonal pops of colour so your home will appeal to the maximum number of potential buyers.

PROFESSIONAL HD PHOTOGRAPHY

In today's market, home buyers are searching online first. So it is imperative that the photos of your home are of the very best quality to catch the buyers attention and stand out from the competition. More eyes on your home, is the fastest way to getting it sold fast and for top dollar.

FOCUSED MARKETING

We know the importance of marketing a property and that is an area we are highly knowledgeable on. We know exactly where the buyers are most likely to come from & focus our marketing so that we attract the maximum number of serious buyers possible.

PERSONALIZED SERVICE

We don't try to be everything to everybody! We firmly believe in one on one personalized service. It eliminates all the confusion & works better for all.

Marketing YOUR HOME

NETWORKING

A large percentage of real estate transactions happen with co-operating agents in our area. We have great working relationships with most of them & we will work to expose your listing to this market.

SIGNAGE

A sign will be placed in your yard to let as many buyers looking to know we're here. Not the most critical piece of marketing, but we learned a long time ago to use every tool available. *You never know what works best.*

SUPERIOR ONLINE EXPOSURE

Buyers in today's market first start their search online. We will meet your potential buyer where they are...online! Not only will your home be featured in the local MLS, it will also be featured on 100's of other real estate websites, Everyone world wide looking for a home like yours will know about it.

EMAIL MARKETING

Email marketing will be immediately sent to our current buyer database searching for properties like yours as well as every buyer registered with other agents looking for a home like yours. Powerful tool to stir up interest.

PROPERTY FLYERS

Highly informative and creative property flyers will be displayed inside your home & online. These help potential buyers remember the key items and unique features of your home.

LOCK BOX

Lockboxes are essential for the safety of all and allowing an agent to show your house whenever he or she needs to, rather than relying on you the owner for a key. Owners are also expected to vacate the property for showings so having a lockbox makes this process much easier.

SHOWINGS

When we list your home it will also be signed up with a showing service that immediately communicates with you when a showing is scheduled. When feedback isn't left, We will follow up with those agents requesting their feedback within 24 hours. (Many agents will not supply any feedback)

CUSTOM VIDEOS

We will create a custom video of your home that we can use to stand out from other listings on all websites as well as being highly effective on all social media channels.

SOCIAL MEDIA MARKETING

We practice regular social media marketing on today's top social sites which include and are not limited to: Facebook, Instagram, LinkedIn & YouTube.



MAXIMUM *Exposure*



LinkedIn

facebook



Instagram

twitter



YouTube



WE GET YOU NOTICED

We will feature your home on the top home search sites, on social media and syndicate it to 100's of other websites.

Homes that are properly prepared, competitively priced & professionally marketed sell on average 30 days faster & for more!



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MAXIMIZE YOUR HOME'S APPEAL

A clean, neutral, and streamlined look helps buyers to imagine what life would be like in your home. Doing the most needed points below will help them to do that. (Some items are seasonal)

EXTERIOR

- Wash or paint the home's exterior.
- Paint the front door.
- Keep the yard nicely trimmed.
- Keep the lawn free of clutter.
- Weed and freshly mulch garden beds.
- Clean interior and exterior windows.
- Apply fresh paint or stain to wooden fences.



INTERIOR

- Remove excess personal items, excessive decorations & furniture.
- Replace or clean carpets.
- Get rid of clutter and organize and clean closets.
- Give a fresh coat of paint to walls, trim and ceilings where necessary.
- Replace outdated ceiling fixtures, and clean lighting fixtures.
- Minimize and clean pet areas in the home.
- Be sure that all light bulbs match & are in working order.

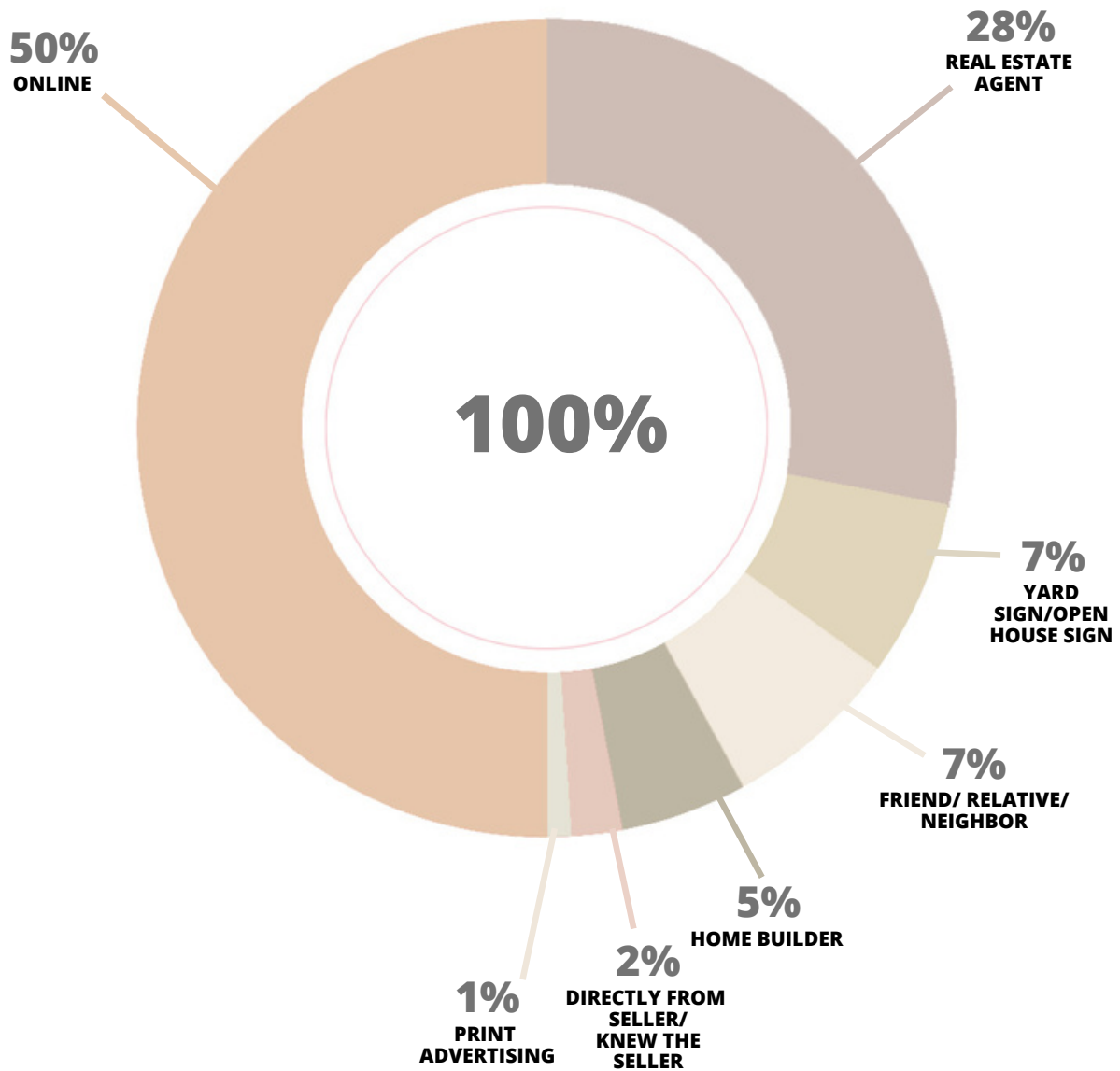
FRESHEN THE PAINT & EXTERIOR FIXTURES

- A new coat of exterior paint seriously helps a home's curb appeal. It isn't a low-budget item, but if you can swing it...DO IT.
- If you can't paint the entire home, paint the trim. This is a relatively simple and provides plenty of pop.
- Update exterior light fixtures. This can quickly give a home an updated look.
- Put a fresh coat of paint on the front door.



preparing YOUR HOME

WHERE DO BUYERS *find their new home*



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REAL ESTATE PHOTO CHECKLIST



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EXTERIOR

- ☐ CLEAN UP THE YARD AND LANDSCAPING
- ☐ CLEAR FRONT STEPS & SIDEWALK AND FRESHEN UP POTTED PLANTS
- ☐ SWEEP PORCH, DECK, AND PATIO
- ☐ CLEAR ALL VEHICLES FROM DRIVEWAY AND FRONT OF HOME
- ☐ HIDE ALL LAWN EQUIPMENT, TOOLS, AND GARBAGE RECEPTACLES
- ☐ IF NEIGHBOUR IS A PROBLEM TRY TO WORK WITH THEM
- ☐ STAGE PATIO FURNITURE PILLOWS AND COVERS IF IN SEASON
- ☐ CUT BACK OVERGROWN TREES AND BUSHES

INTERIOR

- ☐ CLEAR AND CLEAN ALL COUNTERS IN KITCHEN
- ☐ CLEAR KITCHEN SINK & DISHWASHER
- ☐ REMOVE MAGNETS, PICTURES AND CLUTTER FROM APPLIANCES
- ☐ CLEAR & CLEAN ALL BATHROOM SURFACES (SHOWER & TUB)
- ☐ REMOVE TOOTHBRUSHES, SOAPS, & DRINKING GLASSES
- ☐ CLOSE ALL TOILET LIDS
- ☐ TURN ON ALL LIGHTS AND LAMPS THROUGHOUT THE HOUSE
- ☐ REPLACE BURNED OUT LIGHTBULBS (need to be matching colour)
- ☐ OPEN ALL BLINDS AND WINDOW TREATMENTS
- ☐ TURN OFF ALL CEILING FANS, TVS, AND COMPUTER MONITORS
- ☐ REMOVE UNNECESSARY FLOOR MATS AND RUGS
- ☐ REMOVE ALL EXCESS PERSONAL PHOTOS & BELONGINGS
- ☐ MAKE ALL BEDS
- ☐ TUCK ANY EXTRA ITEMS UNDER THE BED SO NOT VISIBLE
- ☐ REMOVE PETS & THEIR BEDS, TOYS & BOWLS
- ☐ PUT ALL JACKETS, COATS, PURSES, AND PET ITEMS IN A CLOSET

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IMPORTANT DOCUMENTS



REQUIRED DOCUMENTS

Detached single family homes:

- A current Real Property Report with compliance stamp. This is done by a survey company & sent to the city for a compliance stamp. Usually takes 2-3 weeks to complete.
- Title (we will supply).

Condominiums

- A complete set of current condominium documents (as per listing). These need to be ordered as soon as you list from your condo management company. Some are time sensitive & we will point these out and order them when required.
- If a Bare Land condo you will also require the same Real Property Report as the single family home. (you should have a copy of this with your purchase documents).

Acreages

- A current Real Property Report as per single family home.
- Water report (if on a well).
- Sceptic report & information.

All types of property

- A full set of signed MLS listing documents.
- Optional: building permits for renovations & updates.

We will guide you through this so don't worry. We know exactly what's need.





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Showing **YOUR HOME TO STANDOUT**



SHOWINGS

A few tips to help your home showings go smoothly as possible

FLEXIBLE

Be as flexible and accommodating to the buyers schedule as possible. We want to avoid having missed opportunities if at all possible.

INFORMED

Make sure everyone in the home is informed when showings are to happen so they can keep their spaces clean.

DAILY CLEANING

Keep up with daily messes. Wipe down kitchen and bathroom counters before leaving for the day.

ODORS

Avoid strong-smelling foods: Keep your meal prep as neutral and simple as possible. Open a few windows.

FURRY FRIENDS

Keep pet areas clean: Clean up after your pets immediately and wash their bedding regularly. Hide pet food or litter. Not everyone is a pet person and it may hinder their ability to picture themselves living there.

NATURAL LIGHT

Open blinds and curtains and let in as much natural light as possible. Leave lights on before you leave for a showing.

TRASH

Empty trash cans to avoid any odours. Try and empty trash cans nightly so that the home is fresh when you leave for the day.

TEMPERATURE

Keep room temperature comfortable. This demonstrates to buyers that the HVAC is working properly.

PERSONALS

Make sure you place all valuables and prescriptions out of site and in a safe place.

VACATE

Having a seller present can make buyers feel awkward. We want to make the buyers feel at home and stay awhile.

SHOWING CHECKLIST



SHOWING IN 10 MINUTES

- ☐ GET A BASKET TO PLACE ALL CLUTTER IN FOR QUICK CLEAN UPS
- ☐ WIPE DOWN ALL COUNTERTOPS
- ☐ TAKE OUT ALL GARBAGE
- ☐ MAKE ALL BEDS
- ☐ CHECK BATHROOMS ARE PICKED UP, NEAT & SMELL FRESH
- ☐ CLOSE ALL TOILET LIDS
- ☐ TURN ON ALL LIGHTS
- ☐ OPEN ALL CURTAINS, BLINDS & OPEN SOME WINDOWS
- ☐ MAKE SURE YOUR PETS ARE SECURED OR WITH YOU

SHOWING IN 30 MINUTES

- ☐ GET A BASKET TO PLACE ALL CLUTTER IN FOR QUICK CLEAN UPS
- ☐ VACUUM ALL CARPETS
- ☐ SWEEP AND MOP ALL HARD SURFACED FLOORS
- ☐ CLEAR AND CLEAN ALL KITCHEN COUNTERS
- ☐ CLEAR OUT THE KITCHEN SINK
- ☐ CHECK BATHROOMS ARE PICKED , NEAT & SMELL FRESH
- ☐ TAKE OUT GARBAGE
- ☐ MAKE ALL BEDS
- ☐ PUT LAUNDRY AWAY
- ☐ MAKE SURE HOME SMELLS FRESH
- ☐ TURN ON ALL LIGHTS
- ☐ OPEN ALL CURTAINS, BLINDS OPEN SOME WINDOWS
- ☐ MAKE SURE YOUR PETS ARE SECURED OR WITH YOU

SHOWING IN 1 HOUR

- | | |
|---|--|
| <input type="checkbox"/> GET A BASKET TO PLACE ALL CLUTTER IN FOR QUICK CLEAN UPS | <input type="checkbox"/> CLEAN AND WIPE DOWN TOILETS |
| <input type="checkbox"/> VACUUM ALL CARPETS | <input type="checkbox"/> CLOSE ALL TOILET LIDS |
| <input type="checkbox"/> SWEEP AND MOP ALL HARD SURFACED FLOORS | <input type="checkbox"/> CLEAN ALL MIRRORS |
| <input type="checkbox"/> CLEAR AND CLEAN ALL KITCHEN COUNTERS | <input type="checkbox"/> TAKE OUT GARBAGE |
| <input type="checkbox"/> CLEAR OUT THE KITCHEN SINK | <input type="checkbox"/> MAKE ALL BEDS |
| <input type="checkbox"/> WIPE DOWN KITCHEN CABINETS | <input type="checkbox"/> LAUNDRY PUT AWAY |
| <input type="checkbox"/> CHECK BATHROOMS ARE PICKED , NEAT & SMELL FRESH | <input type="checkbox"/> OPEN ALL CURTAINS, BLINDS & OPEN SOME WINDOWS |
| | <input type="checkbox"/> TURN ON LIGHTS |
| | <input type="checkbox"/> MAKE SURE YOUR PETS ARE SECURED OR WITH YOU |

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Offers

NEGOTIATING THE SALE



NEGOTIATIONS

AFTER AN OFFER IS SUBMITTED

WE CAN:

- **Accept the offer**

- **Decline the offer**

If the offer isn't close enough to meet your expectations and there is no need to further negotiate.

- **Counter-offer**

A counter-offer is when you offer different terms, price etc. to the buyer.

THE BUYER CAN THEN:

- **Accept the counter-offer**

- **Decline the counter-offer**

- **Counter the the offer**

You can negotiate back and forth as many times as needed until you reach an agreement or someone chooses to walk away.

OFFER IS ACCEPTED

To be enforceable the purchase agreement **MUST** be in writing & signed & initialed in all places by all parties. Verbal agreements mean nothing.

Now inspections, appraisals, or anything else built into the purchase agreement will come into effect.

OFFERS

Price is just one of many considerations when deciding which offer is best for your home.

OFFER PRICE & DEPOSIT

Of course price matters! Purchase price is the single most important item for most of us. Sometimes if there are multiple offers it might be in your best interest to accept a strong offer with the fewer conditions. The deposit money the buyers put up is the seller's money only after all conditions are removed & becomes part of the purchase price. If the buyers default the deposit money goes to the seller. Extremely rare.

CONDITIONS

The fewer conditions and the shorter the time period the better.

FINANCING CONDITION

An offer without a financing condition is usually more appealing than one with a financing condition. You never really know what the bank's appraisers are going to appraise the home for.

HOME INSPECTION CONDITIONS

Most things home inspectors find the seller already knows about. Inspectors are very detailed & seldom miss problems. Buyers will always do a home inspection & if there are problems they will find them. We strongly advise to fix the problems ahead of time.

CLOSING TIMELINE

You might need to close quickly to move on to the next adventure, or you might need to extend closing to allow time for next home to be ready. Choosing the offer with the closing time that fits your needs is desirable, but it's best to be prepared for all potential possession dates.

CLOSING COSTS

In Alberta there are no closing fees or taxes on principal residences. The only cost is your lawyer.

BUYER LETTER

If there are things you want the buyer to know about your home leave them a letter to detail them. It can even include the neighbours names. It's best not to leave any personal contact information.

LEAVING THE HOME IN THE SAME CONDITION

As per sales contract sellers are required to leave the home in the same condition as when the buyers purchased it. If anything breaks prior to possession day sellers are responsible to have it repaired at their costs.

Offers & CONDITIONS



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WHAT DO THEY CHECK

Shingles & Components
Exterior & Siding
Basement & Foundation
Windows & Doors
Structure
Attic & Insulation
Heating & Cooling
Plumbing, Taps & Fixtures
Electrical
Light fixtures & plugs
Appliances
Garage & Garage Doors
Exterior concrete
Decks & Stairs
Grading, Drainage

FAQ

Frequently asked questions

INSPECTION TIME FRAME

TYPICALLY 7-10 BUSINESS DAYS AFTER
SIGNING CONTRACT.

INSPECTION COSTS

NO COST TO THE SELLER. THE BUYER WILL
CHOOSE AND PURCHASE THE INSPECTION
PERFORMED BY THE INSPECTOR OF THEIR
CHOICE.

POSSIBLE OUTCOMES

INSPECTIONS AND POTENTIAL REPAIRS ARE
USUALLY ONE OF THE TOP REASONS A SALE
DOES NOT CLOSE.

IF THE INSPECTION REVEALS PROBLEMS IT'S
USUALLY IN THE SELLER'S BEST INTEREST TO
NEGOTIATE WITH BUYERS TO REACH A
SUITABLE AGREEMENT.

BUYER CAN ACCEPT AS IS

BUYER CAN OFFER TO RE-NEGOTIATE

BUYER CAN WALK AWAY

INSPECTION CHECKLIST



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EXTERIOR

- ☐ GARAGE DOORS & OPENERS
- ☐ AIR CONDITIONER
- ☐ ROOF SHINGLES & EAVES
- ☐ WINDOWS & SCREENS
- ☐ PEELING PAINT
- ☐ CRACKED CAULKING
- ☐ SIDING & TRIM
- ☐ DECKS, FENCES, CONCRETE

INTERIOR

- ☐ CEILING FANS
- ☐ LIGHT FIXTURES, SWITCHES & PLUGS
- ☐ ELECTRICAL PANEL
- ☐ PLUMBING
- ☐ SHOWERS/TUBS
- ☐ TOILETS
- ☐ SAFETY DETECTORS
- ☐ STAIRS
- ☐ APPLIANCES
- ☐ FURNACE & WATER HEATER

GENERAL

- ☐ TURN ALL UTILITIES ON
- ☐ CLEAR THE PATHWAY TO ELECTRICAL PANEL, CRAWL SPACES, ATTIC SPACE AND GARAGE WALLS
- ☐ MAKE SURE YOUR PETS ARE SECURED OR WITH YOU
- ☐ CHANGE ALL FILTERS
- ☐ MAKE SURE GAS FIREPLACES ETC. ARE TURNED ON

**NOTE: BUYERS WILL LIKELY BE PRESENT. IT IS A GOOD IDEA TO HAVE THE HOME IN SHOW CONDITION.*

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Contract **CLOSING & MOVING OUT**



STEPS TO CLOSING THE SALE

WHAT TO EXPECT:

Closing is when funds and documents are transferred in order to transfer ownership of the property to the buyer. Your lawyer will look over the contract and find out what payments are owed, by who, prepare documents for closing, perform the closing, make sure all payoffs are completed, the buyer's title is recorded, and that you receive payoffs that are due to you.

Seller can expect to transfer these items and follow these important steps in order to close the transaction

1. TRANSFER FUNDS

The transfer of funds may include payoffs to:

- Seller's mortgage company as well as any lien holders
- Local government, if any property taxes are due
- Third-party service providers (if any)
- Real estate agents, for payment of commission
- Sellers, the balance of the purchase price

2. TRANSFER DOCUMENTS

The transfer of documents may include:

- The title to the house
- Bill of Sale, and other real estate-related documents
- Current Real Property Report with compliance stamp
- Receipts (if needed) for completed repairs, per sales contract

3. TRANSFER PROPERTY

The transfer of property will include:

- Documents signed with your lawyer
- Any post-closing agreement, if seller will need to rent back home for specified time frame
- Exchange of keys, garage door opener, security codes and/or devices, appliance manuals, etc.
- Payment in full.

YOUR COSTS

Seller's commonly pay:

- Mortgage balance & penalties if applicable
- Any claims against your property
- Unpaid assessments on your property
- Real estate agents, for payment of commission
- Insurance, utilities & condo fees until possession

WHAT TO BRING TO LAWYERS

Sellers need to bring:

- A government picture ID
- Current Real Property Report
- Anything else your lawyer has requested

AFTER CLOSING

Keep copies of the following for taxes:

- Copies of all closing documents
- Check with your accountant if the property sold is not a principal residence

SELLER CLOSING CHECKLIST



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ONCE THE SALE GOES FINAL

- ONCE ALL CONDITIONS ARE REMOVED IN WRITING YOUR SALE IS FINAL
- MAKE SURE WE HAVE YOUR LAWYER'S CONTACT INFORMATION
- IF YOUR LAWYER WANTS THE PAPER WORK EARLY HAVE THEM CALL MY OFFICE 403-228-5557
- ENSURE YOU HAVE CURRENT REAL PROPERTY REPORT WITH COMPLIANCE STAMP "IF REQUIRED"
- PLAN AHEAD IF THERE ARE POTENTIAL FUTURE BUYER VISITS LISTED IN PURCHASE CONTRACT
- BOOK YOUR MOVE
- SET UP MAIL FORWARDING & NOTIFY SUPPLIERS OF NEW ADDRESS
- TERMINATE UTILITIES, INSURANCE, CONDO FEES ETC. FOR POSSESSION DAY "KEEP INSURANCE IN PLACE"
- GET RID OF BELONGINGS YOU'RE NOT PLANNING TO MOVE
- DON'T LEAVE ANYTHING BEHIND IN THE HOME THAT'S NOT IMPORTANT TO BUYERS
- DOUBLE CHECK THROUGH YOUR HOME TO ENSURE YOU'VE LEFT NOTHING BEHIND
- MAKE SURE EVERYTHING IS IN WORKING CONDITION FOR POSSESSION DAY
- DON'T REMOVE ANYTHING THAT WAS SUPPOSED TO STAY WITH THE HOME
- LEAVE ALL KEYS, MANUALS, GARAGE DOOR OPENERS, CONTROLS, IN A KITCHEN DRAWER
- LEAVE BUYERS A NOTE WHERE MAIL BOX IS & ANY OTHER INFORMATION THAT WOULD BE HELPFUL
- DON'T LEAVE YOUR CONTACT INFORMATION
- YOU WILL SIGN CLOSING PAPERS WITH YOUR LAWYER 2-7 DAYS PRIOR TO POSSESSION
- LET US KNOW WHEN YOU ARE MOVED OUT & THE HOME IS READY TO BE TURNED OVER
- ASK IF THERE IS ANYTHING YOU ARE NOT SURE OF PLEASE CALL US
- LET A NEIGHBOUR KNOW YOU'VE MOVED OUT SO THEY ARE AWARE THE HOME IS EMPTY
- SHUT OFF ALL LIGHTS, LOCK THE WINDOWS & DOORS ON FINAL MOVE OUT

CLOSING DAY

- YOUR LAWYER WILL LET US KNOW THE MORNING OF POSSESSION WHEN KEYS CAN BE RELEASED
- WE WILL NOTIFY BUYER'S AGENT & YOU ONCE WE HEAR FROM YOUR LAWYER
- BUYER'S AGENT & BUYERS WILL DO A WALK THROUGH OF HOME AT NOON ON POSSESSION DAY
- ON THE UNLIKELY EVENT BUYERS HAVE AN ISSUE WE WILL HEAR FROM THEM SOON AFTER WALK THROUGH
- DON'T LEAVE YOUR CONTACT INFORMATION UNLESS YOU HAVE A GOOD RELATIONSHIP WITH BUYERS

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MOVING CHECKLIST



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6-9 WEEKS OUT

- ☐ BOOK YOUR MOVING COMPANY
- ☐ SET A MOVING DATE AT LEAST ONE DAY BEFORE POSSESSION DAY
- ☐ GET RID OF ITEMS THAT YOU DO NOT WANT TO MOVE. HAVE A GARAGE SALE OR DONATE
- ☐ BEGIN PACKING UNESSENTIAL ITEMS
- ☐ BEGIN PACKING OUT OF SEASONAL ITEMS
- ☐ MAKE A LIST OF EVERYONE TO CONTACT REGARDING YOUR CHANGE OF ADDRESS
- ☐ NOTIFY YOUR CHANGE OR ADDRESS TO SERVICE PROVIDERS (CLEANERS, LAWN SERVICE, HOME SECURITY ETC.)
- ☐ NOTIFY SCHOOLS AND REQUEST RECORDS BE TRANSFERRED TO NEW SCHOOL IF NECESSARY
- ☐ PLACE ALL MOVING RELATED DOCUMENTS IN A FILE AND PLACE IN AN EASY TO FIND LOCATION
- ☐ START DOWNSIZING FOOD STORES

4-6 WEEKS OUT

- ☐ SUBMIT A CHANGE OF ADDRESS FORM AT YOUR LOCAL POST OFFICE
- ☐ NOTIFY ALL IMPORTANT CONTACTS OF YOUR MOVE
- ☐ COMPILE ALL MEDICAL & DENTAL RECORDS. REQUEST RECORDS TO BE TRANSFERRED TO NEW OFFICE IF NECESSARY
- ☐ BEGIN RETURNING BORROWED ITEMS
- ☐ COMPILE ALL VALUABLE ITEMS AND PLACE IN SAFETY DEPOSIT BOX
- ☐ GET RID OF HAZARDOUS MATERIALS
- ☐ INSURE YOU HAVE INSURANCE COVERAGE THROUGH OUT THE MOVE
- ☐ SCHEDULE UTILITY SERVICES TO THE NEW HOME
- ☐ SCHEDULE DISCONNECTION OF UTILITY SERVICES TO THE SOLD HOME
- ☐ ARRANGE FOR CLEANING OF NEW AND SOLD HOME

2 WEEKS OUT

BEGIN PACKING. LABEL EACH BOX WITH ROOM NAME - WHERE THEY WILL GO IN NEW HOME - AND LIST GENERAL CONTENTS

- ☐ PACK ROOMS AND ITEMS THAT DON'T GET AS MUCH USE. TOYS, COAT CLOSETS, STORAGE CLOSETS, CHINA
- ☐ PACK NON ESSENTIALS
- ☐ DRAIN FLUIDS FROM YARD TOOLS
- ☐ MAKE A MEAL PLAN FOR THE WEEK OF MOVING
- ☐ CONSUME AS MANY REFRIGERATED AND FRESH FOODS AS POSSIBLE

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MOVING CHECKLIST



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1 WEEK OUT

- PACK SMALL BAG WITH CLOTHING & PERSONAL ITEMS INCLUDING MEDICATIONS YOU MAY NEED DURING MOVE
- MAKE CHILD CARE ARRANGEMENTS FOR MOVING DAY IF REQUIRED
- HAVE A SOME CASH ON HAND FOR EMERGENCIES
- MAKE ARRANGEMENTS FOR PETS FOR MOVING DAY OR ENSURE YOU HAVE ALL ITEMS NEEDED FOR THEM
- FINISH PACKING
- CONFIRM MOVING DETAILS WITH MOVER
- DO AN COMPLETE WALK THROUGH TO ENSURE NOTHING IS LEFT BEHIND

MOVING DAY

- EMPTY, DEFROST AND CLEAN REFRIGERATOR AND FREEZER 24 HOURS BEFORE MOVING
- WALK THROUGH WITH MOVERS NOTIFY THEM OF ANY SPECIAL PACKING DETAILS
- MAKE SURE EVERYTHING TO BE LEFT WITH THE HOME STAYS BEHIND
- CLEAN THE EMPTY ROOMS WELL AFTER MOVERS HAVE COMPLETED THE ROOM
- CHECK ALL CLOSETS AND STORAGE AREAS FOR LEFT ITEMS
- WALK THROUGH ENTIRE HOUSE AND MAKE SURE NOTHING HAS BEEN LEFT BEHIND
- LEAVE ALL MANUALS, KEYS, CONTROLS ETC ON COUNTER
- LOCK ALL WINDOWS AND DOORS
- TURN OFF ALL LIGHTS
- SAY GOODBYE TO NEIGHBORS

UNPACKING

- GO THROUGH EACH ROOM AND DECIDE WHERE THINGS MIGHT BE PLACED. LABEL IF NECESSARY.
- UNPACK ONE ROOM AT A TIME
- ANY ITEMS YOU HAVE PACKED THAT YOU DECIDE NOT TO KEEP, PLACE IN A SPECIAL LOCATION
- COLLECT ALL PACKING MATERIAL AS YOU UNPACK AND SET ASIDE TO RECYCLE
- TAKE A DEEP BREATH. YOU'RE DONE.

[EMAIL BRETT](#) | [403-471-4881](tel:403-471-4881) | [EMAIL GREG](#) | [403-680-5083](tel:403-680-5083)

WWW.STEELEGROUPYYC.COM



REVIEWS

★★★★★

If you think we did a
good job we'd greatly
appreciate your
reviews!

STEELE GROUP
EVERYTHING REAL ESTATE

"Greg we can't thank you enough for all your hard work. Our new home is everything we hoped it would be, and the price you negotiated was great! We wouldn't hesitate to recommend you to friends and family, and will definitely use your services for our next real estate transaction.

- Jane & Albert Deerborn

"The Steele Group are a great team and amazing at what they do, great realtors and very understanding, found us exactly what we were looking for, and got us a good deal on top of it. Thanks Brett and Greg. We are enjoying our new house.

-Yeison & Ashley

I want to thank you both for all of the hard work you put into selling my place. With the market flooded with properties I know it was a challenge. Your professionalism and determination was evident throughout the whole process. I am so grateful I had you guys on my side. Thanks for taking such good care of me!

P.S. I have already recommended you to my coworkers and friends!

- Raquel Dunn

"I've known Brett for a number of years, he was recently my realtor for my purchase in Airdrie. I decided to go with someone I knew in this market as this market is crazy. I wanted someone who could help me navigate the insane bidding and price. Fortunately after a few weeks of working with Brett, my fiancée and I have our dream home.

-Fraser McKenzie

"I had the opportunity to meet Greg and all I have to say is that he is a professional real estate agent, and very responsive. Greg was always available and I loved that. His experience, sense of humour and professionalism made the experience of selling my home easy and fun! Highly recommended!

-Silvia Contreras

"Brett and co. made buying easy for the very start to the very end. He even set me up with a mortgage broker and a moving company, so I didn't have to. Good experience and I would definitely recommend as a first-time home buyer (age 26).

-Matt Larsen



STEELE GROUP

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AVERY

"Thank you" we very much appreciate you selecting us to help you. We will be promoting your home everywhere to ensure you get maximum exposure.

If at anytime you have questions please ask.

BIG

thank you!

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