

What do I need to do as a seller?

Parsons Law has the track record and experience to ensure a smooth transaction and make sure all requirements are met while selling a property. Use this checklist to manage the steps you need to take during your property sale.

- Provide your lawyer with your most recent property tax bill. This allows your lawyer to calculate the necessary closing adjustment for property taxes.
- Provide your lawyer with any statement of account you have for your mortgage or secured line of credit, if applicable. This gives your lawyer the reference information necessary to request an official payout statement directly from your lender.
- Provide a copy of your land survey, if you have one, to your lawyer.
- Notify all your utility companies of your closing date.
- If you have any rental equipment that the buyer will be taking over, determine if the rental company requires the buyer to set up an account prior to closing. If so, advise your lawyer of this. Schedule the cancellation of any pre-authorized rental payments, so that no rental payments are taken from you after your closing date.
- Schedule the cancellation of your home insurance, but ensure the cancellation is not effective until the next business day after your planned closing date.
- Schedule the cancellation of any pre-authorized property tax payments, so no payments are taken from you after your closing date. As a seller, it is your responsibility to pay all property tax installments that are due prior to your closing date. Your lawyer will calculate a closing adjustment so you are reimbursed by the buyer for any prepaid property taxes.



Parsons Law is a client-centered law practice specializing in estate administration and residential real estate transactions.

What do I need to do as a seller?

- If you are selling a condominium, schedule the cancellation of any pre-authorized maintenance fee payments, so that final payment is for the month in which you are selling the property. Your lawyer will calculate a closing adjustment so you are reimbursed by the buyer for the remainder of the month after your closing date.
- Meet with your lawyer to review and sign documents.
- Remove all your furniture and personal belongings from the property prior to your closing date or early in the day on your closing date, except for any items which you have agreed to leave behind in the Agreement of Purchase and Sale. Do not leave any garbage or junk behind.
- Arrange for a key to be left in a lockbox at the property on the closing date. Provide the lockbox code to your lawyer. The rest of your keys or fobs can be left on the kitchen counter for the buyer.
- Ensure you deliver the property to the buyer in the same condition it was in when the buyer agreed to purchase the property.
- Comply with any special provisions included in a schedule to your Agreement of Purchase and Sale.



Parsons Law is a client-centered law practice specializing in estate administration and residential real estate transactions.