Seller Closing Checklist

From firm sale to handing over the keys

AS SOON AS THE SALE IS FIRM

- [ ] Send the executed agreement to your real estate lawyer
- [ ] Request a mortgage discharge statement from your lender
- [ ] Notify your landlord or condo corporation if required
- [ ] Confirm the exact closing date and note it everywhere
- [ ] Book movers early, especially for a month-end closing
- [ ] Ask your lender about prepayment penalties and whether the mortgage is portable

THREE TO FOUR WEEKS OUT

- [ ] Complete every repair you agreed to in the Agreement of Purchase and Sale
- [ ] Begin the change of address list
- [ ] Contact your insurance broker about cancelling coverage effective closing
- [ ] Submit Canada Post mail forwarding
- [ ] Keep receipts and warranties for all repair work
- [ ] Arrange utility final readings for the closing date

THE FINAL WEEK

- [ ] Gather every key, garage remote, fob, and mailbox key
- [ ] Collect appliance manuals, warranties, and paint codes
- [ ] Write down alarm codes, thermostat settings, and any quirks worth passing on
- [ ] Confirm which chattels stay and remove everything that does not
- [ ] Cancel or transfer any rental contracts (water heater, HVAC, alarm)
- [ ] Arrange a post-move cleaning if you are not doing it yourself

MOVING OUT

- [ ] Empty every closet, cupboard, crawl space, shed, and garage rafter
- [ ] Turn off all lights and taps; lock every window and door
- [ ] Deliver all keys and remotes to your lawyer's office
- [ ] Read and photograph all utility meters
- [ ] Remove all garbage and debris from the property
- [ ] Leave the home broom-clean
- [ ] Take final photos of each empty room for your records

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AFTER CLOSING

- [ ] Confirm your lawyer received the funds
- [ ] Confirm the mortgage discharge was registered
- [ ] Keep the Statement of Adjustments for your tax records
- [ ] Confirm your insurance was cancelled and any refund issued
- [ ] If this was not your principal residence, speak to your accountant about capital gains

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