FREE RESOURCE

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Seller side checklist: listing to closing

For Ontario listing agents. From the signed listing to a complete closing file.

01 Listing paperwork

- [ ] RECO Information Guide given and explained before services
- [ ] Listing agreement signed, with term, price and commission confirmed
- [ ] Ownership and property details checked against title records
- [ ] Required disclosures and schedules completed
- [ ] Listing details checked against the signed agreement before it goes live
- [ ] Showing instructions and access set up

02 Offers

- [ ] Each offer logged with its irrevocable date and time
- [ ] Names, price, deposit, dates, conditions, inclusions and exclusions checked on each offer
- [ ] Sign-backs and counter-offers kept in order

03 Accepted

- [ ] Every signature and initial is in, with all schedules attached
- [ ] Date and time of acceptance recorded from the signed agreement itself
- [ ] Signed copies sent to the right people, through the channel your brokerage approves
- [ ] Buyer deposit followed up until the deposit holder confirms receipt
- [ ] Deal submitted to your brokerage with all required documents

04 Conditions and firm

- [ ] Each buyer condition turned into one calendar date and time
- [ ] Reminders set before each deadline
- [ ] Waiver or notice of fulfillment received before the deadline
- [ ] Listing status updated within your board's reporting deadline
- [ ] Seller next-steps email: movers, utilities, insurance and keys

05 Closing

- [ ] Lawyer details verified, then the lawyer package sent
- [ ] Any amendments signed and sent
- [ ] Outstanding documents tracked until closing
- [ ] Closing file complete: final documents, deposit receipt and closing notes

General admin checklist only, not legal advice. Your brokerage's process and your Broker of Record come first.

Want this handled for you?
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