

**The Glen Godlonton Real Estate Team**  
**Home Seller Reference Kit**

**LISTING CHECK LIST**

- \_\_\_ Cut and give Glen a set of **Keys** for the Lock Box
- \_\_\_ Remove or Hide **Items of Value** from the Home
- \_\_\_ Provide Glen a Copy of your Current **Tax Bill**
- \_\_\_ Provide Glen a Copy of the Current **Real Property Report**
- \_\_\_ Get the Real Property Report **Updated** (if required)
- \_\_\_ Provide Glen all of the **Condo Documents** that you have
- \_\_\_ **Pick up** and pay for any new condo Documents that are required. Give to Glen
- \_\_\_ Provide Glen a Copy of the front and back of your **Operators License**
- \_\_\_ Provide Glen a Copy of your Current Bill for any Neighborhood or **HOA fees**
- \_\_\_ Provide Glen a Copy of any **Building Plans** you may have for your Home
- \_\_\_ **Clean and De-clutter** the Home as per the Attached Checklist
- \_\_\_ Complete Repairs \_\_\_\_\_
- \_\_\_ Complete Repairs \_\_\_\_\_
- \_\_\_ Complete Repairs \_\_\_\_\_
- \_\_\_ Complete Repairs \_\_\_\_\_
- \_\_\_ Move Personal Items into Storage if Required
- \_\_\_ Confirm Payout Penalty with mortgage Company \_\_\_\$\_\_\_\_\_
- \_\_\_ E-mail Glen All Leases for Tenants in PDF Form
- \_\_\_ Provide Glen copies of **Incorporation Documents** that you have
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

**The Glen Godlonton Real Estate Team**  
**Home Seller Reference Kit**