

Documents required when listing a home

DOCUMENTS TO BE PROVIDED TO THE LISTING BROKER

- Deed of Sale
- Deed of Mortgage Loan
- Deed of Quittance if was a mortgage and no longer have one
- Certificate of Location
- Power Of Attorney (if necessary)
- Most recent property municipal tax bill(s)
- Most recent property school tax bill
- Most recent water tax bill (if water tax)
- Mortgage statement
- Bills for major repairs/renovations
- Roof warranty if have one and if transferable
- Utility bills (Hydro, Gaz, Oil)
- Other Transferable Warrantees
- APCHQ Warranty (if its new construction less than 5 years the warranty may be transferable)

IF A CONDO THESE ADDITIONAL DOCUMENTS ALSO

- Declaration of Co-Ownership
- By-laws or rules and regulations printout
- Printouts of any changes to Declaration of Co-Ownership and/or rules and regulations and/or bylaws
- Minutes of annual meetings of co-owners from the last two years
- Financial statements from past two years
- Document validating amount in the contingency fund
- Document confirming the condo fees



STEVEN BARRETT
REAL ESTATE BROKER | COURTIER IMMOBILIER

Cell: 514.983.8485
stevenbarrett.realestate@gmail.com
www.stevenbarrett.ca

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BOULEVARD
AGENCE IMMOBILIÈRE | REAL ESTATE AGENCY

111 - 4030 boul. de la Côte-Vertu
Saint-Laurent, QC H4R 1V4
Office: 514.944.BLVD
Fax: 514.313.5777