

MATTEI SELLER'S CHECKLIST

You've sold! Congratulations and thank you kindly for your business!

Don't forget to check the following items as you complete them!



- 1) **MAIL FORWARDING** ____ : Often there are type of mail that come less frequently and are easier to forget to change to your new address. Canada post offers a mail forward service. You can search Canada Post Mail forwarding service or click this link:

<https://www.canadapost-postescanada.ca/cpc/en/support/articles/mail-forwarding/overview.page>
- 2) **UTILITIES** ____ : don't forget to contact your hydro, water, gas and internet/phone providers to update your new accounts and close your old ones.
- 3) **INSURANCE** ____ : *REMEMBER to leave the insurance on the property you sold until AFTER your closing date. Once it's closed you can contact your insurance company and advise them the property is sold and cancel the policy.
- 4) **INSURANCE (PURCHASE)** ____ : your insurance on your purchased property will need several questions answered. For instance; the proximity to a fire hydrant, square footage etc. Please email us BEFORE you answer these questions and we will help you answer them. info@matteirealty.ca or call 416-557-7653
- 5) **MOVER** ____ : Book your mover well in advance of your move. Remember that all deals are subject to the transfer of funds between banks so there may be delays. It is best to have your lawyer prepare as best as possible with the other lawyer prior to closing to ensure a quick closing day. We have movers we are happy to recommend if you are struggling to find one.
- 6) **LAWYER** ____ : Have you decided on a lawyer for your sale and purchase? We can help you select a lawyer. When you pick a lawyer to represent you please be sure to advise us of who that lawyer is. We need the name, phone number and email (if possible) of your lawyer.
- 7) **MORTGAGE** ____ : Are you going to terminate your existing mortgage, port it to your new property on a blend? Speak to your mortgage rep and us and we will ensure a smooth transition to your next home.
- 8) **FRIENDS and FAMILY** ____ : Don't forget to let the people who are part of your life in on the great news! You can use email or letters to advise them of your new mailing address. DON'T FORGET that if you buy mail forwarding from Canada Post you won't miss any personal, government or business letters ! You can update contacts as those letters come to you redirected from your old address.
- 9) **ID/DRIVER'S LICENSE** ____ : You will need to contact the provincial and in some instances the federal levels of government to update your address. Often; this is done automatically when you update your driver's license etc. but do consult with Ontario and Canada sites to update your CRA mailing address (wouldn't want to miss paying taxes!) driver's license, health card and more
- 10) **CONDO (IF APPLICABLE)** ____ : Don't forget to contact the condo property manager to book a moving elevator, set up (or cancel if you are leaving a condo) maintenance fee payments and more!