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OTTAWA'S PEOPLE-FIRST REALTOR®

HOMEBUYER CHECKLIST

For anyone looking to purchase a residential property in Ottawa, Ontario.



Buying a home is one of the most exciting — and complex — milestones you'll experience. Whether you're a first-time buyer or a seasoned mover, **preparation is key**. This checklist will help you understand every step of the journey, from assessing your readiness to celebrating with the keys in hand. Follow each stage carefully to stay organized, confident, and one step ahead.

Your Realtor will be your **quarterback** through the purchase process, and hopefully long after. They'll help you understand

financial capabilities and limits, factor in additional costs associated with purchasing,

and guide you from identifying your wants & needs, to finding them in a property and completing a purchase. **A great Realtor will stick with you** after the purchase of your home to be a resource for you when you need professional referrals, homeowner advice, or even local recommendations.

In this guide, we've broken down the buying process in Ottawa to 7 stages:

1. Deciding if you're ready & preparing
2. Engaging a Realtor and beginning the home search
3. Offer & negotiation
4. Conditional period
5. Firm period
6. Closing
7. Beyond closing

Stage 1: Deciding if you're Ready & Preparing

- Talk to a mortgage professional.** We recommend reaching out to your Financial Institution *and* an Independent Mortgage Broker for two opinions.
- Get on the same page with your partner.** How much are you each willing to spend? How much do each of you have to offer for a down payment? And what do each of you still owe (i.e. student loans, credit cards, lines of credit, other properties)?
- Collect proof of income, debt statements, and other financial records.** Your mortgage broker can advise on what's needed.
- Create 3 lists for your future home:**
 - i.  *Needs*
 - ii.  *Wants*
 - iii.  *Deal breakers*

If a buyer approaches our team with this list complete, they're officially ready to begin the search. If you don't have a mortgage broker yet, reach out and we can help you find one.

Stage 2: Engaging a Realtor & Beginning the Home Search

- Reach out to prospective realtors & interview them.**
 - Ask for trusted referrals from friends, family and colleagues.
 - Vet them through online reviews, website testimonials, etc.
- Ask a Realtor to **walk you through the purchase process.**
- Go on trial showings.**
- Choose a Realtor** and review buyer representation paperwork.
- Sign paperwork** & get set up on property searches that are tailored to your needs.
- View homes** with your Realtor until you find one that fits the criteria for placing an offer

Stage 3: Offer & negotiation

- In advance of writing any offer, have your Realtor **review the offer documents** with you.
- Discuss conditions** such as financing, inspection, or status certificate reviews.
- Sign offer paperwork.**
- Collaborate with your Realtor to **negotiate terms** until the offer is accepted.

Stage 4: Conditional period

Your Realtor will help guide you through the conditional period. This generally takes 1 -2 weeks in Ottawa, depending upon whether the home is a condominium or freehold.

- Your Realtor **submits documents** to your lender for your financing approval.
- Work with your Realtor to **hire a home inspector** and schedule a home inspection.
 Ideally, you attend the inspection alongside your Realtor.
- If purchasing a condo, **hire a lawyer** to purchase and review status certificate documents with you.
- Address any issues or renegotiate** with your Realtor's guidance. Any issues will be met with three options: accept, renegotiate, or walk away.
- Once satisfied with conditions, your Realtor will complete **fulfillment of conditions** paperwork.

Stage 5: Firm period

- Realtor will send firm documents** to your lawyer and lender. If you have not hired a lawyer yet, this is where you would do so.
- If currently renting, **serve notice to your landlord**.
- Contact movers.** Ask your Realtor for a list of reputable movers.

- Set up any necessary utilities** (i.e. gas, hydro, [water](#)) at the new property.
- Work with your lawyer to set up [property tax](#) with the City of Ottawa.
- Arrange [mail forwarding](#)** with Canada Post.

Stage 6: Closing

- Schedule a final walkthrough** of the property with your Realtor about one week before closing.
- Your lawyer will reach out to arrange a meeting a few days prior to closing, to facilitate the **signing of all documents**.
- On closing day:**
 - Pick up your keys.
 - Visit the home to ensure everything is in expected condition.
 - Test major appliances and **report any issues** immediately to your lawyer and Realtor.

Stage 7: Beyond closing

- Celebrate!** You're a homeowner now.
- Keep in touch** with your lender for mortgage renewal and rate check-ins.
- Use your Realtor** for advice on renovations, local professionals, trusted recommendations, and more.

Work with Ottawa's People-First REALTOR®s:

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