



SELLER CHECKLIST

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

Selling your home is both a major milestone and a strategic process. From selecting the right Realtor to preparing your property and negotiating offers, every stage matters.

This checklist walks you through each step — so you can stay organized, confident, and set up for a successful sale with the best possible return.

Our team has set up a checklist for anyone in Ottawa looking to sell their home in 2026.

We've broken it down into stages:

1. Engage a Realtor
2. Prepare your home for sale
3. Photography & videography
4. MLS & First Open House
5. Showings & negotiating offers
6. Conditional Sale
7. Firm Sale
8. Closing
9. (Bonus - After the sale)



About Team Fundytus

Our team is People-First and consists of Realtors who are experts in the local Ottawa market. We provide a full-service approach that will make your listing shine while keeping you informed, in control, and in the loop throughout the sale process.

Our selling package includes:

- Photo & Video of your property
 - 3D Tour
 - HDR Photography
 - Narrated video walkthrough
 - Drone footage & photography
 - Neighbourhood highlights
 - Laser-measured floor plans
- Professional staging consultation
- Prelist professional cleaning
- Prelist home inspection (freehold properties only)
- Order & review of condo documents (condos only)
- Shared touch-up budget
- Weekly updates on listing performance
- Seasonal listing updates
- Paid A/B tested advertising of your property
- Print marketing & feature sheets
- Open houses
- Listed on a best-in-class website at nickfundytus.ca
- Syndication of your listing via the Data Distribution Facility (DDF) throughout Canada and worldwide
- 7-days-a-week team availability for questions and updates

Stage 1: Engage a Realtor

- ☐ Interview prospective Realtors. Ask for referrals from friends, family, and colleagues, and check online reviews and testimonials.
- ☐ Ask the right questions. [Read our blog](#) for 15 questions you should ask your listing Realtor.
- ☐ Have your Realtor walk you through the selling process and what to expect from market preparation to closing.
- ☐ Request a professional opinion of value report. This report compares your home to similar recent sales and current listings to determine an appropriate listing price.
- ☐ Review the report and strategy. Decide on a price and a marketing approach together — factoring in staging, timing, and market conditions.
- ☐ Review and sign listing paperwork (including the [RECO Information Guide](#), Lockbox consent and disclosure, [Listing Agreement](#), and property disclosures).

Stage 2: Prepare Your Home for Sale

- ☐ Meet with professional stagers early to declutter, depersonalize, and ensure your home shows in its best light. Review their recommendations with your Realtor.
- ☐ Book a pre-listing home inspection. Review the inspection report with your Realtor to identify any repairs or maintenance items to address.
- ☐ Decide on staging, repairs, and touch-ups. Work with your Realtor to prioritize improvements within the shared touch-up budget.

- ☐ Set a tentative schedule for cleaning, photography, and video shoots. Our team includes the services of a trusted professional cleaner prior to listing, as well as a media package to aid in the quick sale of your home.
- ☐ Consider an exclusive (off-market) listing period. Your Realtor may recommend pre-listing exposure to qualified buyers before going fully live on MLS.

Stage 4: Photography & Videography

- ☐ Have your home in show-ready condition on media day — tidy, bright, and staged to impress.
- ☐ Make arrangements for pets during the shoot.
- ☐ Review final photos, video, and MLS listing details with your Realtor before launch to ensure accuracy and appeal.

Stage 5: MLS Launch & First Open House

- ☐ Coordinate the launch date with your Realtor for maximum exposure.
- ☐ Confirm showing instructions (notice required, lockbox, showing times, etc.).
- ☐ Have a plan for keeping the house tidy and ready for last-minute showings.
- ☐ Prepare for open houses. Your Realtor will guide you through setup, timing, and feedback collection.

Stage 6: Ongoing Showings & Negotiating Offers

- ☐ Stay flexible with showing times to maximize buyer traffic.
- ☐ Review feedback weekly with your Realtor to assess buyer impressions and any needed adjustments.

- ☐ When an offer is received, your Realtor will present it in full and help you evaluate all terms — not just price (deposit, conditions, closing date, inclusions, etc.).
- ☐ Negotiate strategically. Your Realtor will handle all communication and counteroffers on your behalf.

Stage 7: Conditional Sale

- ☐ Once an offer is accepted, the Buyer may have conditions such as financing, home inspection, or review of condo status certificate.
- ☐ Plan to be out of the house for the Buyer's home inspection. Stay accessible in case additional information or access is required.
- ☐ Work with your Realtor to address any issues that arise and move toward condition fulfillment.

Stage 8: Firm Sale

- ☐ Congratulations — your home is sold!
- ☐ Engage a lawyer.
- ☐ Your Realtor sends final documents to your lawyer and coordinates with the buyer's agent.
- ☐ Book movers and start preparing for your next home.
- ☐ Cancel or transfer utilities, insurance, and services effective on your closing date.
- ☐ Arrange [mail forwarding](#) with Canada Post.

Stage 9: Closing

- ☐ Meet with your lawyer to sign closing documents and hand over keys to the buyer's lawyer.
- ☐ Prepare for the buyer's final walkthrough, ensuring the property is clean and in agreed-upon condition.
- ☐ Keep in touch with your Realtor for post-closing support, market updates, or to assist with your next purchase.
- ☐ Review your experience! Help others find the Realtor they should work with (or shouldn't) by providing a [Google Review](#) or [video testimonial](#).

Bonus: After the Sale

- **Celebrate!** You've successfully navigated the sale of your home.
- **Keep your Realtor close.** They're a valuable ongoing resource for referrals, local recommendations, and future real estate goals.

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

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