Home Seller Checklist

A COMPREHENSIVE SET OF CHECKLISTS TO HELP HOME SELLERS STAY ORGANIZED WITH QUICK CLEAN-UP TIPS, OPEN HOME PREP, MOVING TASKS, AND ADDRESS CHANGES.



SHOWING & OPEN HOME CHECKLIST
THE QUICK 5-MINUTE CLEAN-UP BEFORE A SHOWING
MOVING CHECKLIST
CHANGE OF ADDRESS CHECKLIST

COLDWELL BANKER
MARITIME REALTY



SHOWING & OPEN HOME CHECKLIST

Once your home is on the market, real estate agents may call to schedule a showing at any time—morning, afternoon, or evening. Keeping your home “show-ready” can be a challenge, especially if you have kids or pets. This checklist will help make the process easier so your home shines for potential buyers.

✅ **Declutter to Impress**

A clutter-free home looks bigger, cleaner, and more inviting. Plus, sorting through everything now will make moving easier later. If you have a lot of extra belongings, collections, or sentimental items, consider renting a small storage unit for a few months to keep things tidy.

✅ **Sort, Donate, and Toss**

Go through your belongings and decide what to keep, donate, or throw away. Donating items can benefit others and even provide tax deductions, while getting rid of clutter will help your home feel more spacious and organized.

✅ **Secure Valuables**

Keep jewelry, collectibles, and other valuable items in a safe place—whether that’s a safety deposit box, a locked drawer, or a secure storage area. This gives you peace of mind during showings.

✅ **Pack Away Fragile Items**

If you have delicate figurines, china, or other breakables, it’s best to pack them up and store them safely in the garage or another secure space. This avoids any accidents while potential buyers walk through your home.

✅ **Stage with Warmth**

You want buyers to picture themselves living in your home, so make it feel inviting. Set the table with a nice arrangement, drape a cozy throw over the couch, or place a stylish book on the coffee table. Small touches like these help create a welcoming atmosphere.

✅ **Have a Quick Cleanup Plan**

Showings can sometimes happen with little notice. Instead of scrambling last-minute, have a family plan in place. Assign tasks—someone tidies up countertops, another picks up newspapers and dishes, and everyone chips in to make the home look its best.

✅ **Make Tidying Up a Daily Habit**

Simple routines can make a huge difference. Wash dishes right after meals, wipe down counters, and make the beds each morning. Keep pet toys and bedding fresh to eliminate odors. These small daily habits will keep your home in top shape for any unexpected showings.

✅ **Don’t Forget the Garage and Attic**

Buyers will want to check out storage space, so make sure your garage and attic are clean and organized. A well-kept storage area can help them see the full potential of your home.



THE QUICK 5-MINUTE CLEAN-UP BEFORE A SHOWING

When you're short on time before a home showing, this simple checklist will help you make the best impression in just a few minutes.

✅ **Grab a Basket and Tidy Up**

Everyone in the house should take a quick lap with a basket, picking up clutter—shoes, mail, toys, or anything else lying around. Also, check for any potential hazards, like toys or loose rugs that could be tripping risks.

✅ **Take Care of Pets**

If possible, bring pets with you, use a crate, or arrange for pet daycare. Make sure any pet-related items (like beds, bowls, and litter boxes) are clean and out of sight. If you have a large dog, be sure to note it in the listing instructions so agents and buyers know in advance. Buyers with allergies will also appreciate a heads-up about any pets in the home.

✅ **Let in the Light**

Bright, airy homes feel more inviting. Open the curtains, turn on lights in every room, and create a warm, welcoming atmosphere.

✅ **Give Buyers Space**

Buyers should never visit your home alone—they'll always be with an agent. However, your presence can make them feel uncomfortable or rushed. Step out and let them explore freely so they can truly picture themselves living in your home.

By following these quick steps, you'll ensure your home looks its best—even on short notice!

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MOVING CHECKLIST – STAY ON TRACK FOR A SMOOTH MOVE

Moving can feel overwhelming, but a little planning goes a long way! Use this checklist to stay organized and make your move as stress-free as possible.

8 Weeks Before Moving

✅ Get Quotes & Choose a Mover – If you're hiring movers, get a few written estimates and book the one that fits your needs.

✅ Decide What Stays & What Goes – Sort through your belongings and decide what to take and what to let go.

✅ Start Decluttering – Begin clearing out storage areas like the attic, garage, and basement.

✅ Organize Important Documents – Create a file for all moving-related paperwork (contracts, receipts, estimates).

✅ Use Up Perishables – Start using foods and cleaning supplies that can't be moved.

6 Weeks Before Moving

✅ Transfer Medical Records – Arrange for doctors, dentists, and other providers to send records to your new location.

✅ Update Your Address – Fill out change-of-address forms at the post office.

✅ Plan for Storage – If you need temporary storage, start making arrangements.

✅ Take Care of Long-Distance Needs – If moving out of town, ask your doctor or pharmacist about transferring prescriptions and obtaining medical records.

4 Weeks Before Moving

✅ Declutter Closets & Drawers – Pack up or donate items you don't need.

✅ Sell or Donate Items – Plan a yard sale or arrange for donation pickups.

✅ Gather Packing Supplies – Stock up on boxes, tape, bubble wrap, and labels if you're packing yourself.

✅ Start Packing Non-Essentials – Pack up seasonal clothes, decorations, and other things you won't need until after the move.

✅ Schedule Any Repairs – Arrange for carpet cleaning, furniture touch-ups, or other small fixes before moving out.

3 Weeks Before Moving

✅ Plan Utility Shut-Off & Setup – Schedule utility disconnection at your current home and set up services at your new place.

✅ Request Security Deposit Refunds – If you paid a last-month deposit for services like internet or phone, ask about getting it back.

✅ Check Your Insurance Coverage – Make sure your belongings are insured during the move.

✅ Gather Important Documents – Keep passports, birth certificates, medical records, and financial documents in a secure place.

✅ Dispose of Restricted Items – Safely discard anything movers won't take, like paint, propane, or cleaning chemicals.

✅ Arrange Child & Pet Care for Moving Day – If needed, set up a babysitter or pet sitter for a smoother transition.

2 Weeks Before Moving

✅ Return Borrowed Items – Drop off any borrowed books, tools, or other items.

✅ Cancel Subscriptions – Stop newspaper or magazine deliveries and notify any services that need to be canceled.

✅ Notify Creditors & Banks – Update your billing and mailing address where needed.

✅ Refill Prescriptions – Ensure you have enough medication to last through the move.

✅ Prepare a Welcome Packet for the New Owner – Leave behind any manuals, warranties, or important information about the house.

1 Week Before Moving

✅ Finish Packing & Label Boxes – Clearly mark boxes with the room they belong in for easy unpacking.

✅ Confirm Address Changes – Ensure banks, employers, and subscriptions have your new address.

✅ Prepare an Essentials Kit – Pack a bag with must-haves like a checkbook, credit cards, phone chargers, toiletries, first aid kit, snacks, and important documents.

✅ Get Cash or Traveler's Checks – Have payment ready for movers or any last-minute expenses.

The Day Before Moving

✅ Unplug & Prep Appliances – Disconnect and clean major appliances like the fridge and washer.

✅ Pack a "First to Open" Box – Include items like scissors, cleaning supplies, basic tools, paper towels, and anything you'll need right away in your new home. Clearly label this box as "Load Last" so it's easy to find.

✅ Confirm Moving Truck Arrival Time – Double-check schedules with your moving company or helpers.

✅ Dismantle Large Furniture – Take apart beds and large furniture pieces if you're moving them yourself.

Moving Day!

✅ Be Available for the Movers – If using a moving service, make sure someone is there to answer questions and oversee the process.

✅ Double-Check Meter Readings – Record water, gas, and electricity readings before leaving.

✅ Review Moving Paperwork – Carefully read any contracts or forms before signing.

Delivery Day (Move-In Day)

✅ Inspect Your Belongings – Check off items on the inventory list and note any damages.

✅ Pay the Movers – If not arranged in advance, be ready with cash, a check, or other agreed payment.

✅ Supervise Unpacking – Direct movers where to place large furniture and unpack essentials first.

✅ Settle In & Breathe! – You did it! Take a moment to relax and enjoy your new home.

Moving may feel overwhelming at times, but with a solid plan in place, you're setting yourself up for success. Every box packed is a step closer to a fresh start, and soon enough, you'll be settling into your new space with new opportunities ahead.

Take a deep breath, stay organized, and remember—it's all temporary! In just a short time, you'll be relaxing in your new home, making new memories, and looking back at this move as just another adventure in life.

Keep going, stay positive, and don't forget to celebrate along the way—you're making it happen! 🎉🚚🏡



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CHANGE OF ADDRESS CHECKLIST

When you move, updating your address is crucial to ensure you continue receiving important documents, services, and benefits. Use this checklist to stay organized and notify the right organizations

UTILITIES

✅ Electricity – Nova Scotia Power (available province-wide)
✅ Home Heating – Electric (via Nova Scotia Power) or Oil Delivery (popular providers include Wilsons, Irving, Ultramar – check local availability)
✅ Water & Sewage – Local Municipality or Regional Utility (e.g., Halifax Water, Pictou County Water Utility)
✅ Internet, Cable, and Home Phone – Bell Aliant, Eastlink, Rogers (limited), Xplornet (rural)
✅ Mobile Phone Provider – Bell, Rogers, Telus, Eastlink, others depending on coverage
✅ Garbage & Recycling Services – Check with your local municipality or county for collection schedules and regulations

GOVERNMENT SERVICES

✅ Service Canada – Update for your SIN, EI, CPP, OAS, and other benefits.
✅ Provincial Health Card – MSI (Medical Services Insurance – Nova Scotia)
✅ Driver's Licence & Vehicle Registration – Update through Access Nova Scotia (available in locations across the province)
✅ Voter Registration (Elections Canada) – Ensure you're registered at your new address.
✅ Permanent Resident Card or Immigration Documents – If you're a PR or temporary resident, update with IRCC.
✅ Canada Post Mail Forwarding – Set up mail forwarding to catch any mail you may have missed.
✅ Business Licences & Permits – Update your address with your local municipality (e.g., HRM, Cape Breton Regional Municipality, etc.) and the CRA

FINANCIAL INSTITUTIONS

✅ Bank Accounts (RBC, TD, Scotiabank, BMO, CIBC, etc.)
✅ Credit Cards
✅ Mortgage Lender or Landlord
✅ Loan Providers (Car Loans, Student Loans, Personal Loans, etc.)
✅ Insurance (Auto, Home, Tenant, Life, Health, etc.)
✅ Financial Advisors & Investment Accounts (RRSP, TFSA, etc.)

MEMBERSHIPS & SERVICES

✅ Professional Associations – Update with your Nova Scotia regulator (e.g., CPA Nova Scotia, NS Real Estate Commission, Law Society of Nova Scotia, etc.)
✅ Subscription Services (Netflix, Amazon Prime, Magazines, Meal Kits, etc.)
✅ Gyms & Fitness Clubs – GoodLife, YMCA, Fit4Less, or local studios depending on town/city
✅ Churches or Religious Organizations
✅ Community & Social Groups
✅ Licensing & Certification Boards (e.g., trades or medical licenses – check your NS-specific board)

HEALTH & FAMILY SERVICES

✅ Doctors, Dentists & Specialists – In Nova Scotia, many areas experience waitlists for primary care. If you don't yet have a family doctor, register with the Nova Scotia Need a Family Practice Registry. Update your existing providers and MSI records if already registered.

✅ Veterinarian & Pet Services – Update your vet and pet licensing (required in some municipalities like HRM) as well as pet insurance providers.

✅ Childcare & Schools – Notify current or new schools (public or private), daycares, and after-school programs. For public school placement, contact the local Regional Centre for Education (e.g., HRCE for Halifax, CBVRCE for Cape Breton).

✅ Lawyers & Accountants – Ensure your legal and financial professionals have your updated contact details. If you're new to NS, consider finding local professionals familiar with provincial regulations.

FINAL TIPS:

✓ Start early – Especially for Access Nova Scotia services, as some updates require in-person appointments or documents by mail.

✓ Use Canada Post's Mail Forwarding Service to catch any mail you may have missed updating.

✓ Make a personal list of companies you interact with (e.g., online shopping sites, loyalty programs, local services) and update those as needed.

✓ Explore newcomer supports – Nova Scotia has many programs (e.g., YMCA Newcomer Services, ISANS) to assist families with settlement, employment, and community connections.

Moving is a big step, but staying organized makes it much smoother. Soon enough, you'll be settled in and enjoying your new home! 🎉🏡

