



MILITARY HOME SELLER CHECKLIST

A practical planning sheet for selling your home around a posting from the Annapolis Valley

Home address _____

Posting / move window _____

Target closing date (if known) _____

1. Start planning when a move is possible

- ☐ Contact me as soon as you hear a posting is possible. You do not need final orders or confirmed dates. I can start answering questions and help you map out the sale timing.
- ☐ I can help you identify questions for your CAF relocation contact. Confirm current benefits, required steps, and deadlines directly with them, and keep the advice and paperwork together.
- ☐ We can map out a sale plan around your likely move, costs, timing, and responsibilities.
- ☐ Share your best estimates for posting, house-hunting, move-out, and preferred closing dates. We can adjust the plan as orders or travel details change.
- ☐ Contact your mortgage lender about payout figures, portability, discharge costs, or timing that could affect a sale. I can help you account for those dates in the sale plan.

2. Get the home and paperwork ready

- ☐ Gather property tax, utility, insurance, warranty, appliance, renovation, permit, and septic / well records that may help answer buyer questions.
- ☐ Make a short list of known repairs or issues and any work completed. Keep invoices and permits where available.
- ☐ Choose what will move with you, what may stay with the home, and what needs to be removed before photos and showings.
- ☐ We can decide together which practical touch-ups and cleaning are worth doing before photos, based on your timeline and budget.
- ☐ Before photos: clear kitchen and bathroom counters, make beds, open curtains, turn on lights, tidy the entry, and move vehicles out of the driveway if possible.
- ☐ Pack away excess items and personal photos. Put paperwork, medications, firearms, and valuables somewhere secure before the photographer arrives.
- ☐ Tidy the yard or entrance and put away bins, hoses, toys, and pet items. I can help you prioritize the prep that will make the home show clearly in photos.

Key people and dates

Relocation contact _____

Mortgage lender _____

Lawyer / closing contact _____



3. While the home is listed

Agree on a clear showing and communication plan before the first appointment.

- ☐ We will agree how showing requests reach you, who approves them, and how much notice you need.
- ☐ If you are away, I keep the lockbox under my control and coordinate and approve showing access with you.
- ☐ Remove or securely store valuables, medications, firearms, personal documents, and anything you do not want photographed or handled.
- ☐ Before each showing: put away dishes and laundry, open blinds, turn on lights, set a comfortable temperature, and secure pets or arrange for them to be out.
- ☐ Keep surfaces reasonably clear and avoid strong air fresheners or cooking odours. A quick reset is usually more useful than trying to make the home look untouched.
- ☐ We will set an update routine and a way to reach you quickly if an offer or time-sensitive request comes in while you are away.
- ☐ Tell your insurer if the home will be vacant or occupancy will change. Follow the insurer's requirements while the property is listed.
- ☐ Keep receipts and records for agreed repairs, maintenance, and expenses related to preparing the home for sale.

4. Once you accept an offer

- ☐ Send the accepted agreement and related documents to your lawyer and follow their instructions for conditions, title, mortgage payout, and closing.
- ☐ Track condition dates, inspection or document requests, and any commitments you have agreed to complete.
- ☐ Confirm in writing what is included with the property and what you will remove before closing. I can help make sure the agreed items are clearly noted.
- ☐ Arrange move-out, cleaning, and any agreed repairs with enough time before the buyer's final visit or closing.
- ☐ Confirm the closing funds, signing process, and how you will receive updates while away. Ask your lawyer before changing utilities, insurance, or access arrangements.
- ☐ Set aside agreed keys, remotes, manuals, and appliance information. I will confirm with you where they should be left for the buyer.
- ☐ After your lawyer confirms the sale has closed, complete the remaining utility, address, and insurance changes.

Before you leave: Keep copies of the agreement, lawyer contact details, receipts, property records, and a trusted local contact who can help if an issue comes up.

Need a plan for your posting timeline or showings after you move?
Call or text Rob Schellenberger, REALTOR® | 902-300-8674 | robschellenberger.ca
I am always here to help.

This checklist is a planning aid. Your lawyer, lender, insurer, and CAF relocation contact can advise on your specific legal, financial, insurance, and relocation requirements.