Selling a Condo in Alliston

Your preparation, documents and selling checklist



Make the unit easy to understand. Make the documents ready to review.

Five checklist phases, pricing questions and a practical plan from preparation to closing. Use the items that apply to your property.

Kevin Flaherty, Real Estate Broker
Book your free home evaluation | 226-270-6433

Before you launch

Buyers evaluate both your unit and the corporation. Start with clear documents, a supported price and a preparation plan. A condo's building style does not establish its ownership rights or maintenance obligations.

Phase 1: Pre-Listing Due Diligence

- ☐ Order your status certificate from the property management company (allow up to 10 days)
- ☐ Review the status certificate with your real estate lawyer before listing
- ☐ Review the reserve balance, study, funding plan and upcoming work with your advisers
- ☐ Check for any pending or recently completed special assessments
- ☐ Ask your lawyer how arrears, costs and any lien must be dealt with for closing
- ☐ Verify title, exclusive-use or other rights for parking and lockers with your lawyer
- ☐ Gather copies of the declaration, by-laws, and rules for buyer questions
- ☐ Confirm pet, rental, and renovation rules so your listing is accurate
- ☐ Locate your most recent property tax bill and condo fee statement
- ☐ Confirm what is included in your monthly fees (water, heat, building insurance)
- ☐ Gather receipts and approval letters for any unit renovations
- ☐ Choose your real estate lawyer early so they can review documents quickly
- ☐ Get a professional opinion of value from a local condo specialist
- ☐ Review your current mortgage terms and any discharge penalties

Status Certificate Quick Reference

Standard option: no more than $100 including applicable taxes and materials; delivery within 10 days of receiving the request and payment. Optional expedited service may have a different charge: confirm it before ordering.

Currency: the certificate is a dated snapshot. Do not assume an automatic 30- or 60-day expiry. Ask the transaction lawyers whether changed facts or elapsed time require an update.

Review: obtain the full attachments. A certificate already on hand does not automatically remove a buyer's legal-review condition. Who pays is determined by the agreement.

Make your unit easy to compare

Phase 2: Preparing Your Unit to Stand Out

- ☐ Declutter so buyers can see the room sizes, finishes and storage
- ☐ Clear all kitchen and bathroom countertops completely
- ☐ Organize closets to show usable storage without concealing access
- ☐ Deep clean the entire unit including windows, baseboards, and light fixtures
- ☐ Touch up or repaint walls in neutral, modern tones
- ☐ Replace dated or burnt-out light bulbs for a bright, airy feel
- ☐ Address minor repairs: leaky faucets, sticky doors, loose handles
- ☐ Clean and stage any balcony, patio, or outdoor space
- ☐ Eliminate pet and cooking odours well before showings begin
- ☐ Consider staging if vacant; label virtual staging and do not conceal defects
- ☐ Maximize natural light - open blinds and curtains for every showing
- ☐ Ensure the unit entrance and hallway approach are clean and welcoming
- ☐ Remove valuables and medications before showings begin
- ☐ Stage for the camera - clean, bright, neutral rooms photograph best

Marketing by Condo Type

Briar Hill bungalofts: explain the actual main-floor layout, exterior responsibilities, fees and access to community amenities. Confirm whether the property is a standard condo or freehold with a common-elements interest.

Townhome condos: show indoor and outdoor space, parking and the division of owner and corporation maintenance duties.

Apartment-style condos: show the layout, exposure, parking and locker rights. Confirm any elevator booking, move procedures, deposits and amenity rules.

Investor-held units: assemble the lease, rent and tenancy records. Do not promise vacant possession or future rent; discuss the legal requirements before accepting terms.

Present the benefits and build the price case

Phase 3: Marketing and Reaching the Right Buyers

- ☐ Identify your most likely buyer (downsizer, first-time buyer, commuter, investor)
- ☐ Insist on a Video Narrated VR Animated Online Showing of your unit
- ☐ Confirm professional photography is scheduled for the listing
- ☐ Ensure a flat floor plan with exact measurements is included
- ☐ Explain the actual maintenance responsibilities and services covered by fees
- ☐ Confirm the listing reaches out-of-town and GTA downsizer buyers online
- ☐ Double-check the MLS listing details: fee amount, unit number, parking, locker
- ☐ Verify the amenities, access rights and any separate charges before marketing them
- ☐ Market proximity to the Honda plant and local employment if relevant
- ☐ Confirm syndication of your listing across major online portals
- ☐ Review re-marketing strategy to reach buyers who viewed but did not act

Phase 4: Pricing Your Condo Precisely

- ☐ Pull recent sold comparables of similar units in your building or complex
- ☐ Adjust for floor level, exposure, square footage, and upgrades
- ☐ Factor in how your condo fees compare to competing buildings
- ☐ Account for parking and locker inclusions in your price
- ☐ Avoid overpricing - buyers can easily compare identical units nearby
- ☐ Set a supported price and agree when to review buyer response and competing listings
- ☐ Review current market conditions at flaherty.ca/new-tecumseth-real-estate-market
- ☐ Confirm your list price with a current professional home evaluation

Know Your Most Likely Buyer

Downsizers may value main-floor living and less exterior work. First-time buyers may focus on total ownership cost. Commuters may value location, while investors need reliable tenancy information. Explain verified features rather than assuming an employer guarantees demand.

Review the whole offer

Phase 5: Offers, Conditions, and Closing

- ☐ Evaluate the full offer - price, conditions, closing date, and deposit
- ☐ Expect a status certificate review condition in most offers
- ☐ Understand the conditional period timeline for financing and inspection
- ☐ Provide your status certificate promptly to keep the deal moving
- ☐ Ask your lawyer whether the certificate needs updating because of age or changed facts
- ☐ Involve your lawyer early; review important terms before committing
- ☐ Notify the property management company of the pending sale
- ☐ Cooperate with the buyer's home inspection if requested
- ☐ Meet the agreement’s obligations for included appliances, chattels and condition
- ☐ Prepare for the buyer's final walkthrough before closing
- ☐ Arrange utility transfers and your address change
- ☐ Sign closing documents and arrange key and fob handover

What to Expect After You Accept an Offer

Notify your lawyer and management as required. Track financing, inspection and document-review deadlines. Confirm how any conditions are fulfilled, waived or otherwise dealt with under the agreement. A missed financing approval does not automatically determine the deposit outcome.

Ask whether the status package needs updating. Arrange utilities, address changes, any agreed walkthrough, moving bookings, keys and fobs. Your lawyer handles the title transfer and closing requirements. A sale does not automatically end a tenancy.

Selling in Briar Hill and Other Condo Communities

Verify the ownership structure and exactly what common expenses cover. Describe the actual layout, outdoor responsibilities and community setting. Check amenity access, membership and extra costs before promising golf, recreation or other benefits.

Documents to Gather Before Listing

- ☐ Current status certificate and all attachments
- ☐ Most recent reserve fund study summary and funding information
- ☐ Declaration, by-laws and rules
- ☐ Condo fee statement, arrears details and payment information
- ☐ Latest property tax bill
- ☐ Parking and locker title or use-right confirmation
- ☐ Renovation receipts and approval letters
- ☐ Appliance manuals and warranties
- ☐ Corporation insurance information
- ☐ Notices of assessments, planned work or fee changes

Pricing Factors to Review With Your Realtor

Review relevant sales, floor level, exposure, area, condition, upgrades, parking, locker rights, fees and included services. Consider competing supply, amenities and the reserve funding plan. A higher floor, renovation or lower fee does not automatically command a premium.

Seller Decision Questions

- ☐ Who is likely to value this unit’s actual features and total ownership cost?
- ☐ What do the reserve study and funding plan show beyond the cash balance?
- ☐ Are there assessment notices or payment obligations to address?
- ☐ Do listing details agree with the documents?
- ☐ Have I compared relevant completed sales and current alternatives?
- ☐ Is the unit ready for photographs and visits?
- ☐ Does the online presentation explain the layout to buyers before a visit?

Common Condo Selling Mistakes to Avoid

- ☐ Using an asking price as proof of a completed-sale value
- ☐ Waiting until the offer to identify document questions
- ☐ Failing to deal accurately with assessments or funding concerns
- ☐ Listing fees, parking or locker rights that conflict with documents
- ☐ Weak photographs, missing layout information or unclear measurements
- ☐ Clutter that hides room function and storage
- ☐ Describing pet or rental rules inaccurately
- ☐ Marketing generic promises instead of the unit’s verified benefits

Why the Flaherty Home Selling System Works for Condos

Condo buyers - especially downsizers and out-of-town buyers - shortlist homes online before they ever drive to Alliston. The Flaherty Team's Video Narrated VR Animated Online Showings act as a 24/7 open house, walking each buyer through your unit with narration that highlights every key feature, upgrade, and benefit, plus the surrounding area and amenities. Combined with professional photography and an exact floor plan, this gives distant buyers the confidence to act. The result is maximum exposure, fewer wasted showings, and buyers who arrive already prepared to make an offer.

Research, Resources and Important Information

CAO: status certificates and standard fees

CAO: what the status package contains

CAO: buying a resale condo

Ontario Condominium Act, 1998

RECO Information Guide

Landlord and Tenant Board: ending a tenancy

General selling information, not legal or financial advice. Your lawyer and relevant advisers should review ownership, documents, contract terms and tenancy requirements. Fees, services and rules vary by corporation.

Ready to plan your sale? Book your free home evaluation.
226-270-6433 | Read the complete Alliston condo guide online