NANAIMO SELLER WORKSHEET

Home Sale Timeline Planner

Work backward from your desired possession date, then update as you go.

Plan in stages, not with one days-on-market number.

Time on the market is only part of the schedule. Allow time before listing and after an offer, and leave room for the home not to sell by your target date.

PROPERTY OR NOTES

DESIRED POSSESSION DATE

01 Work back from possession

Mark your preferred possession date first. Then work up from the bottom row to estimate earlier milestones. Replace targets with actual or contract dates as they become known.

WHAT TO COMPARE	PLANNED DATE / TARGET	ACTUAL / AGREED DATE
Seller preparation Prioritize needed work and gather records. Set a ready date.		
Media and launch prep Book photos, floor plans and any video. Review the listing and promotion.		
List the home Confirm price, publish date, showings and first review date.		
Review or accept an offer An offer date is not guaranteed. Record acceptance only once agreed.		
Conditions and other dates Read the contract. Log each deadline separately on page 2.		
Completion Record the contract date for legal transfer and payment.		
Possession Record the exact date and time the buyer may take possession.		

Completion and possession can fall on different dates. Confirm the dates and exact possession time in the signed contract before making firm moving plans.

Alvin Tan Personal Real Estate Corporation | eXp Realty
778-762-0707 **alvintan.ca**

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Record the next deadline, who will handle it and what you will do if plans change.

02 Track offer, condition and closing deadlines

Use the signed documents, not an estimate. Enter the date and time where stated, and confirm who will act and how you will verify it is complete.

DEADLINE OR TASK	DATE AND TIME	OWNER / STATUS

Examples: deposit, subject deadlines, lawyer/notary appointment, mover booking or key handover. Do not assume any particular condition, period or date applies.

03 Set a check-in and a backup plan

IF THE HOME HAS NOT SOLD BY MY REVIEW DATE

Review date, price or marketing decision and who I will consult.

IF CLOSING OR POSSESSION TIMING SHIFTS

Backup for moving, storage, temporary housing or overlapping costs.

NEXT ACTION, OWNER AND CHECK-IN DATE

One step I can take now and when I will check progress.

BCFSA: Completing Your Sale

Planning tool only. Follow your contract and confirm dates with your professionals.

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