NANAIMO SELLER WORKSHEET

Seller Documents Checklist

Organize your Nanaimo property records before listing.

Track less, verify more.

Use this sheet to record what is ready, requested, not known or not applicable. Keep documents separately. Do not enter identification, mortgage or account numbers, full lease details or other private data.

01 Gather your core property records

Ownership, title and survey
Locate a current title search and any existing survey or site plan. Ask about charges or boundaries you do not understand.

Property tax and utilities
Gather your latest tax notice and representative utility bills. Note which services are included.

Mortgage and payout
Locate your latest statement privately. Ask your lender or conveyancer how to request a current payout and confirm charges.

Property disclosure preparation
Write down known facts, dates and sources separately from what you have not verified. Seek advice about what must be disclosed.

Repairs, renovations and warranties
Find invoices, work dates, scope, permits where relevant and transferable warranty terms.

Roof and equipment
Record roof age or replacement date and repairs; locate furnace and other equipment service records, with dates.

Well and septic, if applicable
Find well logs and water tests, septic as-built drawings and service records, including the last pump-out date.

B&B or other home business, if applicable
Locate applicable permits and business licences. Check current rules; these records do not establish continued use or transfer.

Insurance and tenancy, if relevant
Locate proof of coverage. Keep tenancy documents private and ask what is needed and how to share it securely.

Use available records to support the facts you provide in a Property Disclosure Statement, if used. Keep originals securely and share private records only through a secure channel.

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778-762-0707 **alvintan.ca**

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Make a permit request early and record what is still open.

02 Track permits, inspections and closure

List the work done, such as a deck, garage conversion or electrical upgrade. Ask which authority holds the permit: the City for relevant building records, or the applicable electrical authority for electrical work. Access to some records may be limited.

Ask for available permits, inspection results and final approval or closure status. A permit is not the same as final approval. A missing record or a record you find is not proof of present code compliance.

WORK / CHANGE	AUTHORITY / REQUEST DATE	FINAL STATUS / OWNER / DUE

03 Decide what to follow up before listing

WHAT IS MISSING OR UNVERIFIED?

WHO WILL FOLLOW UP?

REVIEW DATE

Official resources

City: property history **LTSA: title search** **BCFSA: material latent defects**

City: request building plans **Technical Safety BC: jurisdiction**

Planning checklist only. Confirm requirements with the relevant authority and seek professional advice about disclosure, title or tenancy questions.

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