NANAIMO SELLER WORKSHEET

Property Disclosure Preparation Worksheet

Gather facts and questions before discussing disclosure with your professionals.

Preparation only. This is not a Property Disclosure Statement.

A Property Disclosure Statement (PDS) is one way to share known information. Do not use this worksheet instead of required disclosure. Keep it private and leave out account numbers, private identifiers and third-party details.

01 Gather factual records

Water, moisture and drainage

Note leaks, flooding or moisture you have observed or learned about. Find dates, reports and any repair or recurrence records.

Structural or safety concerns

Find professional reports, notices or quotes about settlement, structural damage or known safety issues. Do not diagnose the problem yourself.

Renovations, permits and notices

Record when and what work was done. Locate available permits, inspections, final status and notices. If something is missing, mark it unverified.

Roof, equipment and past repairs

Record age or replacement dates, service records, invoices and quotes. Ordinary wear or maintenance is not automatically a material latent defect.

Discuss known hidden issues promptly.

BCFSA says sellers must disclose known material latent defects before entering a contract. A licensed real estate professional has a separate duty for defects they know about, including written disclosure. Ask your licensee or lawyer how to handle an uncertain issue and what needs to be disclosed in writing and when.

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Separate what you know from what still needs a professional answer.

02 Document one issue at a time

Use one copy of this page per issue if helpful. Write facts in plain language. Attribute third-party information to its source and label what you cannot confirm. If a repair was made, do not assume it resolved the issue.

ISSUE OR AREA OF THE HOME

WHAT I KNOW OR OBSERVED

DATES / SOURCE / DOCUMENTS

CURRENT STATUS

For example: observed once, recurring, repaired, or not verified.

WHAT IS UNCERTAIN OR STILL NEEDS CHECKING?

03 Agree on a professional next step

Ask your licensee what needs to be shared and how. Consult a B.C. real estate lawyer for legal advice about the issue or disclosure. Ask an appropriate inspection or trade professional to verify technical facts.

QUESTION / NEXT ACTION

WHO WILL FOLLOW UP?

REVIEW DATE

BCFSA: Consumer Guide to Material Latent Defects

Planning tool only. Not legal advice or a disclosure document.

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