NANAIMO SELLER WORKSHEET

Listing Agreement Review Checklist

Use this at your listing meeting.
Bring the exact draft and schedules. Write down the clause number and the answer you receive.
This is a preparation tool, not a contract or legal advice. Keep the completed copy private.

Property address

Meeting date

01 Review the proposed terms

Parties and authority

Who must sign? Which brokerage and designated agent(s) will represent you?

Services, marketing and experience

Is it MLS or exclusive? What is your process and what marketing would you do for this home?
What recent deals have you handled? Do you work mainly with sellers, buyers, or both?

Start, expiry and changes

What are the exact dates? How would renewal, early termination or changes work?

Remuneration and payment

What is payable, to whom and when? Clarify taxes, other charges and any post-expiry clause.

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Write down the answers you want confirmed before signing.

02 Confirm details and next steps

Seller responsibilities and privacy

Who handles access and notices? How will personal information, photos and video be used?

Property details and schedules

Check the address and identifiers. Flag unclear inclusions, exclusions or terms in any schedule.

Changes, signatures and copies

Do all signatures apply to the same final version? Ask for the signed agreement and schedules.

Clause / question for my agent, managing broker or lawyer

Written answer or document to obtain

Who will follow up?

By when?

Pause if anything is unclear.

Ask the agent to explain the exact wording. For legal effect, ask your lawyer before signing. A listing agreement is a service contract with a brokerage, not a contract to sell your home to a specific buyer. This worksheet does not change the terms of your agreement.

Official references

BCFSA: Listing Your Home

BCFSA: Consumer Guide to Service Agreements

B.C. Real Estate Services Rules, section 43

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