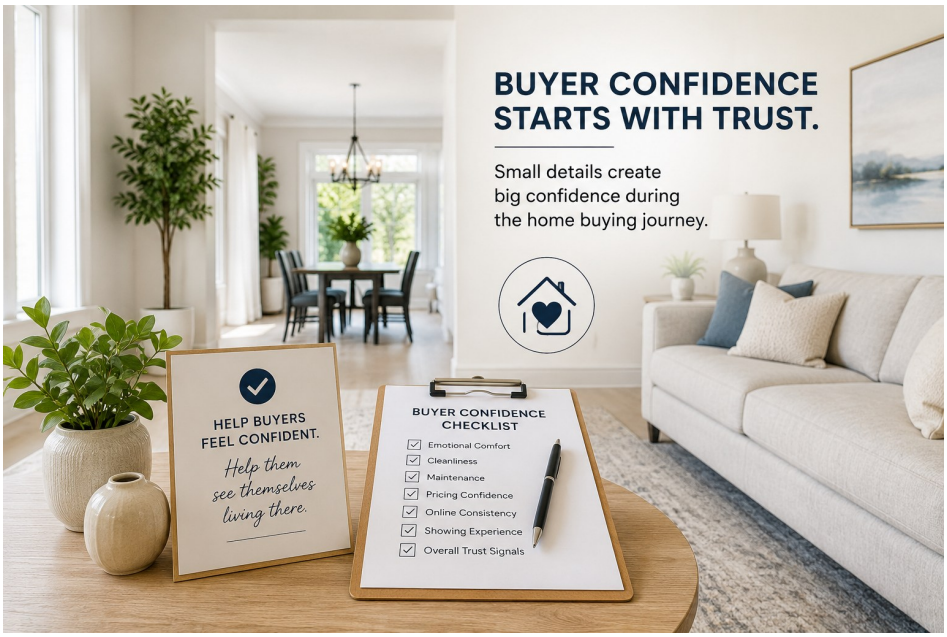
Buyer Confidence Checklist

By Kevin Flaherty | Listing and selling homes in Orangeville since 1988



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Give buyers a way to check what they see online against what they find in the home. A useful seller file starts with the questions a buyer might ask before deciding whether to make an offer.

Start with one question

For example, a buyer sees a service sticker on the furnace. A dated service invoice can explain what the technician did. The buyer can then decide whether the remaining question is about routine maintenance, condition or replacement cost.

What is the first question a buyer is likely to ask about your property?

Which report, receipt, measurement or photo would help answer it?

Share the home inspection early

A seller can commission a detailed home inspection and make the report available before offers. A buyer can review the findings and ask questions before paying for a separate inspection or making an offer conditional on one. Buyers can still choose an inspector of their own and discuss conditions with their representative.

Give the buyer the full report

Check that the inspector permits you to share it. Include the inspection date, systems examined, areas the inspector could not access, and any recommendations. Give the buyer time to read it before asking for a decision.

Show what happened after the inspection

If a qualified contractor repaired an item, share the dated work order or receipt. If the item remains open, say so. A roof inspection limited by snow is a reason to ask how the roof can be assessed when accessible.

Home inspection scope · Government of Canada

Buyer's checklist and offer conditions · RECO

Inspection date and inspector

How can a buyer obtain the report?

Which finding or inaccessible area deserves a follow-up question?

What dated work record or specialist follow-up is available?

Well and septic records

Confirm how the property gets water and handles wastewater. If one service is private and the other municipal, prepare only the relevant private-system records. Put the date, address and provider beside each report.

Record	What it tells a buyer	What to ask next
Septic inspection	Describes the parts inspected, findings and limits of access.	Was the leaching bed assessed? What follow-up did the inspector recommend?
Pump-out receipt	Shows when the septic tank was pumped and who did the work.	Is a separate inspection report available for the system?
Well flow test	Records the measured flow under the test conditions.	How long did the test run? What did the contractor record about water levels or recovery?
Water-quality result	Lists the collection date and what the laboratory tested in that sample.	Which substances were tested? Ontario's public well-water test covers bacterial indicators.

A flow result describes water quantity. For water quality, read the actual lab report. Public Health Ontario tests private well samples for E. coli and total coliforms. Ask the local public health unit about other testing relevant to the property.

Ontario · Well yield testing

Public Health Ontario · Well-water testing

Which private-service record is missing, and who can supply it?

Check what a buyer can verify

Walk the home with the online listing open. Tick a box when the evidence is ready. Use the two fields below for questions that still need an answer.

- [ ] Compare the asking price to recent sales of similar homes and current alternatives.
- [ ] Check that photos and room measurements match the walkthrough.
- [ ] Open curtains, check lighting, air rooms and address the source of any odour.
- [ ] Walk the route from entry to kitchen, bedrooms, storage and outdoor space.
- [ ] Test visible fixtures and record outstanding repairs or maintenance.
- [ ] Clear access to the attic hatch, utility room and electrical panel where applicable.
- [ ] Collect dates, invoices, warranties, rental contracts and renovation records.
- [ ] Make the shareable inspection report and any follow-up documents available.
- [ ] For private services, locate the relevant septic, pump-out, flow and lab records.
- [ ] Agree with your agent who will answer questions and where records are available.

What remains uncertain for a buyer?

Who will follow up, with what evidence, and by when?

Open the Orangeville buyer-confidence guide