Heritage Home Sale Checklist

A pre-listing worksheet for older and heritage homes in Nanaimo.

What should I verify before I list an older home?

Check the property's exact status before describing it as protected heritage or saying a buyer can alter it. An older home, an entry on the Community Heritage Register and a legal protection are not the same thing.

Civic address _____

Parcel identifier (PID) _____

1 Confirm the property's status

- ☐ Search the City of Nanaimo Community Heritage Register by address. Save the entry and the date you checked it. Record any listed features or Statement of Significance.
- ☐ Ask City staff whether the parcel has a designation bylaw, falls in a Heritage Conservation Area, or has another protection or agreement. Ask for the document and which features it covers. No register result is not proof that there are no restrictions.
- ☐ Review current title and obtain copies of relevant registered covenants or agreements. Ask your lawyer or notary to explain how they affect the sale.

2 Collect the evidence behind the story

- ☐ Gather dated permits, plans, inspections and renovation records. Separate documented work from work whose dates or approvals are unknown.
- ☐ Use Nanaimo Community Archives to research the home's history. Take the legal description and check any old street address or numbering. Record the source and get permission before reusing archival photos.
- ☐ Write down the features you can document, such as original millwork or a dated restoration. If a date, builder or story is unverified, qualify it or leave it out.

Property Status and Evidence Log

Bring this page to your discussion with City staff and your REALTOR®.

Register result / date checked

Designation, area or other protection

Bylaw, agreement or title document number / features covered

Historic feature or claim / source and date

3 Check proposed changes before marketing them

- [ ] If a buyer is considering replacement windows, an addition, exterior work or demolition, ask the City which approvals would apply to that exact proposal. Ask separately about heritage and building permits.
- [ ] Keep written City replies and past approvals in the buyer information file. A prior permit for one project does not approve a future project.
- [ ] Agree with your REALTOR® on which statements are supported and which questions should be referred to City staff or a legal adviser before a buyer relies on them.

What still needs checking / who will check / by when

Where to verify

City of Nanaimo: Search the Community Heritage Register
City of Nanaimo: Register listing vs. designation
City of Nanaimo: Heritage renovations and alterations
Nanaimo Community Archives: Building and Site Research Guide
LTSA: Find information on a title