

Nanaimo Home Sale Responsibility Planner

You decide your goals, authorize work and choose your price and offer terms. Alvin helps you plan, assess the evidence and coordinate the agreed listing work. Use this worksheet to name each owner and next decision before moving ahead.

Call 778-762-0707 or request a home evaluation at alvintan.ca/sellers.

Sellers also asked

What should I bring to the first conversation? Your timing priorities, available property records, known issues and questions about costs or access.

Does this planner define the service agreement? No. Confirm the actual services, responsibilities, remuneration and dates in your engagement and transaction documents.

Use it in order. Set your goals on page 2, confirm the six stages on pages 3 and 4, then assign open actions on page 5. Type into the fields in a PDF reader or print and write. Save a separate completed copy for your records.

Alvin Tan Personal Real Estate Corporation | REALTOR® | eXp Realty
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Your goals and property

Start with the details that affect your sale plan. Bring these notes and any open questions to your conversation with Alvin.

Property address or Nanaimo neighbourhood

The result that matters most to you

Preferred listing and moving timing

Fixed dates or commitments

Access, occupancy or preparation needs to discuss

Check costs before authorizing work

Ask for written figures that include applicable taxes. Confirm who pays, who approves and when payment is due. Use the signed agreement for remuneration. [3]

- ☐ Brokerage remuneration and taxes
- ☐ Legal or notary fees and adjustments
- ☐ Mortgage payout and any prepayment charge
- ☐ Approved preparation and moving costs

Next conversation date and decision to make

Keep private documents in a secure place. Record where evidence can be found rather than passwords, account numbers or identity-document details.

Community membership: Alvin Tan Group · Greater Nanaimo Chamber of Commerce

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Agree on the work before listing

These roles are discussion prompts. Confirm who will do each task, who must approve it and what evidence will show it is ready. Move unresolved items to page 5.

01 Plan

YOUR ACTIONS

Explain your priorities and limits. Identify all decision-makers. Read the proposed listing agreement and ask about services, term, remuneration and ending the agreement.

ALVIN'S ROLE TO CONFIRM

Explain representation and the proposed listing process. Confirm the service responsibilities, communication method and who can authorize decisions.

Evidence to keep Your written goals, service agreement and agreed contact routine.

Next decision: What needs resolving before you agree to list?

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02 Prepare

YOUR ACTIONS

Gather repair invoices, warranties and permit records. Tell Alvin about known issues and missing records. Approve any work, contractor and budget before it starts.

ALVIN'S ROLE TO CONFIRM

Help prioritize presentation work. Identify missing information and questions for qualified specialists. Discuss which written property disclosures are needed. [1]

Evidence to keep Records and written quotes; for City properties, check the permit-history tool. [2]

Next decision: Which work or information is needed before photography?

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03 Price

YOUR ACTIONS

Review the evidence and decide the asking price. Explain how timing and your next move affect your choices. Ask for a written estimate of sale costs.

ALVIN'S ROLE TO CONFIRM

Explain relevant recent comparable sales, current competition and differences from your home. Discuss an asking-price strategy and a review date. [3]

Evidence to keep Dated comparable sales, pricing notes and cost estimates with their sources.

Next decision: What asking price and review date will you choose?

Confirm each handoff through the sale

Agree the marketing and access details before launch. Keep decisions and deadline changes in writing, and confirm them with the people responsible.

04 Launch

YOUR ACTIONS

Check property facts and inclusions or exclusions. Arrange agreed access, pets and personal belongings. Flag occupancy or privacy concerns before photos and showings.

ALVIN’S ROLE TO CONFIRM

Confirm the marketing assets and channels for your home. Coordinate the agreed launch and showing arrangements, including how requests reach you.

Evidence to keep Checked listing details, agreed marketing plan and showing instructions.

Next decision: Are the facts, access arrangements and launch date ready?

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05 Review

YOUR ACTIONS

Consider feedback and each offer’s price, deposit, conditions, dates and inclusions. Decide whether to accept, decline or negotiate after reviewing the terms. [4]

ALVIN’S ROLE TO CONFIRM

Review available feedback and offers with you. Explain terms, relevant disclosures and deadlines; negotiate on your instructions and document changes. [4]

Evidence to keep Offer documents, written decisions and confirmed condition or rescission deadlines.

Next decision: What decision is needed, by whom and by when?

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06 Complete

YOUR ACTIONS

Arrange your lawyer or notary and provide documents securely. Confirm moving, cleaning, utilities, insurance and the agreed key handover.

ALVIN’S ROLE TO CONFIRM

Coordinate agreed transaction and handover steps. Your lawyer or notary handles the legal transfer; your lender confirms mortgage payout details. [5]

Evidence to keep Contract dates, legal instructions and handover checklist. Completion and possession can differ. [5]

Next decision: Are completion, possession and each remaining task confirmed?

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Write down the next actions

Choose the actions still open. Assign one named owner and an agreed date. Evidence can be a quote, record, written approval or confirmation from a professional.

Action 1 or decision

Named owner for action 1

Evidence needed for action 1

Agreed date for action 1

Action 2 or decision

Named owner for action 2

Evidence needed for action 2

Agreed date for action 2

Action 3 or decision

Named owner for action 3

Evidence needed for action 3

Agreed date for action 3

Useful official sources

Checked 8 October 2026. Open the links for the current guidance.

[1] BCFSA · Property defects and disclosure
[2] City of Nanaimo · Historical property and permit records
[3] BCFSA · Selling costs and pricing evidence
[4] BCFSA · Offers from buyers
[5] BCFSA · Completing your sale

In print: BCFSA selling guide at bcfsa.ca/public-resources/real-estate/selling-home; City permit search at nanaimo.ca/whatsbuilding. Use the local authority for your property.

General planning information only. This worksheet is not a service agreement or legal, tax or financial advice. Confirm costs, obligations and dates with the appropriate professionals.

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