

ORANGEVILLE SELLER WORKBOOK

Plan your costs. Protect your next move.

Orangeville sellers should budget for their agreed brokerage fee and applicable HST, legal costs, any lender charges, adjustments and moving expenses. Ontario land transfer tax is normally paid by the buyer. Tax on your sale depends on how the property was owned and used; an eligible principal residence gain may be exempt, but the sale still needs to be reported. [A, G, I]

Use this guide to collect written quotes, identify tax questions and estimate the money available for your next move. The worksheets include a cost budget, a worked example and reusable agent interview sheets.

[Request a home evaluation and net-proceeds estimate: flaherty.ca/homeeval]

Reviewed October 26, 2026. General planning information; your lawyer, lender and tax adviser confirm your actual obligations and amounts.

KNOW WHICH BUDGET EACH ITEM BELONGS IN

What does the seller pay?

Keep your sale, your move and any next purchase in separate budgets. Use the written agreement and current quotes instead of assuming one standard local fee.

Item	How to plan it	Who confirms it
Brokerage fee and HST	Your agreed fee, any buyer-brokerage contribution and applicable HST. Check what the quoted total includes.	Brokerage / signed agreement
Legal work and disbursements	Request an itemised, tax-inclusive quote. Check registration, searches, software and lender-related work; do not count an included item twice.	Your real estate lawyer
Mortgage payout and lender charges	Principal repaid is not a selling expense, but it reduces cash released. A penalty and discharge charges may be additional.	Lender / payout statement
Adjustments, credits and holdbacks	Track amounts you owe separately from reimbursements to you. Confirm treatment of taxes, common expenses and agreed credits.	Lawyer / closing documents
Possible tax on the transaction	Keep an allowance only where your tax adviser identifies an obligation. Confirm whether money is retained at closing or payable later.	Tax adviser and lawyer
Preparation, moving and overlap	Record these even if paid before closing. Keep movers, storage, repairs and temporary financing visible in the overall plan.	Your quotes and contracts

Land transfer tax belongs to the acquisition side

In a normal Ontario home sale, the purchaser pays land transfer tax. Do not deduct the buyer's tax from your seller proceeds. If you are also buying another home, budget for tax and other purchase costs separately. [G]

A mortgage-free seller should not automatically be assigned a mortgage prepayment penalty or lender discharge fee. Confirm whether any registered charge still needs to be removed. A transaction with an actual mortgage needs its own payout figure.

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TAX ON THE PROFIT

Which tax questions apply to you?

These prompts help you recognise when to obtain advice. They do not calculate your tax liability.

1. A home that qualifies as your principal residence

An eligible gain may be covered by the principal residence exemption. The sale and designation still need to be reported, generally using Schedule 3 and Form T2091(IND). Keep the acquisition date, cost, sale details and years of use; use the forms for the year of sale. Owning a home does not make every sale automatically tax-free. [A]

☐ Ask: Does the exemption cover the whole property and every relevant year, and who will file the designation?

2. Rental, business, cottage or mixed personal use

A rental or other taxable property may produce a capital gain. Past rental or business use, changes in use and any capital cost allowance can require additional calculations. A rental component does not, by itself, settle how much of a gain is exempt. Give your tax adviser the actual use history. [B, C]

☐ Ask: What records, allocation, change-of-use review or recapture calculation are needed?

3. Ownership or purchase rights held for less than 365 days

The residential property flipping rule can treat profit as business income, with no principal residence exemption. Specified life-event exceptions exist. Even when the rule does not apply, a sale can still be business income on its facts; reaching 365 days does not guarantee capital-gains treatment. [B]

☐ Ask: Does the flipping rule apply, is a documented exception relevant, and how should the profit be reported?

Sale proceeds, mortgage equity and taxable profit are different figures. A capital-gain calculation generally uses proceeds less adjusted cost base and eligible selling expenses. Mortgage debt is not the property's tax cost. [L]

My tax adviser / next action:

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HST AND SPECIAL SITUATIONS

Resolve tax status before accepting terms

HST on the house is different from HST on services

An ordinary sale of used residential housing is generally exempt from GST/HST. A newly built or substantially renovated property, an assignment or some builder and other special situations can have different treatment. A neighbourhood name or the age of nearby homes does not determine your property's tax status. [D]

Taxable real estate brokerage services generally attract HST even when the home itself is exempt. Ontario's HST rate is 13%. Ask whether service quotes include tax, and whether any proposed property price includes HST or requires it in addition. [E, F]

Non-resident seller

Tell your lawyer early if Canadian tax residency is uncertain. Section 116 notification, a certificate process and purchaser withholding may affect closing funds. A withholding is not necessarily the final tax bill, and the calculation may involve gross proceeds. Ask for the specific process, timing and cash requirement before committing your expected equity. [J]

Estate, acreage, multiple owners or unusual use

Have the appropriate professionals confirm authority to sell, ownership shares, property-use history, any land or business component and relevant documents. Do not assume that an exemption, a tax estimate or a mortgage payout for one owner settles the whole transaction. Keep any required tax reserve distinct from ordinary selling fees.

Question for your lawyer or tax adviser	Answer / document needed
Is this property sale exempt from GST/HST, or taxable?	_____
Is any tax reserve, certificate or closing holdback required?	_____
What will be paid at closing and what may be payable later?	_____

A quoted legal fee is not a tax opinion. Confirm which professional is reviewing your tax treatment and which work is included in each engagement.

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A WORKED PLANNING EXAMPLE

From sale price to estimated funds

All amounts below are hypothetical. The 4% combined brokerage fee is an illustration, not a standard Orangeville rate or a Flaherty quote. Legal and lender figures are assumptions, not typical-fee claims.

Planning line	Amount
Assumed sale price	+ $850,000
Mortgage payout principal	- $400,000
Illustrated combined brokerage fee: 4% x $850,000	- $34,000
13% HST on that fee	- $4,420
Legal costs: assumed all-in quoted total	- $2,000
Lender charges beyond principal: assumed total	- $1,500
Moving and preparation: assumed total	- $3,000
Adjustment debit: assumed amount owed	- $700
Adjustment credit: assumed reimbursement	+ $300
Estimated funds after these listed amounts	$404,680

Check the limits of the example

No income-tax amount or special property-sale HST is assumed. If one applies, obtain the calculation and set aside the required amount. The $404,680 is a planning result after all listed costs, including moving and preparation; it is not a promise of the lawyer's closing-day payment.

The buyer's deposit is part of the sale price, not extra money to add again. Some costs may be paid earlier or handled through deposit funds. Your lawyer reconciles the trust ledger and closing release; use this budget to track the complete sale without deducting an expense twice.

Update the plan when the sale price, closing date, lender quote, commission terms or negotiated credits change. A different closing date can change both costs and the timing of available cash.

REUSABLE BUDGET WORKSHEET

Put your own documents beside the numbers

Property: _____

Target closing date: _____ Budget reviewed: _____

Line item	Your amount	Source / date
A. Expected sale price	$ _____	Valuation / offer
B. Mortgage principal payout	$ _____	Lender: _____
C. Agreed brokerage fee before HST	$ _____	Agreement: _____
D. HST on brokerage fee	$ _____	Check quote: _____
E. Legal and disbursement total, including applicable tax	$ _____	Lawyer: _____
F. Lender charges beyond principal	$ _____	Payout date: _____
G. Adjustment debits / amounts owed	$ _____	Lawyer: _____
H. Adjustment credits / reimbursements	$ _____	Lawyer: _____
I. Preparation, moving and other transition costs	$ _____	Quotes: _____
J. Other item: _____	$ _____	Source: _____
K. Estimated funds: A - B - C - D - E - F - G + H - I - J	$ _____	Reconcile once
L. Additional tax reserve or special holdback not already included	$ _____	Adviser: _____
M. Funds after that reserve: K - L	$ _____	For planning only

Do not count a charge or reserve twice if it is already included in another quote. A negative result identifies a funding gap to resolve before committing to your next purchase.

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BEFORE LISTING THROUGH AFTER CLOSING

A practical closing preparation checklist

Before listing

- ☐ Get a property-specific value range. Keep town-wide averages separate from the value of your home.
- ☐ Ask the lender for a dated payout estimate, charges and options. Check how long the figures remain valid. [H]
- ☐ Request an itemised legal quote and identify the person responsible for tax questions.
- ☐ Collect purchase and improvement records, use/rental history, tax bills, lender information and equipment contracts.

Before accepting an offer

- ☐ Compare the price with conditions, closing date, credits, inclusions and any holdback.
- ☐ Recalculate expected funds and confirm any tax issue that could change the contract or cash available.
- ☐ Keep the next-purchase budget, deposit timing and any bridge-financing need separate from seller costs.

Before and after the closing date

- ☐ Give your lawyer current tax, condo, rental-equipment and utility information. Verify final payout and adjustment figures.
- ☐ Arrange moving, insurance and account changes using the confirmed closing instructions.
- ☐ Save the closing statement, fee invoices and proceeds record for your tax filing. Confirm who reports the sale. [A, I]

Open items / person responsible:

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YOUR NEXT STEP AND USEFUL SOURCES

Get the right figure from the right person

Kevin can help establish a property-specific value range, explain the proposed selling and marketing plan, and provide a net-proceeds estimate. His Video Narrated VR Animated Online Showings explain a home's layout, features and benefits to buyers. Your lender confirms its payout; your lawyer confirms closing adjustments and release of funds; your tax adviser determines the tax treatment.

Request a home evaluation: flaherty.ca/homeeval

Book a conversation: flaherty.ca/kevinscalendar

Official references

The lettered references in this workbook point to these sources, reviewed October 26, 2026. Titles are clickable in the PDF. Official forms and instructions for your sale year take priority.

A. CRA: Principal residence and reporting the sale (canada.ca)

B. CRA: Principal Residence Folio - changes of use and flipping (canada.ca)

C. CRA: Selling your rental property (canada.ca)

D. CRA: Real estate compliance and GST/HST on used housing (canada.ca)

E. CRA: GST/HST rates and place-of-supply rules (canada.ca)

F. CRA: GST/HST on real estate agent services (canada.ca)

G. Ontario: Land Transfer Tax - who pays (ontario.ca)

H. FCAC: Mortgage prepayment - know your rights (canada.ca)

I. FCAC: Selling a home - costs and documents (canada.ca)

J. CRA: Non-resident dispositions - Section 116 (canada.ca)

K. Town of Orangeville: Property taxes and account information (orangeville.ca)

L. CRA: Calculating a capital gain or loss (canada.ca)

The Flaherty Team is a member of the Dufferin Board of Trade.

View the Dufferin Board of Trade member profile

Read the companion page on Flaherty.ca

BEFORE CHOOSING REPRESENTATION

Ten questions from Kevin's video

Use the same questions with each agent. Compare the evidence, services and written terms behind the answers.



Still image from the video

Watch the video: flaherty.ca/10questions

1. What makes you different from other REALTORS®? Why should I list my home with you?

Look for: Specific services and a reason they suit your property, supported by actual examples. Compare what is included in the proposed fee. **Ask for:** A written service list and completed marketing examples.

2. What is your track record and how does it stack up against other REALTORS®?

Look for: Relevant experience and clearly defined results. Ask what each ranking or comparison measures; past achievements do not establish the outcome of your sale. **Ask for:** Comparable experience and support for the stated results.

3. What are your overall marketing plans for my home?

Look for: A practical launch plan covering preparation, media, exposure, enquiries and follow-up. Clarify who does the work and which costs are extra. **Ask for:** The proposed marketing plan and itemised inclusions.

4. How many buyers are you currently working with?

Look for: A current explanation of relevant buyer demand and how suitable buyers will be reached. A large database alone does not establish a match. **Ask for:** An anonymised matching example and outreach plan.

5. Do you provide floor plans that give the square footage of the home and show where the measurements were taken?

Look for: Floor plans with room dimensions, measurement information and clear layout. Buyers should be able to understand room scale before arranging a visit. **Ask for:** A complete floor-plan sample and measurement method.

BEFORE CHOOSING REPRESENTATION

Ten questions from Kevin's video

Questions 6-10. Short answer guidance is provided to help you compare proposals; it is not a quotation of an agent's answer.

Watch or rewatch: flaherty.ca/10questions

6. Do you offer an online showing that is narrated?

Look for: Narration that explains the property rather than only displaying rooms. Ask how features, upgrades and other important statements will be checked. **Ask for:** A full narrated showing you can watch yourself.

7. What in your marketing provides the online buyers with a clear understanding of a listing's colours, composition, layout and feel for the size of the rooms?

Look for: A clear presentation of scale and room flow using property imagery and a virtual environment. Ask to see the complete experience on an ordinary screen. **Ask for:** A Video Narrated VR Animated Online Showing example.

8. What kind of reporting do you provide me with respect to activity on my listing?

Look for: An agreed reporting schedule, showing feedback and useful activity information. The agent should explain how the information guides the next decision. **Ask for:** A sample report and the proposed reporting frequency.

9. What happens when you're busy and a buyer wants to see my home?

Look for: Named coverage for enquiries and showings when the lead agent is unavailable. Establish who responds and how appointments and updates are handled. **Ask for:** The backup contact and coverage process.

10. How many different places online will my listings appear?

Look for: Named, relevant placements and a way to check them. The explanation should show where the listing goes and who manages distribution. **Ask for:** A distribution list and examples of live placements.

Keep each proposal with its fee terms, service list and promised evidence. Use a fresh pair of the following interview sheets for every agent. Compare complete plans rather than only percentages.

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PRINT A FRESH PAIR FOR EACH AGENT

Agent interview record

Sheet 1 of 2. Print pages 11-12 together. Record the answer and any evidence or follow-up promised.

REALTOR® interviewed: _____ Date: _____

Property / appointment notes: _____

1. What makes you different from other REALTORS®? Why should I list my home with you?

Evidence / follow-up: _____

2. What is your track record and how does it stack up against other REALTORS®?

Evidence / follow-up: _____

3. What are your overall marketing plans for my home?

Evidence / follow-up: _____

4. How many buyers are you currently working with?

Evidence / follow-up: _____

5. Do you provide floor plans that give the square footage of the home and show where the measurements were taken?

Evidence / follow-up: _____

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Evidence / follow-up: _____

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Evidence / follow-up: _____

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