

# Listing Preparation

**\*\* Please have this information ready prior to our meeting \*\***

This information will help me in marketing your home and answering the questions other agents or potential buyers could have.

**Required Items:**

- Copy of most recent tax bill - Call 311 if you cannot locate and they will email you a copy
- Location certificate (please confirm if one is not available)
- 24 months of power usage - call NS Power at 1-800-428-6230 or 902-428-6230.  
Ask for the 24-month Excel Spreadsheet to be emailed to you
- 24 months of heating costs (oil, propane, natural gas, wood)
- List of upgrades/repairs along with year the work was completed
- Front door key and garage/shed key if applicable

**If Applicable:**

- Copy of any leased equipment's rental agreement (please confirm if there are none)
- Copy of any applicable permits (pool, deck, garage)
- Alarm code
- Copy of any applicable warranties (roof, windows, home, etc.)
- Any Summer photos of yard and garden (no people in photos please)
- Copy of Power of Attorney (POA)

**Well and Septic (if applicable):**

- Well certificate
- Septic installation certificate
- Any receipts or repairs or upgrades done to well & septic
- Most recent water test results
- Receipt from most recent septic pumping
- Shared well agreement (if applicable)

**Condos (if applicable):**

- By-laws
- Declaration
- Financial Statement
- Reserve Fund Study
- Common Element Rules & Regulations
- All minutes from the last 12 months
- Condo fees amount and what is included in the condo fees
- Recent repairs completed in the building