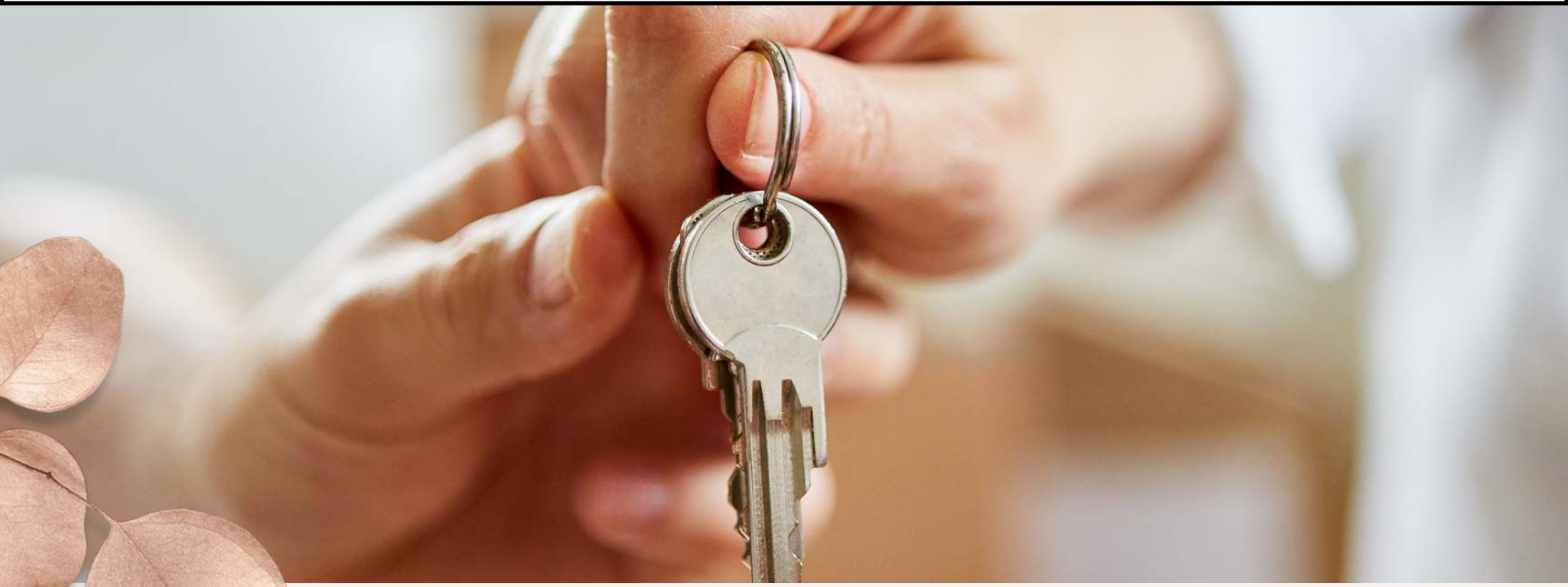


Everything you need to know about

BUYING YOUR FIRST HOME

WE'LL GO OVER THE BASICS OF BUYING A HOME IN QUEBEC, WHAT TO EXPECT AND WHAT TO WATCH OUT FOR.

THE 7 STEPS OF BUYING:

- 1 PLANING AHEAD
- 2 GET PRE-APPROVED
- 3 START LOOKING
- 4 MAKE AN OFFER
- 5 OFFER ACCEPTED
- 6 THE BIG DAY
- 7 EXCITING ENDINGS

HI! I'M DELARAM

Buying your first home is exciting, and sometimes a little overwhelming. I created this guide to make the process simpler, clearer, and a lot less stressful.

I made this guide to help you understand the process, avoid surprises, and feel confident every step of the way.
Let's make your first home happen — together.

LET'S DO IT!

Delaram

01

PLANNING AHEAD

Before you call a broker or visit Centris, spend time planning. The better prepared you are, the smoother everything will go.

In Québec, you generally need **5 %** of the purchase price as a minimum down payment for your first home.
Example: A **$400,000** condo requires at least **$20,000** down.

Luckily, there are several programs that can help boost your savings — we'll cover them in this guide

Putting down 20%, or less?

Although you only need 5% of the purchase price in cash, many opt to put more. Both options have their pros and cons:

Down payment of ≥20%

+ Not having to pay the CMHC premium
– You might get prices out of the market in the time that it takes you to save 20%

Down payment of <20%

+ Earlier entry into the market, hence lower purchase price.

–CMHC premium is mandatory.

CMHC PREMIUM?

is a one-time insurance fee charged when you make a down payment of less than 20% on a home in Canada. It protects the lender in case you default on your mortgage.

Don't mistake this with home, life or title insurance! We will get to those.

Example: Anne is looking to purchase a **$400,000** condo with **10% down**. Her CMHC premium came down to **$11,160.**

Purchase Price - Down Payment + CMHC Premium = Mortgage Amount

COME UP WITH A STRATEGY

1. **Budget wisely** and aim to save a set amount every month and treat it like a non-negotiable bill.

   Pro Tip: Keep your down-payment money separate from your everyday account, so you're not tempted to spend it. Automate deposits right after payday — you'll barely notice it's gone, but it will add up fast

2. Take full advantage of the **First-Time Home Buyer Incentives**

Before we get to the incentives, let's look at how the bank approves mortgages

WHAT DOES THE BANK LOOK AT?

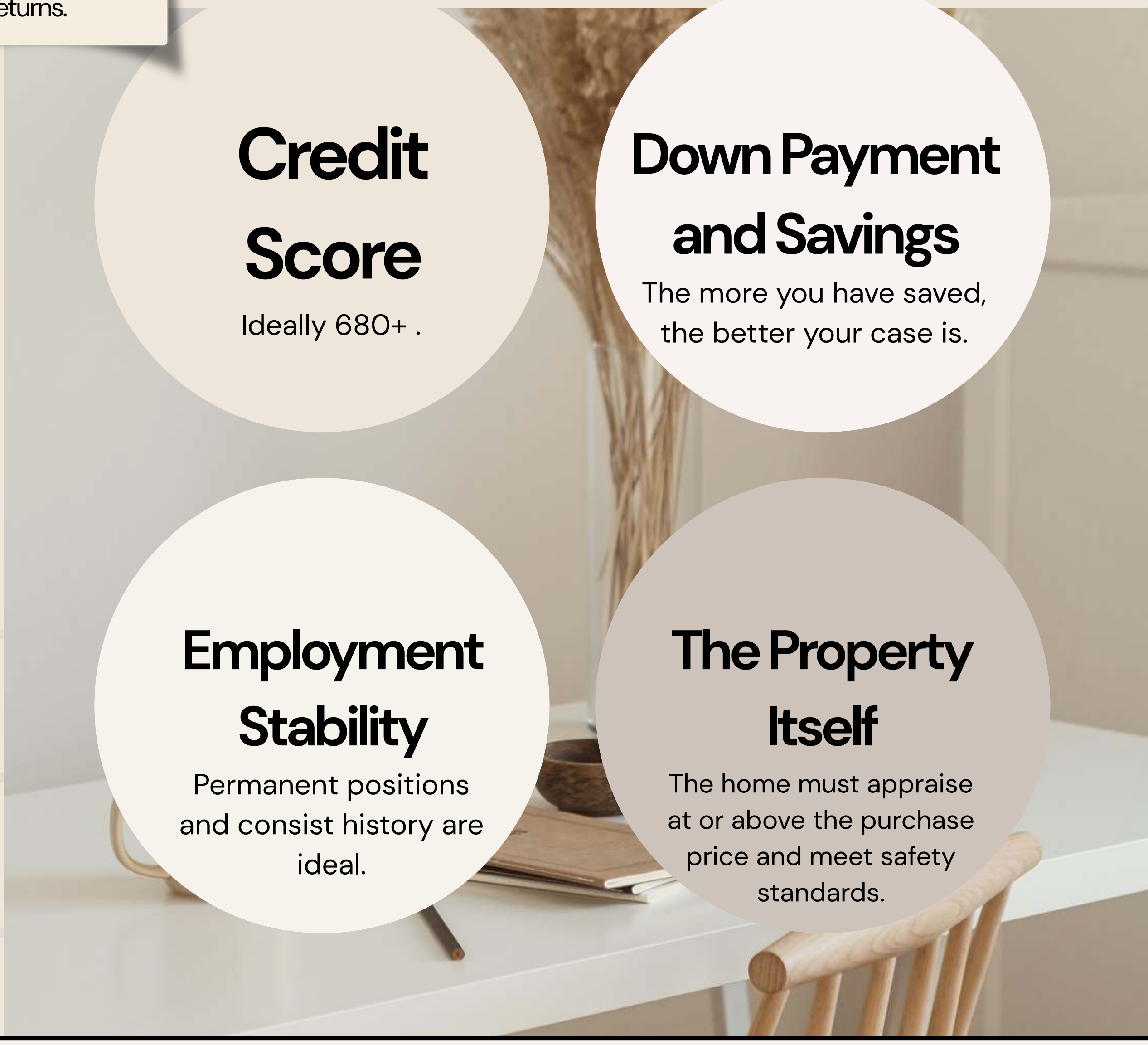
Income

Salary, bonuses, self-employment revenue.

Keep in mind, lenders want to see stable income over the last two years. The kind that shows up clearly on your T4s or tax returns.

Debt Ratios

GDS and TDS



Credit Score

Ideally 680+ .

Down Payment and Savings

The more you have saved, the better your case is.

Employment Stability

Permanent positions and consist history are ideal.

The Property Itself

The home must appraise at or above the purchase price and meet safety standards.

IMPROVE YOUR CREDIT SCORE

Your credit score plays a big role in mortgage approval and the interest rate you'll qualify for. A few small changes can make a big difference

1 PAY BILLS ON TIME, EVERY TIME

Set up automatic payments or calendar reminders to ensure bills (credit cards, loans, cell phone, utilities) are never missed. Even one late payment can affect your score for months.

2 KEEP BALANCES LOW

Try to keep your credit utilization — the amount you owe compared to your limit — below 30% on each credit card.
Example: If your limit is $5,000, aim to keep your balance under $1,500.

3 AVOID NEW CREDIT BEFORE BUYING

Each new credit application triggers a "hard inquiry," which can lower your score temporarily.
Avoid opening new accounts, financing furniture, or applying for car loans in the months before your mortgage application.

4 CHECK YOUR CREDIT REPORT REGULARLY

Request your free credit report from Equifax or TransUnion Canada once a year and review it for errors.
If you find inaccuracies (like old accounts, wrong addresses, or incorrect balances), dispute them directly with the credit bureau — correcting these can raise your score.

5 KEEP OLD ACCOUNTS OPEN

Length of credit history matters. Avoid closing older accounts unless absolutely necessary — even if you no longer use them, they help show a long, stable history of on-time payments.

DEBT RATIOS

Debt ratios are a tool that banks use to determine your financial capacity to take on a mortgage without becoming overextended. Both debt ratios must be met in order to qualify for a mortgage.

Gross Debt Service Formula:

$$\frac{\text{Principal + Interest + Taxes + Heat}}{\text{Gross Annual Income}} < 39\%$$

Total Debt Service Ratio Formula:

$$\frac{\text{Principal + Interest + Taxes + Heat + Other Debt Obligations}}{\text{Gross Annual Income}} < 44\%$$

INCENTIVES:

1. **Contribute to your RRSP:** you can withdraw up to **$60,000** per person, TAX-FREE to put towards your first purchase (**Home Buyers' Plan)**

Pro Tip: Many employers offer RRSP matching programs. Take advantage!

2. **Open a First Home Savings Account (FHSA):** you can contribute up to **$8,000** per year, tax-free for your purchase (up to max $40,000).

MONTHLY COSTS?

Here's an example of what your monthly housing costs might look like for a **$400,000 property** with a **20% down payment** and a 5-year fixed rate at **3.7%** (25-year amortization):

Expense	Estimated Monthly Cost (CAD)
Mortgage Payment	$1,640
Municipal & School Taxes	$300
Home Insurance	$60
Electricity / Heating	$80
Internet / Cable	$60
Condo Fees or Maintenance	$250
Total Estimated Monthly Cost	**≈ $2,390 / month**

Pro Tip: After five years, you'll have paid down about $52,000 in principal and, with an average market appreciation of 3–4% per year, your $400,000 home could be worth $463,000–$487,000. That means your total equity would grow from $80,000 to roughly **$195,000–$219,000, more than doubling your initial investment** through mortgage repayment and property appreciation.

02

GET PRE-APPROVED

Getting pre-approved for a mortgage helps you know exactly how much you can afford before you start house hunting.
It gives you a clear budget and shows sellers you're a serious and prepared buyer. It also gives you confidence — and the power to act fast when the right home appears.

Make sure to shop around to get the best possible terms suited for your situation.
Lenders often hold your rate for up to 120 days and if the rates drop, they'll lower yours too. Best of both worlds!

Have these documents handy:

- Recent pay stubs
- Employment letter
- Notice of Assessment (NOA)
- T4 slips
- Details of current debts
- SIN

Pro Tip: locking in your rate can save you thousands of dollars if the rates go up and has zero downsides if rates go down!

Need help getting started?

Ask me for a list of trusted mortgage professionals.

03

START LOOKING!

Congratulations on your pre-approval!

The next step is to sit down with your realtor to map out your search. We'll review your criteria, set up personalized Centris alerts, and discuss property types and neighborhoods that fit your budget.
Then we'll start booking visits to evaluate each home's condition, layout, and value. I'll flag anything important you might miss and guide you through the offer process when you're ready.
In the next slides, we'll dive deeper into what to look for during your search.

Things to Consider

Location

- Neighborhood safety, vibe, and walkability
- Commute and access to public transit
- Proximity to work, schools, daycare, etc.
- School zones (even if you don't have kids — affects resale value)

Resale & Investment Potential

- How long do you plan to live there?
- Future developments or infrastructure in the area
- Past appreciation of similar homes in the neighborhood
- Rental income potential (if buying a plex or planning to rent part of it)

Price & Costs

- Purchase price and property taxes
- Monthly mortgage payments
- Condo fees or maintenance costs
- Utilities, insurance, internet
- Any special assessments or levies (for condos)

Exterior & Parking

- Private yard, balcony, terrace, or common outdoor space
- Garage, driveway, street parking, or none
- Orientation (south-facing = more sunlight)
- Maintenance requirements (grass, snow, etc.)

Property Type

- Condo, duplex, triplex, townhouse, or single-family home?
- Do you want something move-in ready or a fixer-upper?
- Freehold vs co-ownership or condo
- Are you comfortable with shared walls or shared fees?

Building Condition & Age

- Year built and any major renovations
- Roofing, foundation, plumbing, electrical systems
- Windows, insulation, heating system (electric, gas, oil, etc.)
- Signs of water infiltration, mold, cracks, or structural issues

TYPES OF PROPERTIES

Now that you made it this far, let's get into details.

Condo (Divided Co-ownership / "Condo divisé")	You own your **individual unit** and share common areas (hallways, elevators, gym, etc.) through a condo association (syndicate).
Townhouse / Row House	Attached homes in a row with shared walls. Can be **condo-style** (with shared common areas and fees) or **freehold** (no shared ownership).
Detached Single-Family Home	A stand-alone house with **no shared walls**.
Semi-Detached Home ("Jumelé")	Shares **one wall** with a neighboring property.Shares **one wall** with a neighboring property.
Plex (Duplex, Triplex, 4-plex)	A **multi-unit residential building**, usually 2 to 4 units. You can live in one unit and **rent the others** (great to build equity).
Bungalow	A **one-storey home**, often with a finished basement.

Consider:

- **Condo vs. plex vs. single-family home:**
  - Condo: Less maintenance but monthly condo fees.
  - Duplex/Triplex: Generates income but requires management.
  - Townhouse: A balance — private entry, some outdoor space, but still part of a co-ownership.
- **Shared walls/fees:** Think about privacy and noise tolerance — duplex vs. detached, for example.
- **Condition:**
  - Move-in ready: Higher price, less stress.
  - Fixer-upper: Lower cost upfront, but budget realistically for renovations (and contractor delays).
  - Example: A $400K condo vs. a $350K unit that needs $60K in updates — the second may still cost more long-term.
- **Freehold vs. co-ownership:** Freeholds give full control; condos come with rules, fees, and shared decisions.

EXTERIOR

Analyze:

Outdoor space: Ask yourself whether you'll actually use it. A private yard is great for pets or gardening, but a balcony might be enough if you prefer low-maintenance living.

> **Example:** A condo with a 6-foot balcony may be ideal for morning coffee, whereas a triplex ground-floor unit with a small backyard may suit families or BBQ lovers better

Orientation: South-facing units get more sunlight and better energy efficiency in winter — a big plus in Quebec.

Maintenance: Consider seasonal upkeep. A corner lot means more snow to shovel, while a condo's fees might include landscaping.

PARKING TYPE

Garage: Adds value and convenience in winter but may increase the purchase price.

Driveway: Offers parking flexibility but may require snow removal.

Street parking with permit (vignette): Check the city's permit system (e.g., Montréal's borough permits).

CONDITION & AGE

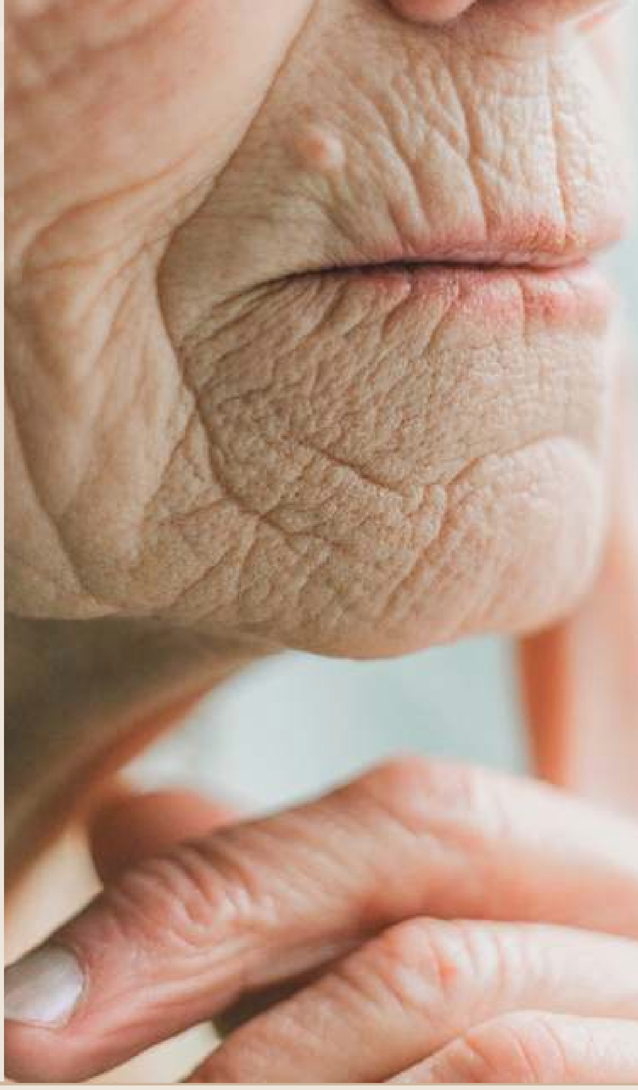
Year built: Older homes (pre-1960s) may have charm but hidden issues (e.g., lead pipes, knob-and-tube wiring).

Major systems: Check when the roof, windows, heating, and plumbing were last replaced — big ticket items.

- **Example**: A 20-year-old furnace could soon cost $5,000–$8,000 to replace.

Structure: Look for cracks, uneven floors, or water stains. These could mean foundation or infiltration problems.

Professional inspection: Always worth it. A $600 inspection can save you tens of thousands in surprises.



BEYOND THE PURCHASE PRICE

Monthly budget: Estimate not just mortgage, but also property tax, heating, and condo fees.

- Example: A $450K condo with $300/month fees may cost the same monthly as a $500K house with no fees.

Condo fees: Understand what's included — heating, snow removal, reserve fund?

Insurance: Home, mortgage, and sometimes special condo insurance (e.g., civil liability).

Utilities & internet: Hydro, gas, and internet plans vary by region.

Special assessments: Ask if any upcoming condo projects (e.g., roof or elevator replacement) are planned — they can lead to one-time fees.

NEW CONSTRUCTION?

Buying a new construction is exciting — everything is brand-new, energy-efficient, and designed to your taste. But it's important to understand how this process differs from buying a resale property.

Builder Reputation & Timeline
Research the developer's track record carefully and consider possible 6–12 months of delays.

Price & Taxes
New constructions are subject to GST (5%) and QST (9.975%). You may qualify for a partial rebate!

Deposit Structure & Protection
Builders often request staged deposits (for example, 5%–20% total). These funds are held in trust until delivery.

Warranty Coverage (GCR)
All new residential constructions covered by the GCR come with a 5-year warranty that protects against construction defects, delays, and major structural issues. Cosmetic issues may be covered for one year, while major structural problems can be covered for up to five. Always request your GCR certificate and review the details before closing.

⚠️ **Important:** Under the Garantie de construction résidentielle (GCR) plan, **only the first $50,000 of your deposit is protected**. If you're paying more than that before delivery, understand the risk and consider legal advice before signing.

Customization & Extras
Model units often include upgrades not reflected in the base price (e.g., quartz countertops, A/C, lighting).

Inspection Still Matters!
Even new builds can have defects. A pre-delivery inspection by an independent professional ensures everything meets quality standards before you sign the acceptance.

Resale Potential
New constructions can appreciate quickly but depend on location, builder quality, and supply. Avoid overpaying for upgrades that won't add lasting resale value.

THINK LONG-TERM

How long will you stay? If under 5 years, prioritize resale ease (location, layout, condition).

Neighborhood growth: New metro extensions, hospitals, or commercial developments can drive appreciation.

- Example: Properties near the REM (Réseau express métropolitain) have already seen price increases.

Market trends: Compare similar properties on Centris that sold in the past 6–12 months to gauge value growth.

Rental potential: If considering a duplex or renting out a unit, check average rents, vacancy rates, and municipal rules for short- or long-term rentals.

Pro Tip: Think resale — even if you're not planning to move soon.

WHAT TO EXPECT

in this stage

It’s normal to feel a bit discouraged or overwhelmed. Sometimes your budget and your expectations won’t fully align, especially in today’s market. The key is to stay realistic and focus on your priorities. Identify what’s essential — like location, structural condition, or layout — and what can be updated over time, such as finishes or decor. Remember, your first home doesn’t need to be your forever home. It’s a stepping stone to building equity and starting your journey toward long-term financial growth.

STAY AHEAD OF THE GAME

1. Get **Pre-Approved** right away
2. Set up **real-time** alerts
3. **Be ready** to act fast for the right one
4. **Be flexible**
5. Work with a **realtor who knows the market** - Hi!

STAY ALERT!

Good homes **SELL FAST!** You can search for months for your dream home and when the right one finally hits the market, you can miss it by a heartbeat. To make sure you **never miss an opportunity**, I can set you up with personalized alerts that match your exact criteria. The moment a property that fits your wish list hits the market, you'll get an instant notification — before most buyers even see it online.

If you'd like to stay one step ahead, reach out to me, and I'll activate your **custom alerts** so your dream home doesn't slip away.

04

MAKE AN OFFER

You've found the one! Now it's time to make it official with a Promise to Purchase (Offre d'achat). Terms of an offer are:

1. **Price & deposit**
2. **Conditions** : inspection, financing, review of condo documents
3. **Deadlines** : for acceptance, conditions, and closing date
4. **Inclusions/exclusions** : what stays (appliances, blinds, etc.)
5. **Possession date** : when you'll become the owner

Commonly Used Conditions

Financing condition : protects you if the lender refuses final approval.

Inspection condition : lets you renegotiate or cancel if major issues arise.

Co-ownership document review: For condos and plexes only. Ensures building finances and management are sound.

Test results : for houses mostly. Soil, radon, pyrite, asbestos, lead or environmental tests.

Review and acceptance of documents : certificate of location, leases (if any), contingency fund study (condos and plexes) - NEW

Pro Tip: Even if you love the home, never waive essential conditions without advice from your broker

PRE-OFFER PREPARATION

Before submitting an offer, we'll take time to review all available documents and details to ensure you're making an informed decision. This step helps prevent surprises later and strengthens your position during negotiation.

Reviewing Key Documents
We'll go over everything provided by the seller or listing broker, including:

- **Seller's Declaration (DV)**: Lists any known defects, renovations, or issues.
- **Certificate of Location**: Confirms the property's boundaries and that all structures comply with municipal regulations.
- **Condo Documents** (if applicable): Financial statements, minutes of recent meetings, contingency fund study, and declaration of co-ownership to assess the building's financial health.

Inclusions & Exclusions
Clarify in writing what's included in the sale — such as appliances, blinds, or light fixtures — and what the seller intends to take.

Compliance & Legal Checks
We'll verify that any major renovations, extensions, or basement conversions were done with proper permits and comply with zoning and municipal bylaws.
This step is especially important for duplexes, triplexes, or finished basements — unpermitted work could affect financing, insurance, or resale value.

WHAT HAPPENS NOW?

OFFER ACCEPTED 🎉

Congratulations! You’ve reached an agreement in principle.
Now we move into the conditional period, where we’ll:

- Finalize your financing approval with your lender
- Book your inspection
- Review key documents (e.g., certificate of location, condo financials, leases, etc.)
- Once all conditions are satisfied, we’ll sign a waiver, making the offer firm.

COUNTER-OFFER

If the seller wants to modify something — like the price, possession date, or inclusions — they’ll send a counter-offer.

You can:

- Accept their changes
- Counter again with new terms
- Or decline if it no longer fits your goals.

OFFER REJECTED

If your offer is rejected outright, don’t be discouraged. We’ll review feedback and adjust — whether it’s price, terms, or timing — before submitting again or exploring other properties.

MULTIPLE OFFERS

are not uncommon

In a competitive market, it's common for several buyers to make offers on the same property. When that happens, your strategy matters just as much as your price — small details like timing, presentation, and flexibility can make all the difference. The goal isn't simply to win at any cost, but to present an offer that inspires confidence in the seller while protecting your interests and avoiding overpaying. Keep in mind, an offer is **legally binding** until its expiration.

STAND OUT

1. **Pre-approval** and proof of funds
2. Include a **deposit**
3. Fewer and well-justified **conditions**
4. **Be flexible** on closing/possession dates
5. **Competitive Price** Strategy. Sometimes even a few thousand dollars more can tip the scale in your favour.

05

OFFER ACCEPTED

The seller has accepted your Promise to Purchase — you're officially under contract. It's important to book all appointments and begin each process as soon as possible — financing, inspection, and document reviews often have tight deadlines, and starting early helps avoid last-minute stress.

1. **Payment of Deposit** (if any)
2. **Finalize Financing:** notify lender to proceed the application as soon as possible.
3. **Schedule the Inspection** within 7 days
4. **Review Key Documents:** leases (if any), notices, certificates, warranties, etc
5. **Fulfill Conditions**
6. **Schedule Notary Appointment** on closing date

Possible Inspection Outcomes

After the inspection, you have three options:

Proceed as planned if everything looks good.

Negotiate repairs or a price reduction if issues are found.

Withdraw from the offer if serious defects are discovered and you're within the inspection condition deadline.

Pro Tip: try to be present at the inspection.

If the property is older — especially pre-1980 — expect the report to be longer and more detailed. This doesn't necessarily mean the home is in bad condition; it simply reflects normal wear, outdated materials, and systems that may need gradual maintenance or upgrades.

Don't freak out! — not everything in the report needs immediate attention. We'll go through the findings together, determine what's critical versus cosmetic, and decide on the best next steps, whether that's proceeding as is, requesting repairs, or renegotiating.

CONDITIONAL PERIOD

Now that your offer is accepted, several steps happen at once — and each comes with its own deadline. Staying proactive keeps everything on track and helps the process go smoothly.
Each condition (financing, inspection, document review) has a specific deadline. Mark these dates in your calendar and book all appointments as early as possible — missing one can delay or even cancel the transaction. I've included a closing tracker at the end of this document to ensure you're on the right path.

COMMUNICATE!

Staying in touch in this period is critical. Things move quickly, and your active communication makes all the difference. Lenders often require multiple follow-ups or additional documents before granting **final approval**, so responding promptly helps avoid delays. It's also important to schedule your **inspection** and **notary** appointments early, as their availability can affect your timeline. Staying responsive keeps everything on track and ensures a smooth path to closing.

06

THE BIG DAY!

In Québec, a notary (not a lawyer) handles the legal transfer. They're neutral and make sure everyone gets paid and the sale is registered. As a buyer, you meet the notary twice. Once at the closing and once a week before**.**

The notary:

- **Verifies ownership** and legal claims.
- **Confirms** municipal and school taxes are paid.
- **Prepares the Deed of Sale** and Mortgage Deed.
- **Transfers funds** between buyer, seller, and lender and make adjustments. Your notary balances shared expenses like taxes or condo fees. If the seller prepaid for the year, you reimburse their portion from the closing date onward.
- **Registers your ownership** in the Registre foncier du Québec.

What to Bring:

- Two pieces of ID
- Proof of home insurance
- Bank draft or certified cheque for balance due (down payment and other costs)

Pro Tip: Arrange insurance 3–5 days before closing. **Notary must have proof of home insurance before signing.**

07

MOVING IN

The big day is finally here — you're officially a homeowner!
After weeks of preparation, it's time to take possession of your new property and make it your own.

1. **Set Up Essentials:** Electricity, gas, internet, home insurance, mail forwarding.
2. **Plan Your Move:** book movers or truck, reserve elevator for condos, pack important documents with you.
3. **Change Locks** right away.
   Update address: SAAQ, Revenu Québec & CRA, bank, insurances, employer and online accounts.
4. **Get to Know Your New Home:** Electrical panel and main shut-off valves, water heater, furnace, and filters, garbage pickup schedules.

   Pro Tip: Keep a home binder or digital folder with warranties, manuals, and inspection notes for future maintenance.

5. **Pay the Welcome Tax & City Taxes**: Welcome tax bill will arrive between 2-6 months, Municipal taxes are due on March and June and School Taxes are due on August.
6. **If your home is a condo**: Reach out to the syndicate and register as a new co-owner.
7. **If you inherited a lease:** reach out to your tenants and introduce yourself, confirm the rent payment details and provide your contact info for emergencies and repairs.
8. **Celebrate!!** Be proud! you've done it!

HAVING THE RIGHT BROKER CHANGES EVERYTHING!

Thank you for taking the time to read this guide. My hope is that it helped demystify the process and made you more confident in your decision. As you've seen, there's a lot that goes into a successful transaction. This guide covered the essentials, but every purchase is unique. When you're ready, I'll be there to handle the details, protect your interests, and guide you through every step of the journey with confidence

Full-Service Support From Start to Finish

- **In-Depth Market Expertise:** Tailored market analyses and targeted property searches based on your needs, goals, and budget.
- **Winning Offer Strategy:** Professional advice to structure competitive, protected, and well-timed offers.
- **Clarity & Confidence:** Transparent explanations at every step, so you always understand your options and feel supported from first visit to closing day.

A Trusted Partner Network

I've built a network of trusted mortgage brokers, notaries, home inspectors, insurance advisors, and contractors who share the same commitment to integrity and client care. If you ever need a referral, just ask — I'll happily connect you with someone reliable and experienced for your situation.

The Best Part: It Costs You Nothing!

Buyers don't pay their broker's commission — it comes from the seller's listing agreement. That means you get expert guidance and negotiation power at no extra cost.

GLOSSARY 08

English Term	French Term	Meaning
Amortization Period	Période d'amortissement	Total time (e.g., 25 years) to fully repay a mortgage.
Appraisal	Évaluation immobilière	Professional estimate of a property's market value, usually required by the lender.
Closing Costs	Frais de clôture	Extra expenses to finalize a purchase—inspection, notary, Welcome Tax, insurance, etc.
Closing Date	Date de signature / de clôture	Day the notary signs, funds transfer, and you get the keys.
Conditional Offer	Offre conditionnelle	Offer that depends on conditions such as financing or inspection.
Contingency Fund	Fonds de prévoyance	Reserve fund for major condo repairs.
Deed of Sale	Acte de vente	Legal document transferring ownership.
Divided Co-ownership	Copropriété divise	You own a private condo unit and share common areas.
Down Payment	Mise de fonds	Up-front portion of purchase price before financing.
Interest Rate	Taux d'intérêt	Percentage charged by the lender; can be fixed or variable.
Mortgage Deed	Acte hypothécaire	Document registering your mortgage with Québec's land registry.
Mortgage Principal	Capital hypothécaire	Original amount borrowed, excluding interest.
Notary	Notaire	Neutral legal professional who registers the sale.
Possession Date	Date de possession	Day you can officially move in.
Pre-approval	Préautorisation hypothécaire	Preliminary lender confirmation of how much you can borrow.
Promise to Purchase	Offre d'achat	Formal offer document used in Québec real estate.
Undivided Co-ownership	Copropriété indivise	Joint ownership of an entire building without private units; common in older duplexes/triplexes.
Welcome Tax	Taxe de bienvenue	Municipal transfer tax due after purchase.

CLOSING TRACKER

Condition / Step	Deadline	Status	Notes / Follow-Up
Deposit Payment	______________	□ Pending □ Complete	Deliver deposit within the deadline. Held in trust by listing broker or notary until closing.
Financing Approval	______________	□ Pending □ Complete	Send accepted offer, MLS, and documents to lender. Respond quickly to follow-ups or requests for additional info.
Home Insurance	______________	□ Pending □ Complete	Obtain proof of insurance before notary appointment. Coverage must begin on possession date.
Inspection	______________	□ Pending □ Complete	Book ASAP (usually within 7 days). Review report and decide whether to proceed, renegotiate, or withdraw.
Specialized Tests (if needed)	______________	□ Pending □ Complete	Radon, pyrite, asbestos, lead, or drain inspection depending on property type and age.
Condo / Co-Ownership Document Review	______________	□ Pending □ Complete	Review declaration, minutes, contingency fund study, and financial statements. Check for special assessments or low reserve fund.
Certificate of Location	______________	□ Pending □ Complete	Ensure it's recent (less than 10 years) and matches the property's current condition.
Leases / Tenant Information (if plex)	______________	□ Pending □ Complete	Review all active leases, payment terms, and tenant contact info. Provide notice of new ownership after closing.
Municipal & Compliance Checks	______________	□ Pending □ Complete	Confirm all renovations and additions were done with permits. Verify zoning and no open city files.
Review of Seller's Declaration (DV)	______________	□ Pending □ Complete	Check for past defects, water infiltration, or non-conforming work. Discuss any red flags before waiving conditions.
Waiver or Amendment Signed	______________	□ Pending □ Complete	Once all conditions are met, sign waiver to make sale firm. If any change is needed, use amendment instead.
Notary Appointment Scheduled	______________	□ Pending □ Complete	Book early — notaries fill up fast. They will prepare the deed of sale, verify titles, and coordinate with lender.
Mortgage Instructions to Notary	______________	□ Pending □ Complete	Lender sends funds and mortgage deed to notary a few days before closing.

THANK YOU FOR READING!

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