



# Marla Janzen

REAL ESTATE



306-341-3699

[www.marlajanzen.com](http://www.marlajanzen.com)

[marla@marlajanzen.com](mailto:marla@marlajanzen.com)



## Ready to List...

Thank you, again, for choosing me to sell your home. I look forward to working with you towards a successful sale!

Here is a list of a few items I will need to get the paperwork ready to list. Please let me know if you have any questions. I'd like to request that you go through each item on the list and email all the information back to me at [marla@marlajanzen.com](mailto:marla@marlajanzen.com) and CC my assistant, [acevincenttemplo@gmail.com](mailto:acevincenttemplo@gmail.com)

1. An email or text with the following statement for each person that will be signing (anyone on title must sign the contracts). I, \_\_\_\_\_ agree to electronic signing for my Real Estate deals with Marla Janzen and eXp Realty.

2. For each person involved in the contract, please supply the following information

Name:

Mailing Address:

Phone Number:

Email Address:

Job Title:

Current Employer:

Name:

Mailing Address:

Phone Number:

Email Address:

Job Title:

Current Employer:

- If someone on title is not currently employed or retired, then please state the last employment information as above for them and when the last approximate date of work was year and or month is fine)
- If someone is self-employed/a business owner, please state "self-employed" and the name of their company, if applicable.



# Marla Janzen

REAL ESTATE



306-341-3699

[www.marlajanzen.com](http://www.marlajanzen.com)

[marla@marlajanzen.com](mailto:marla@marlajanzen.com)



3. A clear photo of front and back of a government issued ID (driver's license is ideal) for each person that will be signing on the title.

- There is a mandatory government Fintrac form we need to fill out for all transactions confirming ID and job information. This information is not shared with anyone and is only for record-keeping with eXp Realty in the event the government needs it.

4. Contact information of each person on contract:

- Email address
- Phone number/s

5. Surveyors certificate/ real property report from when you purchased.

- (Shows property boundary lines and house shape and size on the property) Could be with your legal documents. This is usually asked with all offers. If we do not have one, they will have to buy title insurance which is an additional cost to a buyer.

6. Name of the lawyer and the law firm (if applicable) you will be using for this transaction.

- If you need a recommendation or if you need time for this, just let me know. We don't need the information until we have a deal in place but it's always better to get started on it.

Name:

Law Firm:

7. Current copy of your property tax statement.

8. Amounts of equalized utility bills for your home.

- You can just state your estimate of them. You can give the average or state the difference in the summer and winter as well.

9. Any blueprints or other information that you feel should be passed on to the buyer.



# Marla Janzen

REAL ESTATE



📞 306-341-3699

🌐 [www.marlajanzen.com](http://www.marlajanzen.com)

✉️ [marla@marlajanzen.com](mailto:marla@marlajanzen.com)



10. List any attached items you would want to ensure not to be included in the sale.

- Please keep in mind all screwed in or attached items go with the home such as blinds, curtain rods, (drapes can go but the rods stay), tv wall mounts, built-in shelving, light fixtures, some mirrors, and all bathroom mirrors. If you have any questions please reach out. If there is an item you want to take, it's better to remove it now and replace it (if applicable) than to argue with a buyer about it in a sale.

Please advise me of any issues you may not have mentioned with the home and or the appliances or mechanical systems in the home that should be disclosed to the buyer.

I know it is a long list, but the paperwork is needed to ensure a smooth sale. Thank you very much for your cooperation, attention to these details and working towards getting them to me as soon as possible.

With gratitude,



*Marla Janzen*