

SELLERS

A COMPLETE LISTING GUIDE



**ARCHIE
PATEMAN**
PERSONAL REAL ESTATE CORPORATION

WHAT'S INSIDE

TABLE OF CONTENTS

MEET ARCHIE	03
STEP ONE	05
READY TO LIST	07
PREPARATION	08
MARKETING	11
OFFERS	12
COMPLETION	15
POSSESSION	16
CONSIDERATIONS	17

**“The best
investment
on earth
is earth”**

- LOUIS GLICKMAN



MEET ARCHIE

My wife and I moved to Cumberland in 2009. We wanted to find the perfect place to raise a family and build a life. The Comox Valley checked all of the boxes. My wife is now a teacher at the Cumberland Community School and my two boys are growing up in kid paradise. Our time together is spent mountain biking, skiing, camping and exploring. The path that I have taken to the Real Estate trading services world has been anything but direct. I've been a touring musician, artist manager and publicist, sound engineer and producer, professionally trained firefighter, certified project manager, cabinet/custom furniture designer, business owner and property investor. In other words...I've got some serious life experience! I've bought and sold multiple properties of my own and understand how nervous you might be. I offer complete transparency, honesty and a level of responsiveness and organization that will have you feeling supported at each step in the process.





Archie is excellent! He recently helped us purchase a home in Cumberland. From beginning to end he was honest, knowledgeable and professional. We couldn't have asked for a better experience to welcome us to Cumberland. He made the process of purchasing from Montreal seamless. He gave us a local insiders scoop about schools, bylaws, mountain biking trails, etc. When we arrived, he had made sure that everything was organized. We felt very taken care of every step of the way. I can't recommend him highly enough. - Allana Hearn

THINKING ABOUT SELLING?

LET'S TALK NUMBERS

Often before making the decision to list their house, people like to get an idea of what price a professional would assign to it. Do not make the mistake of picking the agent who gives you the highest price!! Listing a home at a price higher than it's market value can have a detrimental effect on the potential sale. A good question to ask yourself is: "do I want to just LIST my house or SELL my house?".

STEP ONE

YOUR HOME EVALUATION

Lets meet at your house so you can give me a tour and help identify it's best features. We'll discuss the history of the house, recent improvements and you'll get a chance to ask me any questions you have about the selling process. Once we've done this I'll prepare a Comparative Market Analysis (CMA). I'll have that report emailed to you by the next day along with my suggested price point range.

A CMA is a method of price comparison used by real estate professionals to estimate the current value of a property. I'll compare your property with others that have similar traits (square footage, number of baths and bedrooms, lot size etc). We'll look at properties that are currently listed and ones that have recently sold. Once I've compiled 3-4 comparatives and analyzed the market performance of those, I then consider the unique characteristics of your house and present a comprehensive report along with my pricing recommendation. There is no benefit to over-pricing your house. Our goal should be to list at a price point where potential buyers will see value and be compelled to view the property.



READY TO LIST

NOW WHAT...?

KEEP IN MIND

SPECIAL CIRCUMSTANCES & CONSIDERATIONS

- ◆ We'll pick a date to get a professional photographer in and capture the best of your property.
- ◆ We'll discuss timelines, potential challenges and strategies.
- ◆ Multiple listings contract: This contract makes clear our responsibilities to one another, the services you can expect from me, the price and timeline we've agreed on and the commission structure you can expect to pay.
- ◆ Property Disclosure Statement (PDS): This is the form that gives you, the homeowner, a chance to disclose anything about the property that a new buyer should know. I'll go through it with you and help where needed.
- ◆ We can have your property live on the MLS system within a week of our first meeting if that's what you'd like.

STAGING

If the subject property is empty we might consider having it professionally staged. Otherwise we can have the photos virtually staged.

TENANTS

If the property is tenanted we will act in accordance with the BC tenancy act. I have a lot of experience here and will help you navigate the right path through that scenario. I can handle the viewing schedule with the tenants as well.

PRE-INSPECTION

A pre-inspection report is something that you might consider. This is where we get a qualified building inspector to comb through the house and provide a comprehensive report. The cost is around \$550. We could provide this to prospective buyers and it could allow them to offer without a house inspection as a subject.

I have a large network of trades and service people to help with anything we need to do to prepare your property to be listed.

PREPARATION

GETTING READY TO SHOW YOUR HOME

DECLUTTER

Since you're going to be purging a lot of stuff and/or packing it up anyways...might as well start that process now and help to create a bigger and more open feeling environment for prospective buyers.

CLEAN

Time to make sure the windows are clean, the house-keeping is kept up and the yard is looking its best. First impressions are everything!

SMELL

The sense of smell is the most visceral of all senses. It is very important that your house does not emit unpleasant odors. If you have pets, you need to ensure that extra care is taken to get rid of their presence. If you smoke...time for a major deep-clean of walls, furniture etc. Try not to cook strong smelling foods before showings!

We would highly recommend Archie. He's knowledgeable, responsive, and honest. Archie went above and beyond to make sure we felt supported in making big decisions. Super positive experience!
- Jennifer Etty





MARKETING

MY AREA OF EXPERTISE!

I will be your megaphone to the marketplace. The Comox Valley is an incredible place to live, and I am a proud ambassador of all that it has to offer. Here are a few ways that I'll work to market your home to the biggest audience possible:

- ◆ Professional photos of your house and yard including a “coming soon” video, and, in some cases, drone footage.
- ◆ Personalized listing on my website, RE/MAX’s website, MLS and other affiliated sites.
- ◆ Social media posts & stories using high quality images supplied by my professional photographer. Posted on; Instagram, Facebook, and Craigslist.
- ◆ Targeted Email Blast promoting your listing, to potential buyers and to all RE/MAX agents.
- ◆ Professional floor plans to help your future buyer assess whether your home meets their criteria.
- ◆ Open houses, if you desire and always at your convenience.
- ◆ Professionally designed feature sheets which will showcase your home beautifully and stand out from the crowd.



OFFERS

HOW IT ALL WORKS

Once an interested buyer is ready to make a written offer on your property, they will present a Contract of Purchase and Sale. With each offer that I present, I will outline exactly how much commission you will be paying. It's important to me that this amount is clearly outlined and understood so that you aren't surprised by it later on. Commission is generally paid by the seller and is 7% on the first \$100k and 3% on the balance. This amount is split in half, with half paid to the brokerage representing the buyer.

When you receive one or more offers to purchase your property, it is important to review each one carefully. I will review the offers with you and explain the merits of each, but ultimately the decision on which offer to accept, if any, is yours.

ACCEPTING

THE EXCITING PART!

It is my duty, as your agent, to present to you any offer that I receive. Once you have a chance to look through it, we will then discuss it. You can either:

- 1) accept the offer**
- 2) not accept the offer or**
- 3) counter offer.**

You might decide to counter with a higher price, or maybe you don't like some of the subjects, dates or terms that have been presented. The choice will be yours and I will be there to explain and clarify each scenario. Your home is considered under-offer once you accept the offer, but it is not considered unconditional until the subjects have been removed. Once the subjects have been removed (with a written and signed addendum), your house is sold and will change hands on completion day.

SUBJECTS / CONDITIONS

Offers often contain standard subject clauses. While clauses must be met before the sale can proceed, they are negotiable and can be agreed upon by both you and the buyer before an accepted offer is signed.



COMPLETION

WHERE MONEY CHANGES HANDS

This is the date when money changes hands and the title is transferred to the buyer's name. Completion happens before the new owner takes possession of the property in order to provide sufficient time to process the transaction.

Any monetary adjustments are made between your legal representation, the bank and that of the buyer on this day as well. These include pro-rated property taxes, legal fees, mortgage penalties and commissions paid.

POSSESSION

RECEIVING THE KEYS

This is the date the new owner can take possession of the property. When negotiating this date, consider if there are any relevant time frames affecting your choice, such as the possession date of your previous property. I will be able to help you align the dates for a smooth transition between relinquishing your old property and moving to a new one. You should plan to have everything moved out (all items not affixed to a wall), and the house and property sparkling clean by this date.

CONSIDERATIONS

ADDITIONAL FEES

MORTGAGE REPAYMENT FEES

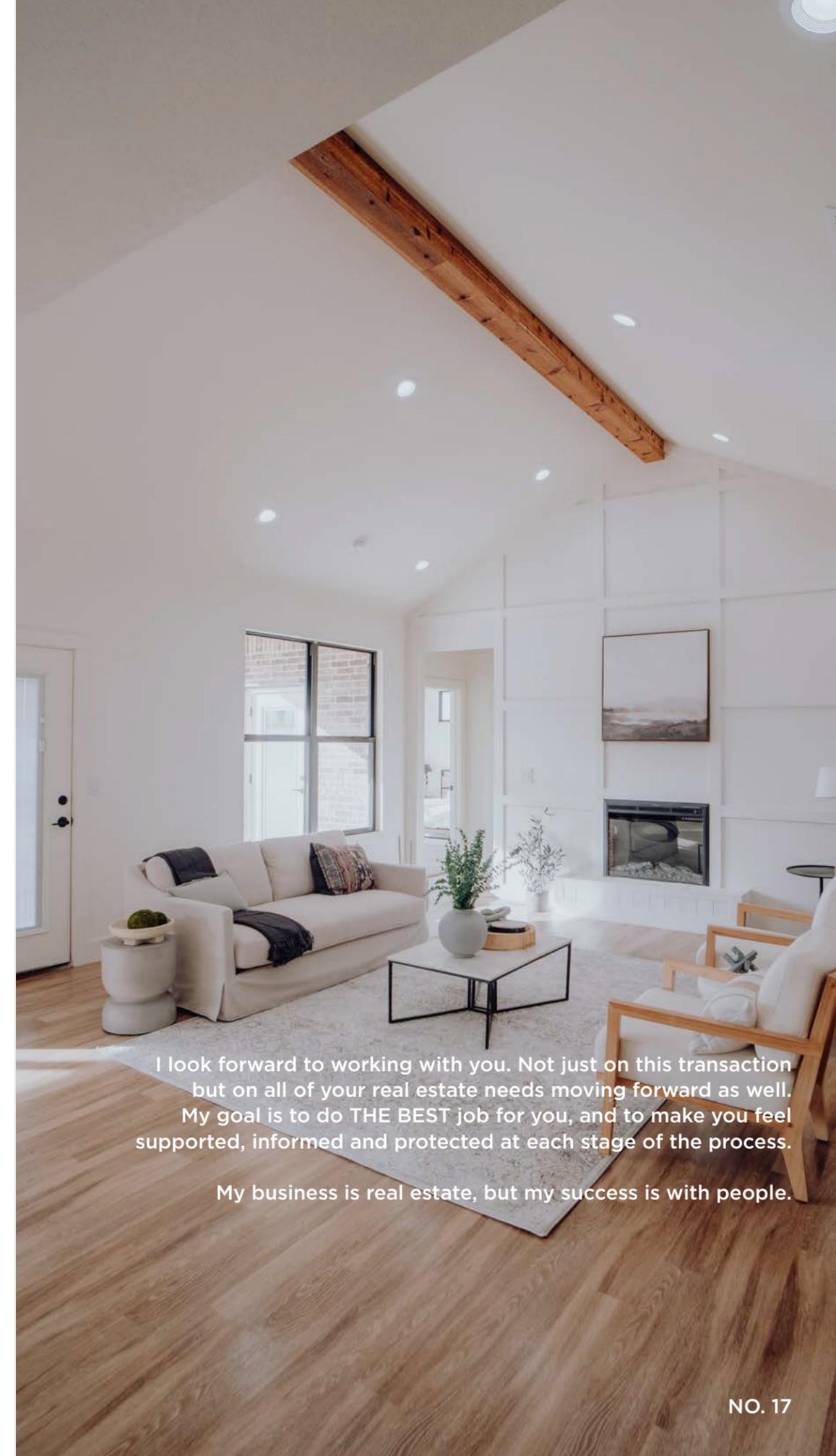
If you are terminating your mortgage before the fixed-term period ends, you are likely to incur financial penalties. Lenders want to collect the full amount of interest from your loan so if your mortgage has not reached its full term, whether it began as a three, five or ten year loan, they'll be looking to recoup that interest. If you are taking out another mortgage for the purchase of a new property with the same lender, repayment fees can be reduced or waived. Speak to your lender about whether there will be any penalties and to discuss what your options are.

LEGAL FEES

In British Columbia, REALTOR®s prepare, negotiate, and finalize property sale agreements, whereas notaries and lawyers handle the conveyance and the adjustments at the time of closing. Typical duties include verifying identities, completing title searches, transferring title deeds and executing the sale contract. They also handle the exchange of monies including adjusting taxes, utilities and strata fees, paying out mortgages, penalties and taxes, and collecting and distributing funds appropriately between the buyer, seller, brokerage and legal service provider. Give your lawyer or notary plenty of time to prepare the paperwork and execute the transaction; typically, I suggest at least two weeks after all subjects have been removed. Also discuss the ways in which you can receive your money as you have options like collecting a cheque or a direct deposit into your account.

WHY ARCHIE?

Real estate can be the biggest transaction of your life. There are a lot of important details to be aware of and unforeseen variables to deal with. You need to have an agent who you trust and have complete confidence in. I work hard for all of my clients and offer transparency, honesty and proficiency from listing day to completion. I'll ensure that you feel informed and supported throughout this process.



I look forward to working with you. Not just on this transaction but on all of your real estate needs moving forward as well. My goal is to do THE BEST job for you, and to make you feel supported, informed and protected at each stage of the process.

My business is real estate, but my success is with people.



**ARCHIE
PATEMAN**
PERSONAL REAL ESTATE CORPORATION



C 250-792-1865
O 250-334-9900
archie@archiepatemanrealestate.com
archiepatemanrealestate.com
2230 Cliffe Ave, Courtenay, BC

