



Benchmark

A photograph of a young woman with long dark hair and a young man with a beard and glasses, both smiling and sitting on a white sofa. A small, fluffy grey dog is sitting between them. The background is a large, semi-circular red shape. The overall mood is warm and inviting.

SELLING YOUR HOME

Helping You is What We Do.

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Royal LePage Benchmark Company History

Royal LePage Benchmark is a well-respected, family-owned Calgary Real Estate firm. We opened our doors in September 1978, under another great company flag, Realty World. We have been in the business in Calgary and our surrounding communities for more than 40 years! Jan Lyall, one of the founders, along with her daughter, Corinne Lyall, an associate since 1997, partnered in 2007. Corinne has been the principal broker since 2008, and Jan is enjoying her retirement.

Jan and the office received many accolades over the years, including Canadian Office of the Year and Canadian Manager of the Year, with Realty World. Jan received the prestigious CREB T.W.H. Bill Saunders Award (Realtor of the Year) in 2010.

Corinne aspired in her own right too, as she was a director (President 2015) for the Calgary Real Estate Board and Past President of the Charitable Foundation. She was a member of the Professional Standards committee at the real estate board for 9 years and has served as a Director of AREA. She was a member of the claims/advisory committees for REIX (Real Estate Insurance Exchange for AB/Sask) and the chair of Pillar9, Alberta's one MLS Board (she is now serving as a director). Corinne is the broker/owner of the office and facilitates Agent Development and Coaching.

Our award-winning team is comprised of 200+ full-time sales agents and a support staff of five, including Chris Pitman, coo/owner, Mike Wrobel, VP of Agent Services, and two part-time assistants. We are respected by both our clients and our competition and appreciate being recognized in our industry as well-educated leaders with integrity. Royal LePage Benchmark is the proud winner of the 2020 Royal LePage Canada – Brokerage of the Year Award, 2020 Royal LePage Canada – Brokerage of the year (Prairies) and the 2020 Royal LePage Canada – Recruiter of the Year (National). We've also received several National Technology and Shelter (Charitable) awards.

Our main sales office is located in S.E. Calgary, in Fisher Park. We also have offices in the NW (Country Hills), S.W. (Downtown), Cochrane, Strathmore, and Airdrie. In efforts to become a more provincial brokerage, we also recently opened our doors in Fort McMurray.



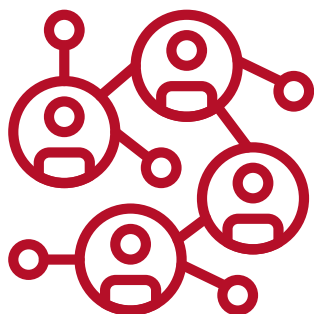
The Royal LePage Advantage

A Name You Can Trust

- Founded by Albert LePage in 1913, revolutionizing the real estate business in Canada.
- A 100% owned and operated Canadian company.
- Industry leader in utilizing technology to access homes and market conditions.



Extensive Network of Offices and Agents



- Over 20,000 Nationally - 200+ at Benchmark and over 300 in Calgary.
- 660 plus offices throughout Canada.
- Within hours, your home needs can be relayed to a qualified REALTOR® anywhere across Canada!
- Network of properties for sale prior to public exposure.

Huge Internet Resource

- www.royallepage.ca receives thousands of new home listings every month, from across the country, giving our buyers the first opportunity to find homes fast.
- Access to vital statistics on homes, neighbourhoods, services and demographics.
- From small investment condominiums to million dollar homes, we have the tools to get you the home you want.
- Mobile app to access our listings anytime/anywhere.



The Royal LePage Advantage



CANADA'S
REAL ESTATE COMPANY

..... by the
NUMBERS
NUMBERS
NUMBERS
NUMBERS
NUMBERS

OCTOBER
2022

INCREDIBLE REACH

100 Million

VISITS² PER YEAR TO
royallepage.ca

INDUSTRY LEADERSHIP

1 IN
180 markets
NATIONWIDE⁶

Brookfield

A strong, stable parent company

1 Ranked as the
top real estate
company in the
world by Forbes⁸

\$750+ Billion
of assets under management⁹

— The Voice of —
Canadian Real Estate

MORE THAN

7.4 Billion
MEDIA IMPRESSIONS¹

1.5 Billion more
THAN THE CLOSEST COMPETITOR



Powerful Leads & Referrals Channels

344,000

LEADS

per year from digital channels³

+ Referral relationships with top U.S. and international real estate companies

— Over —

\$146 Billion
in transactional dollar volume



Participated in

~35%

of all transactional dollar volume in Canada⁷

100% Canadian

CANADA'S
REAL ESTATE COMPANY

A STRONG HERITAGE
With over 100 years of success

9 out of 10 Canadians are familiar
with the Royal LePage Brand¹⁰

UNSTOPPABLE

MOMENTUM & GROWTH

... approx ...

20,000

REALTORS[®]
from coast to coast

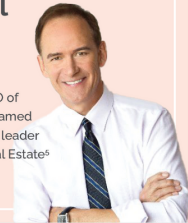
CANADA'S LARGEST & FASTEST GROWING
Commercial Brokerage

42% Growth in agent count⁴ with **540** advisors coast to coast

Most Influential

1

Phil Soper
President & CEO of
Royal LePage named
most influential leader
in Canadian Real Estate⁵



CONNECTING YOU

WITH MORE CANADIANS NATIONWIDE

5 Social
Media
Channels



over **22,000** Page Likes

over **17,000** Followers

over **23,000** Followers

over **17,000** Followers

approx **1 Million** Views

Supporting the Community

\$38 Million
raised



through the Royal LePage Shelter Foundation

Royal LePage Benchmark Alberta's Premier Brokerage

ALBERTA'S BROKERAGE

RLP Benchmark has over 200 agents active across Alberta. Awarded the 2020 Prairies Brokerage of the Year Award.



CANADA'S BROKERAGE

Over 200 agents are active across Alberta. Awarded the 2020 National Brokerage of the Year Award in Canada and the 2020 Recruiter of the Year Award.



HELPING PEOPLE - BUILDING RELATIONSHIPS #BETHEBENCHMARK

Royal LePage Benchmark has raised almost \$500,000 for our local shelters. From motorcycle trips to India, Fundraisers and community events, Benchmark continues to make this a priority. Benchmark has been awarded the Shelter Foundation Award in both 2019 and 2022.



BEST IN TECH

Benchmark strives to utilize the best that tech has to offer. This ensures incredible agent support and also a great and easy process for our clients. Benchmark has won both in 2021 and 2022.



Corinne Lyall

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Royal LePage Shelter Foundations

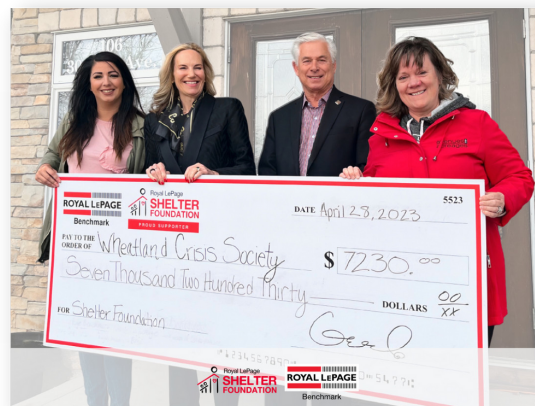
Royal LePage has raised over \$38 million!

Royal LePage has raised millions to support shelters for women and children fleeing abuse. Royal LePage Benchmark supports the Children's Cottage Society in Calgary. Our annual goal is to continue to raise \$30,000+ through a variety of fund-raising events, including REALTOR®'s donating a portion of their commission fees, garage sales, and office events. Since 2009, we have raised almost \$500,000 for the CCS. The Cottage is able to assist one child for one day at a cost of approximately \$200 per child. So, our donation of over \$30000 per year helps provide care for 100 children to ensure they are safe and free from harm!

Royal LePage Benchmark has raised over \$400,000!

Royal LePage has a strong charitable commitment nationally and in our local area. We believe in giving back to our local communities. A portion of our agents' commissions go directly to our local women's shelter. Foundation is underwritten so that 100% of every dollar donated goes directly to helping our cause.

www.royallepage.ca/en/realestate/about-us/shelter-foundation/



COMMUNITY SHELTERS WE SUPPORT



Royal LePage Benchmark supports the Big Hill Haven Shelter located in Cochrane, Alberta. Big Hill Haven will provide a safe place for women with or without children leaving domestic violence and empower them to rebuild their lives by providing support services and advocacy.



Wheatland Crisis Society

Royal LePage Benchmark supports the Wheatland Crisis Society in Strathmore, Alberta. The organization gets direct funding from shelter programs around Alberta. The main objective of the organization is to provide a safe place for families and individuals to stay until they are able to make a 'next-step'. They offer many community programs including public education programs, outreach programs and community groups.



Royal LePage Benchmark supports the Children's Cottage Society, which offers a wide range of programs for parents and children in Calgary, Alberta strengthening families by demonstrating leadership through a network of Crisis, Respite, and Support.

<http://childrenscottage.ab.ca/>



The Process of Getting Your Home Sold

There are several steps to selling a home. We have broken down the process into eight basic steps. The main objective is always to Get the Best Possible Price, In the Least Amount of Time, With the Minimum of Inconvenience.

1. Prepare Your Home

- Make necessary repairs, improvements, simplify decor and declutter
- Obtain a pre home inspection, if possible. (This will decrease problems during the conditions stage)
- Make utility costs available
- Consider pet care options during showings

2. Interview and select a professional REALTOR

- Determine your home's best market value
- Authorize mortgage and other debt verification
- Sign a lease agreement
- List your home on MLS

3. Launch marketing campaign

- Develop advertisements, direct mail, flyers, internet listings, virtual tours, videos, emails, and floor plans

4. Show your home

- Have open houses
- Organize real estate tours/caravans

5. Regular reviews to adjust to changing market

6. Receive offers

- Negotiate with buyers

7. Closing

- Solicitor completes conveyancing of title and mortgage
- Buyer receives the mortgage
- Register title

8. SOLD!

- Enjoy moving to your new property
- Monthly contact program
- After sale contact
- Insightful market information
- benefits for family and friends

Before We Meet

Before we meet to discuss the marketing and pricing strategy for your home, there are a few things for you to do to make the process run smoothly.

- Write down any questions or concerns you may have so that I can answer them at our appointment
- Complete the following pages: "There's No Place Like Home", and the "10 Favourite Features of My Home"

Have a few things ready before the appointment

- A copy of your Real Property Report (survey) with compliance
- Calculate your average utility bills (water, electricity, gas, etc.)
- Copy of keys
- Contact information for all parties involved, including work numbers
- Your most recent property tax bill, and mortgage statement (or complete the mortgage verification form in this package)
- HOA fees and community association information
- Blueprints or floor plans, if available
- 2 or 3 great su,,er pictures of your home and yard, if available

For Condominium and Townhouses

- Condo fees and a list of maintenance/fee inclusions
- Any pass keys to the building
- A list of by-laws and restrictions
- Current by-laws and financial statements
- The last year's supply of Condo Association meeting minutes and any extraordinary or special meeting minutes
- A copy of any special levies and/or assessments
- The names, address, and contact information of the Condominium Board
- President and Management Company or Building Manager
- The Parking stall and storage location and attached numbers (and copies of title, if available)

If you are selling a home that is rented in whole or in part, the following will be required

- Full names and contact information of existing tenants, date of last rental increases, and the amount of the damage deposit
- Details of when the rental agreement began and a copy of the rental agreement, if applicable; what the current rent is, when the rent is due, and what it includes (utilities, etc.)

Staging to Sell

Industry experts refer to the act of grooming and decorating a home to properly showcase its features and make it more attractive to potential buyers as “home staging”. It's simple techniques can be employed by anyone to make a dramatic impact in their home and can make all the difference when it comes to selling a home quickly and for top dollar.

Some Tips to Get You Ready to Sell

First impressions are key as buyers often make up their minds about a home within the first few minutes of entering the front door.

A contemporary and minimalist space with neutral coloured walls and a limited number of personal items appeals to most buyers, ensuring the best results.

Too much empty space can work against you as an empty room allows a buyer to focus on negative details instead of the overall space and flow from room to room.

While a home should be clean and tidy before showing, it's essential to also pay attention to eliminating smells. According to the poll, 53% of buyers believed strong odours such as pet and cigarette smells had a stronger impact on their impression of home over overall tidiness, strong wall colours, outdated facade and landscaping. There are ways to eliminate smells through cleaning and ozone companies.



Renovate and Decorate

When asked which home improvement they would pay a premium for, 79% of buyers indicated that they would be willing to pay more for a home with a renovated kitchen. However, when asked if they would still pay a premium for a renovated kitchen if it was done in a style that was not their taste, less than half of those (42%) who originally said they would pay a premium responded favourably.



Percent of buyers that would pay a premium for the feature:

- 79% Renovated Kitchen
- 73% Renovated Bathroom
- 70% New Windows
- 62% New Flooring
- 36% Updated Décor



PRICING YOUR HOME TO SELL



Benefits of Pricing Your Home Correctly ✓



QUICKER SALE

A high-priced home spends more time on the market



BEAT OUT THE COMPETITION.

Buyers will likely make an offer on a well-priced property over the overpriced competition.



INCREASED REALTOR® RESPONSE.

When REALTORS® are excited about a home and its price, they make special efforts to contact all of their potential Buyers.



ATTRACT QUALIFIED BUYERS

Buyers looking in a lower price range online will not see your listing in their search results. Most Buyers will not waste their time on a home they consider overpriced.

MARKET VALUE OF YOUR HOME

BUYER'S MARKET

There are more homes for sale than buyers looking for homes.

Your home may take longer to sell. You may have less negotiating power in terms of selling price, possession and terms.

SELLER'S MARKET

There are more buyers shopping for homes than homes available.

There may be multiple offers and buyers must make decisions quickly. Conditional offers may not be as common.








BALANCED MARKET

The number of buyers is equal to the number of homes for sale.

Sellers accept reasonable offers with homes selling in an acceptable time period. Prices are generally stable.



FACTORS THAT AFFECT PRICING

-  Location
-  SQFT
-  Style
-  Community Amenities
-  Buyer Supply
-  Listing Supply
-  Condition of home



Documents and Information

When your Royal LePage Benchmark REALTOR® comes to meet with you, it is important that you are ready with the necessary documents and information. Preparing these few items will help immensely in preparing your home for sale.

Name on Title

Cell Phone

Name on Title

Cell Phone

Home Phone

Work Phone

Email Address

What is your main reason for selling?

Real Property Report

Recent Tax Notice

Utility Bills

Duplicate House Key

At your appointment, your Royal LePage Benchmark REALTOR® will guide you through all documents pertinent to the successful sale of your home. Congratulations, you found a great REALTOR®.

There's No Place Like Home

Tell me why your home is special

We're sure you have enjoyed living in your home and have been pleased with its many features. I can make sure we tell prospective buyers about all the special features of your home. Please fill in the items so I can target our marketing efforts to those prospects most like to sell your home.

Home features that we have really enjoyed:

I think my home is well suited to a:

Family Couple Senior Single Person Other: _____

Because it has these features:

What advertising media did you use when you were looking for a home?

Internet Yard Signs Agent Reputation Other: _____

10 Favourite Features of My Home

I would appreciate if you would take a minute and share with me what you feel buyers will find special or unique about your home!

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Marketing Plan of Action

1. To assist in getting as many qualified buyers as possible into your home until it is sold
2. To communicate to you weekly the results of my activities
3. To assist you in negotiating the most successful offer for your home

Pro-Active Approach

The following are stapes I take to get your home sold

1. Submit your home to Calgary's Multiple Listing Services
2. Price your home competitively to the open market vs narrowing the market
3. Promote your home at my company sales meeting
4. Employ an expert photographer top develop professional pictures of your home
5. Develop a list of features of your home for cooperating real estate agents to use with their potential buyers
6. Email a feature sheet to the top agents in the marketplace for their potential buyers
7. Suggest and advise as to any changes you may want to make in your property to make it more saleable
8. Constantly update you to any changes in the marketplace
9. Contact my buyer leads, center of influence and past clients for their referrals and prospective buyers
10. Add additional exposure through a professional sign and lock-box
11. Whenever possible pre-qualify the prospective buyers
12. Keep you aware of the various methods of financing that a buyer might want to use
13. When possible have the cooperating realtors in the area tour your home
14. Follow-up with the salespeople who have shown you r home... for their feedback and response
15. Assist you in arranging interim financing... if necessary
16. Represent you on all offer presentations,, to assure you in negotiating the best possible price and terms
17. Handle all follow-up upon a contract being accepted... all mortgage, title and other closing procedures

Frequently Asked Questions

How long is your listing agreement?

Our standard listing agreement is for a three month period. Based on current market conditions, it may take more than one listing cycle to sell your home. It will depend on how many properties like you're selling vs how much inventory there is. Our goal is to strategically price your home, so the other homes on the market sell yours.

What if we are considering another company?

The reality is, the company isn't the sole reason your home sells. With Royal LePage Benchmark's reputation and exposure in the marketplace, combined with my individual activities and effective marketing strategies, we will get your home sold. We will customize a marketing plan that works for you.

What if we list high and come down later?

In today's market, a large majority of buyers will not even look at a property that is overpriced. You want the largest number of qualified buyers looking at your home. We would rather see you list at the right price and be able to turn offers away, than overpriced and not get any offers at all. Listing it high may also lead to longer days on the market which can make it seem stale. Buyers will wonder what is wrong with it and offer less

What if I have a friend in the business?

Almost everyone knows someone in the real estate business. What it sounds like is that you want to feel comfortable with the person you choose to handle the sale. Ultimately, its who will represent your best interests objectively, and assist you with obtaining the most successful outcome, including price

What if another agent said they could get us more money?

An agent that lists your home overpriced is often afraid to tell you the truth up front or just ants a listing to cultivate other leads. Buyers are the ones that tell us what they are willing to pay for a house like yours, not the agent's

What are you going to do to sell our house?

You may not be aware that there are two types of real estate agents, passive and active, I am an active agent. This means when you list your home with me, I'll spend my time actively and strategically marketing your home to the public and to other agents in the community

What if another agent said they would do it for less?

If an agent can't protect their own worth, how strong could they possibly be defending you and the price we set for your home? Strong negotiation skills could be demonstrated throughout the entire process of selling your home

Home Inspections

What will a Home Inspection Service do?

To cover every nook and cranny of the house to discover its true condition.

- Exterior
- Roof
- Structural
- Electrical
- Heating
- Plumbing
- Insulation
- Interior



The inspection is a process to learn about the home.

- Is the home structurally sound
- Is the electrical service adequate for my needs
- Is the home well insulated
- What repair costs are likely to surface after the purchase

It is prudent for an informed purchaser as they are making one of the largest buying decisions ever. Home Inspections assist in giving the buyer peace of mind that there are no surprises in store.

The Property Assessment

What is a property assessment?

The city or municipality estimates the market value of your property for the purpose of distributing fair and equitable taxation. Your assessment reflects the estimated market value of your property based on the valuation date from the previous year.



Why Assessed Value Doesn't = Market Value

The city or municipality uses the mass appraisal process of assigning value based on statistical models. When your agent prepares a current market assessment of your home, they are taking into account detailed comparisons to other houses that closely match the details of your home, such as location, size, upgrades, number of bedrooms and bathrooms, finishes and more. The current market value more reflects what your home would most likely sell for in the current market conditions.



Financing

Make sure to get pre-approved for your next purchase and verify the current terms of your existing mortgage. You'll need a combination of a down payment and closing costs for your initial investment in your new home. The equity when you sell your home, combined with additional funds, is your down payment for your new home.

Down payments typically range from 5% to 25% of the total value of the property.

Mortgage lenders require the borrower to demonstrate his or her ability to cover closing costs in the amount of 1.5% of the value of the property.

Closing costs can vary widely depending on:

- The property being purchased.
- Services required.
- Taxes.
- Applicable insurances.
- Whether the home is new or old.
- Closing dates affecting interest adjustments.
- The balances of any prepaid expenses
- Legal fees.
- Land title fees.



Ways to keep a solid credit rating and improve your credit score:

- Pay your bills promptly and on time.
- If you have debts, pay them off as scheduled or even ahead of schedule.
- Borrow only the amount you can afford to repay.
- Draw up a budget to control your spending.

How Much Can I Afford?

How much you can afford depends on two things:

- How much you can afford for the monthly mortgage payment, and
- How much you can investment in the downpayment.



Monthly payments include the principle and interest on the mortgage loan and property taxes and insurance against fire and other hazards. These four costs are often abbreviated PITI.

The key items are the size of the downpayment, the amount of the mortgage and the term - or length - of the loan.

The Power of Agency Working with a REALTOR®

The relationship between buyers or sellers and a licensed REALTOR®. What's in it for you? Everything.

- Buyer's Agency:** The REALTOR® works with a buyer, helping to review potential homes and guides through writing an offer with conditions to protect the sale, all for the best price.
- Seller's Agency:** The REALTOR® represents the seller, handling all the marketing of the property to promote a sale quickly and for the highest price.

Negotiation Resources Loyalty Confidentiality Representation

Analysis of market conditions and leveraging your needs to get the best possible price and terms.

Unparalleled access to legal, financial and industry professionals to work on your behalf.

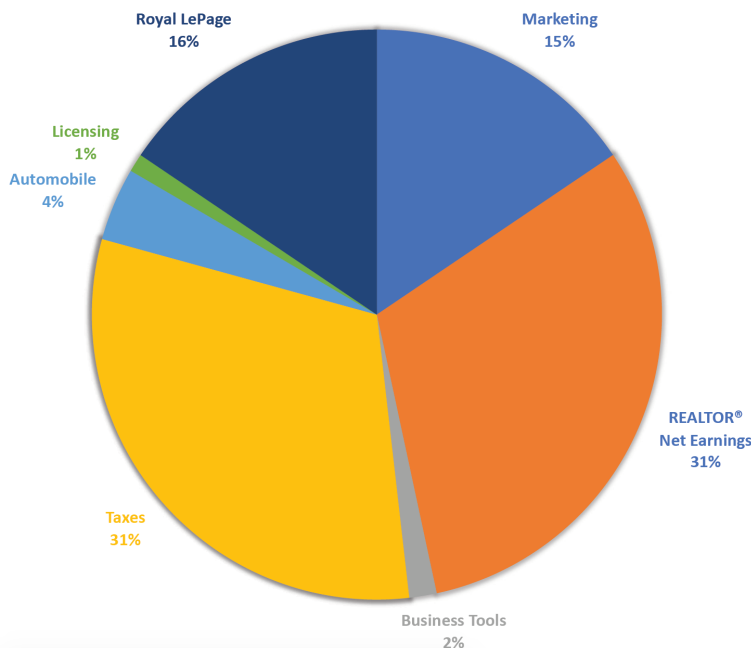
Working for you exclusively; Committed to looking out for your best interests first.

Bound by law and agency mission to preserve client confidentiality.

Trained and fluent on contractual matters; Authority to draw up documents involved in the buying process.

When buying or selling a home, RECA requires a REALTOR® to disclose commissions. This is where the money goes.

First, the negotiated commission is typically split 50/50, between the Buyer's REALTOR® and the Seller's REALTOR®.



After Sale/Before Possession Reminders

1. Obtain a Real Estate lawyer (your REALTOR® will have recommendations).

Completed: _____

2. Fax or email purchase contract, copy of property detail sheet, and all notices and addendums to your lawyer.

Completed: _____

3. Let your REALTOR® know who your lawyer will be.

4. Call your lawyer to make an appointment to come and sign transfer documents. You should see your lawyer no later than 10 days prior to possession.

Appointment date: _____

5. Add insurance on the property the day before you take possession.

Date to Complete: _____

6. Call Telus, Shaw, Direct Energy, and City of Calgary, electricity, water and sewer to set-up services for possession date.

Completed: _____

7. On possession day, we can do the walk through to make sure the property is substantially the same as when we viewed it. If title has transferred at the Land Titles office, then you can take possession at noon. If title hasn't transferred, then your lawyer can use "Western Protocol", title insurance or you can have possession based on Tenancy at Will. The bank will not release funds until title is transferred to you. By buying title insurance the bank will release funds before title is in your name.

* *Please note* that if you are purchasing a house, there could be issues with the Real Property Report. It may be prudent to ask about it at the meeting with your lawyer. (If you are purchasing a condominium, you may want to ask about the estoppel certificate. It should be free and clear of any registrations prior to the possession date).

Real Estate Sellers Information Sheet

Congratulations on your recent real estate sale! This information sheet attempts to answer many of the commonly asked questions seller' pose regarding their transaction. We trust that you find this information helpful

Service Commencement

Your lawyer begins work on your file as soon as they receive a copy of the real estate sales contract (the Purchase Agreement) from you or your REALTOR[®]. At that time, one of their real estate paralegals will contact you to confirm that have received the documents, and to answer any preliminary questions that you may have. In the event that you have not been contacted by our office within 14 days of your closing date, please contact the law firm.

Your Appointment

Once they have received all the necessary documentation from you or your REALTOR[®], they will arrange for an appointment at our office.

You will need to bring in the following:

1. Picture Identification (Drivers License or Passport AND Social Insurance Card or Major Credit Card);
2. A current Real Property report, with a Certificate of Compliance endorsed thereon (please see below)

Fees

It is your choice who you hire to represent you as your lawyer

Most law firms include the following services in their fees. However, you should call to confirm what they offer. We can provide you with a list of law firms to choose from:

1. Receipt and review of conveyance instructions;
2. Order and review of Land title and municipal tax searches;
3. Preparation of Statement of Adjustments and Transfer of Land and other relevant documents;
4. Review Real Property Report;
5. Contact and meet with you to review and execute all documents;
6. Submit Statement of Adjustments and Transfer of Land to Purchaser's solicitor;
7. Receipt of funds from Purchaser's solicitor. Pay out all financial encumbrances on title and deposit sale proceeds to the seller;
8. Receipt and review of Land Titles once all financial encumbrances have been discharged off title, and forward clear title to Purchaser's solicitor.

If your transaction poses unexpected and extra time consuming difficulties, additional costs may result. Usually such difficulties include Real Property Report non-compliance issues, such as encroachments or development permit applications

Possession Details

Release of Keys: On the day of your possession, your real estate agent will do a walk-through of your new home with you to ensure it is in good condition. Your real estate agent will provide keys to you following the walk-through. If you discover any significant damage to the property, we strongly recommend that you contact your lawyer immediately to discuss your legal remedies.

Services: You will need to arrange connection of the various utilities and related services by contacting the relevant providers of gas, telephone, television, water and sewer, and advise them of your possession date. You may also wish to have your mail redirected to your new address.

Insurance: You will need to arrange for appropriate insurance to be placed on the home. Your insurance company will require the possession date, the legal description of your property and an ownership description. All relevant information shall be provided to you during your meeting. We would ask that you forward this information to your insurance agent, and they in turn shall forward the law firm an appropriate binder. Possession will not be granted until they are in receipt of confirmation of insurance.

Property Taxes and Community Association Fees: The lawyer will adjust all real property taxes and community association fees (if any), as of your possession date, and shall review the details of this with you during your meeting. However, please note that if you wish to register for the monthly Tax Installment Payment Plan (TIPP) with the City of Calgary, you may do so by calling 311 or 403-234-7480.



Real Property Report

It is likely that the purchase contract states that the seller shall provide a current Real Property Report to the buyer. (Essentially, the Real Property Report is a one-page survey of the lands, indicating the legal boundaries and any improvements on

the lands, for example, the home, decks, and fences). The law firm will provide this document to you in your final reporting package, which is ordinarily forwarded to you four to six weeks after closing. It is strongly recommend that you store this document in a safe place, as you may need it in the future should you decide to sell or refinance your home.

Final Report

Once your transaction has closed, the law firm will forward to you a reporting letter, a copy of the mortgage (if applicable), a Statement of Receipts and Disbursements, as well as a copy of Title and Real Property Report. We recommend that you retain these documents in a secure and accessible location.



Moving Notification/Checklist

Stage of Completion	Person Responsible	Start Date	In Process	Done
Change of Address Notices	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Banks and Financial Institutions	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Clubs and Organizations	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Credit Accounts & Credit Cards	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Clients	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Companies	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Lists From Ledgers	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Newspaper & Magazine Subscriptions	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Post Office (Have Mail Forwarded)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Telephone & Utilities	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Friends & Family	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Special Services	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Stationary & Business Cards	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Gas and Meter Readings For Day You Leave	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Arrange Connection Date For New Address	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Or Cancel Any Rental Equipment	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Disconnect TV, Phone, Alarm System, Etc.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Arrange For Insurance on Home & Contents	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Cable Access	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Internet Provider	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Cancel Cleaning Services, Gardeners, Dry Cleaning	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Transfer or Cancel Social, Athletic, Civic, Religious or Business Memberships	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Collect All Items Out for Cleaning, Repair of Storage	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Dispose of Any Flammable Liquids Safely	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Moving Notification/Checklist

Stage of Completion	Person Responsible	Start Date	In Process	Done
Movers				
Tender	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications Check	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Selection	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Mover's Insurance Check	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Ensure Movers Floor Plan & Schedule	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Special Moving Requirements				
Computers	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Art, Breakables	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Cars (Insurance, Safety Check)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Medical/Dental/School Records	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Pets	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Plants	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Security				
Old Premises	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
New Premises	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning				
Old Premises	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
New Premises	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Keys/Operating Manuals/Warranties				
Leave Old Keys, Manuals, Warranties	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Obtain New Keys	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Leave Excess Paint	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Tour New Home Prior to Move	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Moving Notification/Checklist

Stage of Completion	Person Responsible	Start Date	In Process	Done
If Friends are Helping Order pizza and beer!	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
If Moving into a Home Just Built Complete Deficiency Checklist	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
When Moved In New Driver's License	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Contact Community Association	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Notes:



Beyond the Sale

You now have a pretty good idea of what your Royal LePage REALTOR® will do in helping you purchase your home, but there is more. More for you.

We help you beyond buying a home, with many added benefits.

Mortgage Professionals

We can provide you with a list of recommendations.

Moving Companies

We can provide you with a list of recommendations.

Professional Home Staging

We can provide you with a list of recommendations.



Important Phone Numbers

Emergency Services: 911

Non-Emergency Ambulance: 403-261-4000

City of Calgary Property Taxes: 311 or 403-268-2489

Calgary Board of Education (public): 403-817-4000

Calgary Catholic School District: 403-500-2000

For Inquiries on Government Programs and Services:

Income Tax (Canada Revenue): 1-800-959-8281

Passport Canada: 1-800-567-6868

Calgary Public Library: 403-260-2600

Travel Alberta: 1-800-252-3782

Shaw: 1-888-472-2222

Direct Energy: 1-844-807-7070

Atco: 1-800-511-3447

City of Calgary Information/service request line: 311

Non-Emergency Police Service: 403-266-1234

Calgary Transit: 403-262-1000

Calgary Parking Authority: 403-537-7000

Service Alberta: 403-310-0000

Service Canada: 1-800-206-7218

Calgary Chamber of Commerce: 403-750-0400

Tourism Calgary: 1-800-661-1678

Canada Post: 1-800-267-1177

Telus: 1-866-558-2273

Enmax: 403-310-2010

THE AFFINITY PROGRAM

The affinity program is exclusive to our clients & offers preferential pricing on selected services.

THE BRICK

Browse www.thebrick.com and take note of the SKU of the product(s) you're interested in.

1. E-mail RLP@thebrick.com with the following information to request an appointment with a Commercial Sales Representative:
 - a. Name of Client and referring Real Estate Agent
 - b. City, Province and Postal Code
 - c. Contact #
 - d. Your Royal LePage Partner Code: REWROLPG
 - e. Note: If your office deals directly with The Brick Commercial Division, please use your office's partner code.
2. Expect contact from the Commercial Sales Representative assigned to your region, who will be in touch with you or your client within 1-2 business days to finalize the virtual or in-person appointment.
3. Purchase your desired items during your appointment – at fantastic prices!

VISIT: [HTTPS://WWW.RLPNETWORK.COM/THE-BRICK/](https://www.rlpnetwork.com/the-brick/)

TRAIL APPLIANCES

As a proud supporter of Calgary's top agents, Trail Appliances is pleased to present you with this certificate which will entitle you to Friends & Family pricing.

Additionally, purchases over \$1000 will qualify for a gift with the purchase of a MAC7500 Kinetico drinking water system (\$449.98 value). The offer expires on May 31, 2024.

For the best quality service, an appointment with our sales representative is required.

Please present Certificate at the time of appointment (admins have copies at all offices)

RHONDA WACHTLER
SOUTH STORE
825-540-5116

DANNY PERLA
SUNRIDGE STORE
403-930-3860

SEBASTIAN BEATTY
CROWFOOT STORE
403-930-6280

ON THE MONEY HOME INSPECTIONS

Free life cycles & cost guide with reports and pictures in 1 hour.

Mention: RLP Benchmark

JEREMY COOK

403-909-7600

TRIPAW HOME INSPECTIONS

Will donate \$25.00 from every home inspection to the RLP Shelter Foundation in support of the Children's Cottage Society.

Use code: RLPBInspect

CHRIS SHULTZ

403-333-7727

CALGARY HOME INSPECTIONS

5% discount for repeat customers and \$25.00 donation to the charity of choice.

Mention: RLP Benchmark

CLIFF KEVERYGA

403-862-2230

RESTAGE-HOME STAGING

Offering \$50.00 off consultations of owner-occupied homes and free estimates on vacant homes.

Mention: RLP Benchmark

STEVE HANSON

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ENERCARE

Your clients can enjoy peace-of-mind with this month's offer.

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STAGING CALGARY

Offering a 10% discount on a home staging consultation.

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YVONNE LAANSTRA

403-630-0541

DAVID LOCKSMITH CALGARY

10% discount.

Mention: RLP Benchmark

OWNER: ANDY

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COLORS BY CARLOS

Providing free, value-added services including

no cost estimates, 2 hours of post-job completion touch-ups.

Promotion when booking. "Promotion limited to jobs quoted at \$1000 minimum."

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SARAH BALL

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Your trusted Calgary Movers!

Local & long-distance moving, storage & packing services for all residential and commercial needs.

10% discount on moving services. If the clients have storage needs, we will look at what we can provide, pending the length of time the goods are in storage. That would be assessed on a case-by-case basis, but an example would be if they have four months or more storage, we would provide one month free.

Mention the Royal LePage Benchmark

ANGELA SCOTT

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SPEAK TO YOUR AGENT

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Agents, brokers, and Royal LePage customers now have exclusive access to receive significant discounts from some of Canada's best-known flooring manufacturers.

SPEAK TO YOUR AGENT

SAGEN

Sagen provides REALTORS® with access to helpful tools and resources, enabling them to enhance their skills and educate homebuyers.

SPEAK TO YOUR AGENT

A BUYER'S CHOICE HOME INSPECTIONS

As a Royal LePage Agent, you can TRUST Canada's largest Home Inspector to support your clients.

SPEAK TO YOUR AGENT

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RYAN CABRAL

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RYAN@JOLTELECTRIC.CA

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Save 10% on business mobility plans or save 25% on the 50GB Owners Advantage plan for business.

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Earn MBNA Rewards points to redeem for the rewards you want.

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Discount code: RLP10

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ALANA@SKIPTHEFLOWERS.COM

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Get competitive rates and the most innovative selection of mortgage features available.

TIM GILLRIE

TIM.GILLRIE@TD.COM

CALGARY OZONE (AKA NOBLE INSPECTIONS)

Receive a home deodorize discount of \$100.00 on selected services of \$275.00 or more.

Mention: RLP Benchmark

SCOTT FAST
403-880-1640

FLOORS ON CROWFOOT

10% discount.

Mention: RLP Benchmark

ASK FOR KAREN OR DESEREE IN SALES
403-285-2929

URBAN TREE FLOORING

Save Will donate 5% of total cost of completed project to the RLP Shelter Foundation in support of the Children's Cottage Society.

Mention: RLP Benchmark

JOHN
403-266-8733

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10% OFF Mobile Storage Units

Mention the Royal LePage Benchmark.

STACEY VINCENT

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LUCAS@SECURE-RITE.COM

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10% off services.

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587-897-6683

BIG BEN CLEANING SERVICES

- Offering 50% off of your first 4 months of storage. Enter in the promo code RLPB when they order, please let them know you are with Royal LePage Benchmark. 20% discount on an additional service, (of equal or lesser value), when you book Carpet cleaning, Furnace & Duct cleaning, Tile & Grout cleaning or Odor Elimination for the same day.
- 50% off Scotchgard or deodorizer when performing Carpet cleaning
- 50% off Sanitizer package when performing Furnace & Duct cleaning
- 50% off VacuFlo cleaning when other services are being performed
- 20% off Vapor Cleanse our 100% guaranteed Odor Elimination, (home, auto, office – any enclosed space)
- Free Dryer Vent inspection with any of our services

Mention: RLP Benchmark

MYLES RIDGE

403-460-8989

BANYON HAMILTON HARDWOOD FLOORING

Free Estimates.

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