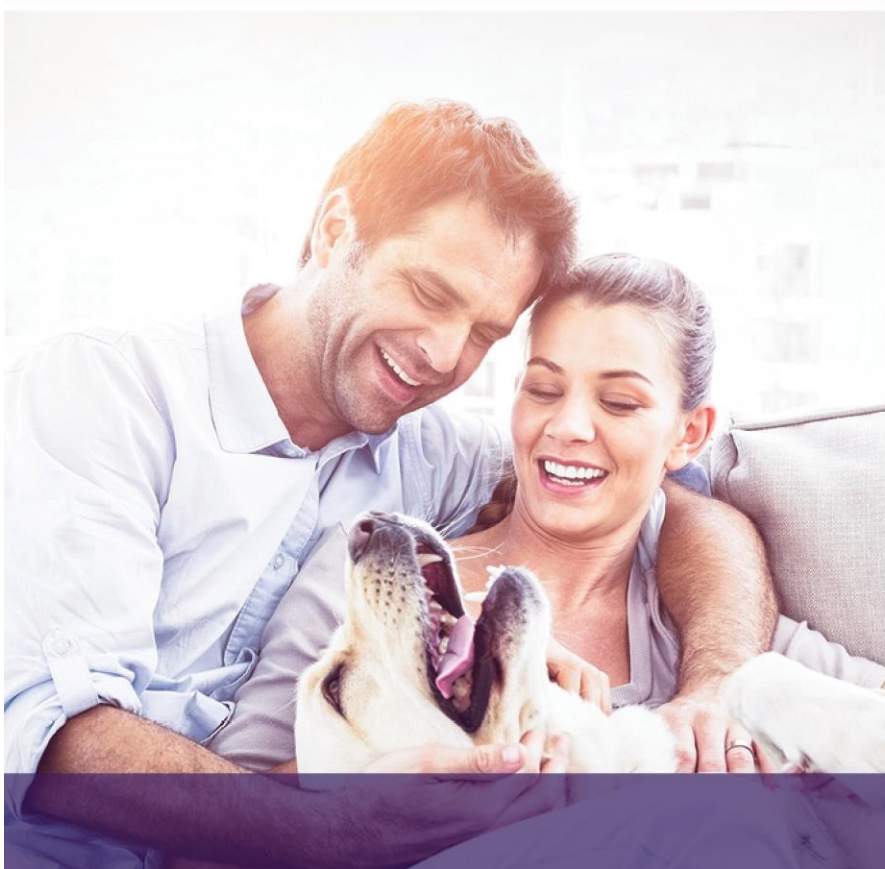


# Homebuying Step by Step

WORKBOOK AND CHECKLISTS



# Introduction

This is the workbook for [Homebuying Step by Step: Your Guide to Buying a Home in Canada](#). You can use it to keep all your notes and calculations in one place through each step of the buying process.

## STEP-BY-STEP CHECKLIST

### Step 1: Is homeownership right for you?

- Renting versus buying: Pros and cons

### Step 2: Are you financially ready to own a home?

- Household budget
- Affordability rules
- Upfront purchase costs

### Step 3: Financing your home

- Personal and financial information checklist

### Step 4: Finding the right home

- Your housing needs
- Home features checklist
- Your homebuying team

### Step 5: From making an offer to closing a deal

- Change of address checklist

### After you buy: Maintaining your home and protecting your investment

- Home maintenance calendar

# Step 1: Is homeownership right for you?

## Renting versus buying: Pros and cons

Make a list of all the pros and cons of renting and buying. An example is provided for each option to help you get started.

### Renting

Pros	Cons
Less maintenance and repairs	Monthly payments may increase year after year

### Buying

Pros	Cons
Freedom to renovate or modify your home as you wish	The risk of financial loss if your home loses value

# Step 2: Are you financially ready to own a home?

Complete the calculations on the following pages to see if you can afford a mortgage.

## 1. Household budget

First, record your net and gross monthly income in the **Monthly income** section.

Household budget

**MONTHLY INCOME**

Income	NET (After tax and deductions)	GROSS (Before tax and deductions)
Total average monthly salary	\$	\$
Your spouse's average monthly salary (if applicable)	\$	\$
Other household non-employment income (for example, from investments, etc.)	\$	\$
<b>Total household monthly income</b>	<b>\$</b>	<b>\$</b>

**MONTHLY EXPENSES**  
Include every possible expense you can think of.

Housing	PRESENT	FUTURE
Rent or mortgage (principal and interest)	\$	\$
Condo fees	\$	\$
Property taxes	\$	\$
Heating	\$	\$
Other	\$	\$
<b>Total housing</b>	<b>\$</b>	<b>\$</b>

Loans and debts	PRESENT	FUTURE
Loans	\$	\$
Monthly loan or bond payments	\$	\$

Next, record your current monthly expenses and income in the "Present" column of the **Monthly expenses** section.

Household budget

**MONTHLY EXPENSES**  
Include every possible expense you can think of.

Category	PRESENT	FUTURE
<b>Housing</b>		
Rent or mortgage (principal and interest)	\$	\$
Condo fees	\$	\$
Property taxes	\$	\$
Heating	\$	\$
Other	\$	\$
<b>Total housing</b>	<b>\$</b>	<b>\$</b>
<b>Loans and debts</b>		
Loans	\$	\$
Monthly loan or bond payments	\$	\$
<b>Total loans and debts</b>	<b>\$</b>	<b>\$</b>
<b>Other expenses</b>		
Utilities	\$	\$
Transportation	\$	\$
Food	\$	\$
Entertainment	\$	\$
Healthcare	\$	\$
Insurance	\$	\$
Education	\$	\$
Gifts	\$	\$
Charitable contributions	\$	\$
Other	\$	\$
<b>Total other expenses</b>	<b>\$</b>	<b>\$</b>
<b>Total monthly expenses</b>	<b>\$</b>	<b>\$</b>

## 2. How much can you afford?

Complete the "Monthly maximum" column of the **Affordability rules** section.

**Affordability rules**

These two simple rules will tell you how much you can afford to pay for a home.

**Affordability rule #1:** Your monthly housing costs should be equal to or less than 32% of your average gross monthly income. This percentage is your gross debt to service ratio (GDS).

**Affordability rule #2:** Your monthly debt load should be equal to or less than 42% of your average gross monthly income. This percentage is your total debt to service ratio (TDS).

	MONTHLY MAXIMUM	FUTURE
Total gross monthly income (before taxes and deductions) (from your worksheet)	\$	\$
GDS: Gross income × 0.32 = your maximum monthly housing costs (includes mortgage principal and interest, property taxes and heating costs, 25% and 50% of your credit card payments)	\$	\$
TDS: Gross income × 0.42 = your maximum monthly debt load (all TDS costs plus your total monthly loan and debt payments)	\$	\$

If your future amounts are higher than your monthly maximums, you may have trouble qualifying for a mortgage. You can also calculate different budget, purchase price and down payment scenarios to explore your options.

## 3. Purchase price and upfront costs

Complete the **Upfront purchase costs** worksheet to see if you have saved enough to buy a home.

**Upfront purchase costs**

Use this worksheet to estimate how much you'll need to save to buy your new home. The total purchase cost gives you an idea of the overall cost of buying a home. The total upfront costs show how much money you'll need to have before you can make your purchase.

Home purchase costs	
Purchase price	\$
GST/STP (if applicable)	\$
<b>Total purchase cost</b>	<b>\$</b>

Main upfront costs	
Down payment	\$
Appraisal fee (if applicable)	\$
Collateral certificate fee (for second mortgage)	\$
Home inspection fee	\$
Land registration fee	\$
Legal fees and disbursements	\$
Mortgage broker's fee (if applicable)	\$
Bridge loan insurance premium (can be included in your mortgage)	\$
Prepaid property taxes and utilities	\$
Property insurance	\$
Survey or earth/shed-off location fee (if applicable)	\$
Title insurance	\$
Other up-front costs (if applicable)	\$
<b>Total upfront costs</b>	<b>\$</b>

## 4. Your future budget

Revisit the **Household budget** worksheet and complete the "Future" column to calculate your expenses as a homeowner. Finally, complete the "Future" column of the **Affordability rules** section to see if you'll be able to afford your mortgage with your other expenses.

Household budget

**MONTHLY INCOME**

Income	NET	GROSS
Total average monthly salary	\$	\$
Your spouse's average monthly salary (if applicable)	\$	\$
Other household non-employment income (for example, from investments, etc.)	\$	\$
<b>Total household monthly income</b>	<b>\$</b>	<b>\$</b>

**MONTHLY EXPENSES**  
Include every possible expense you can think of.

Category	PRESENT	FUTURE
<b>Housing</b>		
Rent or mortgage (principal and interest)	\$	\$
Condo fees	\$	\$
Property taxes	\$	\$
Heating	\$	\$
Other	\$	\$
<b>Total housing</b>	<b>\$</b>	<b>\$</b>
<b>Loans and debts</b>		
Loans	\$	\$
Monthly loan or bond payments	\$	\$
<b>Total loans and debts</b>	<b>\$</b>	<b>\$</b>
<b>Other expenses</b>		
Utilities	\$	\$
Transportation	\$	\$
Food	\$	\$
Entertainment	\$	\$
Healthcare	\$	\$
Insurance	\$	\$
Education	\$	\$
Gifts	\$	\$
Charitable contributions	\$	\$
Other	\$	\$
<b>Total other expenses</b>	<b>\$</b>	<b>\$</b>
<b>Total monthly expenses</b>	<b>\$</b>	<b>\$</b>

How much can you afford to pay for a home?  
Your housing costs should be equal to or less than 32% of your average gross monthly income (GDS).  
Your total debt load should be equal to or less than 42% of your average gross monthly income (TDS).

Use your monthly maximums, but also have budgeting for the different budget, purchase price and down payment scenarios to explore your options.

# Household budget

## MONTHLY INCOME

Income	NET (after taxes and deductions)	GROSS (before taxes and deductions)
Your average monthly salary	\$	\$
Your co-borrower's average monthly salary (if applicable)	\$	\$
Other household non-employment income (for example, from investments, etc.)	\$	\$
<b>Total household monthly income</b>	\$ <b>A</b>	\$ <b>B</b>

## MONTHLY EXPENSES

Include every possible expense you can think of.

Housing	PRESENT Average monthly cost	FUTURE Average monthly cost
Rent or mortgage (principal and interest)	\$	\$
Condo fees	\$	\$
Property taxes	\$	\$
Heating	\$	\$
Other:	\$	\$
<b>Total housing</b>	\$	\$ <b>C</b>
Loans and debts	PRESENT Average monthly cost	FUTURE Average monthly cost
Loans	\$	\$
Vehicle loan or lease payments	\$	\$
Unsecured lines of credit	\$	\$
Secured lines of credit	\$	\$
Credit card payments	\$	\$
Other:	\$	\$
<b>Total loans and debts</b>	\$	\$ <b>D</b>
Household	PRESENT Average monthly cost	FUTURE Average monthly cost
Groceries	\$	\$
Child and elderly care	\$	\$
Child support and alimony	\$	\$
Tuition and school activities	\$	\$
Children's activities	\$	\$
Clothing	\$	\$
Beer, wine, spirits or cigarettes	\$	\$
Pet care	\$	\$
Gifts	\$	\$
Maintenance and repairs	\$	\$
Other:	\$	\$
<b>Total household</b>	\$	\$

<b>Telecommunications</b>	<b>PRESENT</b> Average monthly cost	<b>FUTURE</b> Average monthly cost
Cable or satellite TV	\$	\$
Internet	\$	\$
Home phone	\$	\$
Mobile phones and devices	\$	\$
Other:	\$	\$
<b>Total telecommunications</b>	<b>\$</b>	<b>\$</b>
<b>Transportation</b>	<b>PRESENT</b> Average monthly cost	<b>FUTURE</b> Average monthly cost
Gas	\$	\$
Vehicle maintenance	\$	\$
Parking	\$	\$
Public transit	\$	\$
Other:	\$	\$
<b>Total transportation</b>	<b>\$</b>	<b>\$</b>
<b>Insurance</b>	<b>PRESENT</b> Average monthly cost	<b>FUTURE</b> Average monthly cost
Property	\$	\$
Vehicle	\$	\$
Life and disability	\$	\$
Other:	\$	\$
<b>Total insurance</b>	<b>\$</b>	<b>\$</b>
<b>Savings and donations</b>	<b>PRESENT</b> Average monthly cost	<b>FUTURE</b> Average monthly cost
Savings and investments	\$	\$
Charitable donations	\$	\$
Other:	\$	\$
<b>Total savings and donations</b>	<b>\$</b>	<b>\$</b>
<b>Entertainment</b>	<b>PRESENT</b> Average monthly cost	<b>FUTURE</b> Average monthly cost
Dining out	\$	\$
Movies, music, concerts and sports	\$	\$
News, magazines and books	\$	\$
Hobbies, community classes and memberships	\$	\$
Other:	\$	\$
<b>Total entertainment</b>	<b>\$</b>	<b>\$</b>
<b>Medical and health</b>	<b>PRESENT</b> Average monthly cost	<b>FUTURE</b> Average monthly cost
Prescriptions	\$	\$
Dental	\$	\$
Eyewear	\$	\$
Other:	\$	\$
<b>Total medical and health</b>	<b>\$</b>	<b>\$</b>
<b>Total monthly expenses</b>	<b>\$</b>	<b>\$</b>

**E**

## MONTHLY SURPLUS

Subtract your expenses from your income.

	PRESENT	FUTURE (as a homeowner)
<b>Total net monthly income</b> (box A)	\$	\$
<b>(minus) Total monthly expenses</b> (box E)	-\$	-\$
<b>Monthly surplus after expenses</b>	\$0.00	\$0.00

## Affordability rules

These two simple rules will tell you how much you can afford to pay for a home.

**Affordability rule #1:** Your monthly housing costs should be equal to or less than 32% of your average gross monthly income. This percentage is your gross debt service ratio (GDS).

**Affordability rule #2:** Your monthly debt load should be equal or less than 40% of your average gross monthly income. This percentage is your total debt to service ratio (TDS).

	MONTHLY MAXIMUM	FUTURE
Total gross monthly income (before taxes and deductions)	(Enter amount from box B) \$	(Enter amount from box B) \$
<b>GDS:</b> Gross income x 0.32 = your <b>maximum monthly housing costs</b> including mortgage <b>P</b> rincipal and <b>I</b> nterest, property <b>T</b> axes and <b>H</b> eating costs (PITH) and 50% of your condo fees (if applicable).	\$	(Enter amount from box C) \$
<b>TDS:</b> Gross income x 0.40 = your <b>maximum monthly debt load</b> (all PITH costs plus your total monthly loan and debt payments).	\$	(Add the amounts from boxes C and D and enter the total here) \$

If your future amounts are higher than your monthly maximums, you may have trouble qualifying for a mortgage. You can also calculate different budget, purchase price and down payment scenarios to explore your options.

# Upfront purchase costs

Use this worksheet to estimate how much you'll need to save to buy your new home. The **total purchase cost** gives you an idea of the overall cost of buying a home. The **total upfront costs** show how much money you'll need to save before you can make your purchase.

<b>Home purchase costs</b>	
Purchase price	\$
GST/HST/QST (if applicable)	\$
<b>Total purchase cost</b>	<b>\$</b>
<b>Main upfront costs</b>	
Down payment	\$
Appraisal fee (if applicable)	\$
Estoppel certificate fee (for condo/strata properties)	\$
Home inspection fee	\$
Land registration fee	\$
Legal fees and disbursements	\$
Mortgage broker's fee (if applicable)	\$
Mortgage loan Insurance premiums (can be included in your mortgage)	\$
Prepaid property taxes and utilities	\$
Property insurance	\$
Survey or certificate of location fee (if applicable)	\$
Title insurance	\$
Water or septic tests (if applicable)	\$
<b>Other upfront costs</b>	
Appliances	\$
Cleaning costs	\$
Initial condo fees	\$
Decorating materials	\$
Dehumidifier	\$
Gardening tools	\$
Hand tools	\$
Moving expenses	\$
Renovations or repairs	\$
Service and utility hookup fees	\$
Snow clearing equipment	\$
Window treatments or coverings	\$
Other:	\$
<b>Total upfront costs</b>	<b>\$</b>



# Step 3: Financing your home

## Personal and financial information checklist

Bring as much information as possible when you meet with your lender or mortgage broker. They will use the following documentation to decide if you qualify for a mortgage.

**government-issued photo IDs** with your current address

**proof of address** and your address history

**contact information for your employer** and your employment history

**proof of income**

**proof of down payment** (including the amount and source)

**proof of savings and investments**

**details of current debts** and other financial obligations

# Step 4: Finding the right home

## Your housing needs

Write down everything that's important to you and your family before you start looking for a home.

Categories	Your family's needs and priorities
<p><b>Location</b></p> <p>(For example, downtown or the suburbs, the look and feel of the neighbourhood and the proximity to work, school, shopping, services, public transit, etc.)</p>	
<p><b>Size</b></p> <p>(The square footage, lot size, number of bedrooms and bathrooms and whether it includes extra storage, a home office, a garage, etc.)</p>	
<p><b>Special features</b></p> <p>(For example, a pool, air conditioning, adaptability or accessibility features, energy efficiency upgrades, etc.)</p>	
<p><b>Lifestyle</b></p> <p>(Consider the number of kids at home, whether you're working or retired, what kind of services or recreation you want nearby, etc.)</p>	
<p><b>Type of home</b></p> <p>(For example, detached, semi-detached, duplex, row house, apartment, condo, etc.)</p>	

# Home features checklist

Use this checklist whenever you view a potential home so you can compare your options side by side. You can make or print several copies of this page if needed.

	House 1	House 2	House 3
House price	\$	\$	\$
Address			
Occupancy date			
Square footage			

Operating costs (annual)			
Property taxes	\$	\$	\$
Utilities	\$	\$	\$
Insurance	\$	\$	\$
Condo fees	\$	\$	\$
Other:	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

Features checklist			
<b>New or resale</b>	<input type="checkbox"/> New <input type="checkbox"/> Resale	<input type="checkbox"/> New <input type="checkbox"/> Resale	<input type="checkbox"/> New <input type="checkbox"/> Resale
<b>Home type</b>	<input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex/triplex <input type="checkbox"/> High-rise <input type="checkbox"/> Low-rise	<input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex/triplex <input type="checkbox"/> High-rise <input type="checkbox"/> Low-rise	<input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex/triplex <input type="checkbox"/> High-rise <input type="checkbox"/> Low-rise
<b>Ownership type</b>	<input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Condominium <input type="checkbox"/> Co-op	<input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Condominium <input type="checkbox"/> Co-op	<input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Condominium <input type="checkbox"/> Co-op
<b>Age of home</b>			
<b>Lot size</b>	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large

<b>Exterior finish</b>	Brick Aluminum siding Wood Vinyl siding Combination brick and siding Stucco	Brick Aluminum siding Wood Vinyl siding Combination brick and siding Stucco	Brick Aluminum siding Wood Vinyl siding Combination brick and siding Stucco
<b>Exterior condition</b>	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
<b>Roof</b>	<input type="checkbox"/> Asphalt shingles <input type="checkbox"/> Metal <input type="checkbox"/> Rubber roofing <input type="checkbox"/> Other	<input type="checkbox"/> Asphalt shingles <input type="checkbox"/> Metal <input type="checkbox"/> Rubber roofing <input type="checkbox"/> Other	<input type="checkbox"/> Asphalt shingles <input type="checkbox"/> Metal <input type="checkbox"/> Rubber roofing <input type="checkbox"/> Other
<b>Roof condition</b>	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
<b>Windows</b>	Wood Vinyl Aluminum Other	Wood Vinyl Aluminum Other	Wood Vinyl Aluminum Other
<b>Window condition</b>	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
<b>Foundation</b>	<input type="checkbox"/> Concrete <input type="checkbox"/> Concrete block <input type="checkbox"/> Preserved wood	<input type="checkbox"/> Concrete <input type="checkbox"/> Concrete block <input type="checkbox"/> Preserved wood	<input type="checkbox"/> Concrete <input type="checkbox"/> Concrete block <input type="checkbox"/> Preserved wood
<b>Foundation condition</b>	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
<b>Number of bedrooms</b>	One Two Three Four Five+	One Two Three Four Five+	One Two Three Four Five+
<b>Number of bathrooms</b>	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three+	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three+	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three+
<b>Heating</b>	Gas Oil Electric Wood	Gas Oil Electric Wood	Gas Oil Electric Wood

<b>Age of heating system</b>			
<b>Energy rating</b>			
<b>Air conditioning</b>	<input type="checkbox"/> Yes (central air) <input type="checkbox"/> Yes (window) <input type="checkbox"/> No	<input type="checkbox"/> Yes (central air) <input type="checkbox"/> Yes (window) <input type="checkbox"/> No	<input type="checkbox"/> Yes (central air) <input type="checkbox"/> Yes (window) <input type="checkbox"/> No
<b>Age of air conditioning system</b>			
<b>Bathroom in the master bedroom (“ensuite”)</b>	Yes No	Yes No	Yes No
<b>Bathroom on the ground floor</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Eat-in kitchen</b>	Yes No	Yes No	Yes No
<b>Separate dining room</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Family room</b>	Yes No	Yes No	Yes No
<b>Basement</b>	<input type="checkbox"/> Unfinished <input type="checkbox"/> Finished	<input type="checkbox"/> Unfinished <input type="checkbox"/> Finished	<input type="checkbox"/> Unfinished <input type="checkbox"/> Finished
<b>Fireplace or woodstove</b>	Yes No	Yes No	Yes No
<b>Is there a spare room for an office or a hobby?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the basement large enough for storage or a workshop?</b>	Yes No	Yes No	Yes No
<b>Deck or patio</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Private driveway</b>	Yes No	Yes No	Yes No
<b>Garage or carport</b>	<input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Neither	<input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Neither	<input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Neither
<b>Garage or carport attached to the house</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Security system</b>	Yes No	Yes No	Yes No

<b>Accessible for seniors or people with a disability</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Neighbourhood</b>	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
<b>Quiet street</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Proximity to key places and services</b>  (Approximate distance or travel time.)	Your work: _____ Your spouse's work: _____ Schools: Public transportation: Shopping: Parks or recreation: Restaurants: Place of worship: Police and fire station: Doctor and dentist: Hospital: _____	Your work: _____ Your spouse's work: _____ Schools: Public transportation: Shopping: Parks or recreation: Restaurants: Place of worship: Police and fire station: Doctor and dentist: Hospital: _____	Your work: _____ Your spouse's work: _____ Schools: Public transportation: Shopping: Parks or recreation: Restaurants: Place of worship: Police and fire station: Doctor and dentist: Hospital: _____
<b>Items included in the sale ("chattels")</b>	<input type="checkbox"/> Washer and Dryer <input type="checkbox"/> Fridge and Stove <input type="checkbox"/> Curtains Other: _____	<input type="checkbox"/> Washer and Dryer <input type="checkbox"/> Fridge and Stove <input type="checkbox"/> Curtains Other: _____	<input type="checkbox"/> Washer and Dryer <input type="checkbox"/> Fridge and Stove <input type="checkbox"/> Curtains Other: _____
<b>Needed repairs or renovations in the short and long term</b>  (Talk to your lender or mortgage broker about financing these repairs and renovations before you close the deal.)	Immediate:	Immediate:	Immediate:
	Cost estimate:	Cost estimate:	Cost estimate:
	In 1–5 years:	In 1–5 years:	In 1–5 years:
	Cost estimate:	Cost estimate:	Cost estimate:
	In 5–10 years:	In 5–10 years:	In 5–10 years:
	Cost estimate:	Cost estimate:	Cost estimate:

# Your homebuying team

Use the following questions to help you decide which homebuying professionals to work with. You can make or print several copies of this page if needed.

<b>Name:</b>	<b>Occupation:</b>
<b>Contact information:</b>	
<b>Referral from:</b>	
<b>Which company do you work for?</b>	<b>How long have you been in business?</b>
<b>Is this your full-time career?</b>	<b>Do you have a professional licence or accreditation?</b>
<b>Do you work with other people or an assistant?</b>	<b>How much do you charge?</b>
<b>What areas of the city/town are you most familiar with?</b>	
<b>Do you have experience with buyers who are looking for similar homes?</b>	
<b>Do you understand what I'm looking for in a home?</b>	
<b>Is there anything I haven't asked about you or your company that you think I should know?</b>	
<b>Can I have references from three other buyers who you've worked with recently?</b>	
<b>Additional notes:</b>	

# Step 5: Making an offer and closing the deal

## Change of address checklist

The following checklist will ensure you tell the right people and services about your new address.

### Personal contacts

You can make sure you've reached all your contacts by going through the contact list in your phone or your address book.

- Relatives
- Friends
- Employer(s)
- Schools, colleges, universities and daycares
- Landlord (if necessary)
- Clubs, associations and charities

### Creditors and services

Try to give service providers plenty of notice so that you keep receiving the same level of service at your new address.

- Phone, cable and internet companies
- Electricity/hydro
- Natural gas
- Heating fuel company (ask if you will get a deposit refund)
- Financial institution(s)
- Credit card companies
- Insurance companies and broker(s)
- Lawyer or notary
- Subscriptions such as newspapers, magazines and loyalty programs

### Healthcare professionals

It's important to keep your healthcare records up to date. You can update your address by phone or at your next appointment.

- Doctor(s)
- Dentist
- Veterinarian
- Other healthcare specialists

### Government services

It is important to notify several government departments and update official documents if your address changes.

- Driver's license
- Health card
- Vehicle registration
- Canada Post / epost
- Canada Revenue Agency
- Canada Pension Plan / Quebec Pension Plan
- Old Age Security
- Employment insurance



# After you buy:

## Maintaining your home and protecting your investment

### Home maintenance calendar

Use this checklist as a guide for simple maintenance tasks and repairs you can do throughout the year.

#### January and February

- Clean or replace your furnace filter
- Check your heat recovery ventilator (HRV) and wash or replace the filter
- Make sure that all air intakes, exhausts and meters are clear of snow
- Clean your humidifier
- Clean your oven range hood filter
- Check the drainage trap in your basement floor and fill it with water if needed

#### March and April

- Clean or replace your furnace filter
- Check your HRV and wash or replace filter
- Clean your humidifier and turn it off
- Check the sump pump
- Check the gutters and downspouts and clean them if needed
- Inspect your air conditioner and service it if needed
- Inspect your basement or crawl space for signs of water damage
- Open the vents to outdoor crawlspaces
- Make sure the ground in your yard slopes away from the foundation wall

#### May and June

- Open the hose connection outside
- Clean the windows, screens and hardware and install screens
- Check that all air intakes and exhausts are clear of debris
- Clean your oven range hood filter
- Turn off your HRV if you keep your windows open in the summer (leave it running if you usually keep your windows closed)
- Start spring landscaping in your yard

#### July and August

- Use a dehumidifier if your basement is damp
- Clean the filter in the air handling unit if you have central air conditioning
- Check all exterior finishes and wood for deterioration
- Check the caulking and weatherstripping around windows and the door to your garage
- Check the drainage trap in your basement floor and fill it with water if needed
- Have your furnace or heating system serviced

#### September and October

- Check and clean your fireplace and chimney if needed
- Clean your oven range hood filter
- Clear leaves from the eavestroughs
- Check your roof for signs of wear or damage
- Close the outside hose connection
- Close your windows and skylights
- Clean and reactivate your HRV if it was turned off for the summer
- Prepare your outdoor plants and trees for winter

#### November and December

- Check your furnace and clean or replace the filter
- Check your HRV and wash or replace the filter
- Clean your humidifier and turn it on (if needed)
- Check your exhaust fans
- Make sure your gas valve is clear of ice and snow
- Test your space heating system
- Close the vents to crawl spaces

#### Once a year

- Dust or vacuum your electric baseboards
- Vacuum the ducts behind your warm-air and return-air grilles
- Test the plumbing shut-off valves to make sure they're working
- Test the pressure relief valve on the hot water tank and drain water from the tank
- Check all your smoke alarms, fire escape routes, fire extinguishers and window and door locks
- Check and oil the door hinges if needed
- Lubricate the garage door motor, chain, etc.
- Check your attic for signs of moisture in the summer or fall

#### Every two to five years

- Check and repair any cracks in your driveway
- Check and repair the chimney cap and the caulking between the cap and the chimney
- Refinish all wood surfaces including the window frames and doors
- Check the septic system and clean it if needed (usually about once every three years)