

**Listing your Property –**  
**Other information that may be required**

- Total of heat bill for the current year
- Total of hydro bill for the current year
- Listing of all energy efficiency features such as
  - Insulation
  - Double window casements
  - .....
  - .....
- Copy of Survey or Declaration, if available
- Inspection certificates such as
  - Heating systems
  - Cooling systems
  - Wood burning stoves
  - Fireplaces
- Building inspection reports if available
- Itemized list of improvements with the dates included
  - .....
  - .....
  - .....
  - .....
  - .....
- Exact list of inclusions and exclusions
  - Inclusions
    - .....
    - .....
    - .....
  - Exclusions
    - .....
    - .....
    - .....
- Full mailing addresses of all vendors, work phone nos., Fax, and email addresses
- List of near holidays with back up phone nos. in case you are unavailable
- Special features to be listed and explained
  - .....
  - .....
  - .....
  - .....

