

# Seller's Checklist

Southern Alberta



## ☐ Have you completed Your Listing Contract?

Be sure to upload your property tax and all IDs



[Listing Agreement Form](#)

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## ☐ Have you completed Your Listing Input Form?

If you are listing a commercial property, email [info@comfree.com](mailto:info@comfree.com) to request appropriate form.



[Listing Input Form](#)

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## ☐ Signage

Will be shipped next business day to the address provided. You must let us know if you need a lawn sign or a condo sign.

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## ☐ If You Purchased Photography:

1. Have you followed the link to book? It was sent to you upon purchase.
2. If completing your own VR tour and measurements, email [info@comfree.com](mailto:info@comfree.com) to request matterport links.
3. If uploading your own photos, use the photo portal upload.

Have you uploaded your land title or property tax and ALL IDs associated with the land title with your forms?



[Upload Photos](#)

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## ☐ Are you listing in a Company Name or Estate?

Please email [info@comfree.com](mailto:info@comfree.com) with articles of incorporation or estate documents

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## ☐ Have you received a draft listing or list of missing items?

If you have received a draft listing with missing items, please make sure to email back approval.

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## ☐ All Completed?

If you have done all of the above please allow 1-2 business days to receive a link with your listing live