



YOUR NEW HOME STARTS HERE

POSSESSION DAY & HOME CARE GUIDE

A practical guide for home buyers in Winnipeg, Manitoba.



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Congratulations on your new home!

From getting your keys to caring for your furnace, sump pump, plumbing, and home throughout Manitoba's changing seasons, this guide will help you understand the basics of homeownership.

Website: www.manjotsinghrealtor.ca

Blog: www.manjotsinghrealtor.ca/blogs

Get Ready Before You Get Your Keys

Possession day is the day you are scheduled to take possession of your new property under your Offer to Purchase, subject to completion of the closing requirements.

Pre-Possession Checklist

- ☐ Confirm your appointment with your real estate lawyer and sign the required documents.
- ☐ Confirm the remaining funds required to close and how your lawyer wants to receive them.
- ☐ Confirm that your mortgage lender has completed its outstanding requirements.
- ☐ Arrange home insurance effective from the required date and time.
- ☐ Ask your lawyer about legal fees, land transfer tax, property tax adjustments, and other closing costs.
- ☐ Arrange Manitoba Hydro service, as applicable.
- ☐ Arrange water service with the City of Winnipeg or the relevant municipality, if required.
- ☐ Confirm your expected key-release arrangements with your lawyer or REALTOR®.
- ☐ Schedule movers and deliveries with flexibility in case keys are delayed.
- ☐ Arrange internet service and prepare an essentials box.

IMPORTANT

Do not assume that you will receive your keys first thing in the morning. Key release depends on the closing arrangements and completion of the necessary requirements.

My Possession Details

Possession date:

Lawyer / law office:

Expected key-release plan:

What to Check Before Moving In

Where possible, arrange a final walkthrough through your REALTOR®, subject to the agreement and seller's consent.

Final Walkthrough Checklist

- ☐ Check the property's visible condition and look for obvious new damage.
- ☐ Confirm that appliances, fixtures, and other included items are present.
- ☐ Run taps and check for visible plumbing leaks.
- ☐ Check the heating system and thermostat.
- ☐ Test accessible lights, switches, doors, windows, and garage door operation.
- ☐ Confirm that agreed repairs or work have been completed.
- ☐ Take photographs or videos of concerns.
- ☐ Record accessible utility meter readings where applicable.

Collect These Items Where Applicable

- ☐ Front and back door keys.
- ☐ Garage remotes and keypad instructions.
- ☐ Shed, storage, and mailbox keys.
- ☐ Alarm and smart-home access instructions.
- ☐ Appliance manuals and warranty information.
- ☐ Builder handover and new-home warranty documents.

IMPORTANT

A final walkthrough is not a substitute for a professional home inspection and cannot rule out hidden defects. If you discover a significant issue, document it and contact your REALTOR® and lawyer promptly.

Set Up Your Home for a Smooth Start

Manitoba Hydro

- Arrange electricity and natural gas service, as applicable.
- Record meter readings where accessible and follow the utility provider's instructions.
- Keep your service confirmation for your records.

Official link:

<https://www.hydro.mb.ca/support/help/0001-how-to-start-service-as-a-new-customer/>

Water Service

- Contact the City of Winnipeg or the relevant municipality to arrange your water account, if required.
- Record the water meter reading where applicable. Confirm how water billing and payment arrangements work.

City of Winnipeg:

<https://myutility.winnipeg.ca/UtilityPortal/signin>

Home Security Checklist

- ☐ Consider changing or rekeying exterior door locks.
- ☐ Reset garage keypad and remote access codes. Reset alarm and smart-home passwords.
- ☐ Locate the electrical panel and main water shut-off valve.
- ☐ Check smoke alarms and carbon monoxide alarms where required.
- ☐ Confirm that exterior doors and windows lock properly.
- ☐ Arrange internet installation or transfer.



METER READINGS

Record accessible electricity, natural gas, and water meter readings.

Replace Your Furnace Filter Every 3 Months

REMINDER

FURNACE FILTER: CHECK EVERY 3 MONTHS.



Your furnace filter helps trap airborne particles and maintain proper airflow through your heating system. A dirty filter can restrict airflow and make the system work harder.

An Easy Reminder

Replace your furnace filter every three months, unless your furnace manual or filter manufacturer specifies a different schedule.

A simple way to remember: check your furnace filter whenever you receive your quarterly water bill. If it is due, replace it. Check it more frequently if you have pets, renovation dust, or heavy system use.

How to Change Your Furnace Filter

- 1 Locate the filter compartment on your furnace or HVAC system.
- 2 Check the filter size printed on the existing filter or in the equipment manual.
- 3 Note the airflow arrow printed on the filter.
- 4 Turn the system off first if the manufacturer's instructions require it.
- 5 Remove the old filter and insert the correct replacement in the direction shown.
- 6 Close the filter compartment securely.
- 7 Write the replacement date on the new filter or add a reminder to your calendar.

Why Regular Filter Changes Matter

- Helps maintain airflow.
- Helps reduce dust circulating through the home.
- Supports efficient heating and cooling.
- Helps protect HVAC equipment from unnecessary strain.



AIR FLOW
Match the arrow

Reference video — How to Change a Furnace Filter:
<https://www.youtube.com/shorts/ICsFibK05d4>

Official reference: <https://natural-resources.canada.ca/stories/spotlight-energy-efficiency/guide-maintaining-your-home-heating-cooling-system>

IMPORTANT

Use the correct filter size and type. Some systems require special filters or different replacement intervals. Follow the equipment manual and ask an HVAC professional if unsure.



Help Keep Your Basement Dry

A sump pump helps move water away from your foundation when water collects in the sump pit. It can be particularly important during Winnipeg's spring snowmelt and periods of heavy rain.



What Homeowners Should Know

- Locate your sump pit and pump.
- Learn where the discharge pipe directs water.
- Check the pump during heavy rain and spring thaw. Follow the manufacturer's instructions for testing the pump.
- Confirm that the discharge outlet is clear of debris and ice.
- Maintain any battery backup according to its manual. Watch for unusual noises, continuous operation, or water rising in the pit.

How to Test Your Sump Pump

Follow the manufacturer's instructions. Some pumps can be tested by carefully adding water to the pit until the float activates. Confirm that the pump runs and that water discharges safely away from the foundation.

Never stand in water around electrical equipment. If the pump fails or water is rising, contact a qualified professional promptly.

Government of Canada — Sump Pump Maintenance:

<https://www.canada.ca/en/services/policing/emergencies/preparedness/get-prepared/hazards-emergencies/floods/flood-risk/prevent-flood-damage/sump-pumps.html>

Winnipeg-area plumbing information: <https://www.next-genplumbing.ca/sump-pumps-pits>

Protect Your Home Before Freezing Weather

Sump Pump Discharge Extension

Some Winnipeg homes have a removable exterior extension or hose attached to the sump pump discharge line. Depending on the system, it may be disconnected in winter to reduce the risk of freezing and blockage. However, the correct arrangement depends on the home's installation.

Before removing any pipe or extension:

- Ask the builder, plumber, or installer to show you the correct winter setup.
- Confirm what should be removed and what must remain connected.
- Ensure water can still drain safely away from the foundation.
- Never leave water discharging directly beside the house.

Do not disconnect a pipe unless you understand how your specific system is designed to work.

Reference: <https://www.next-genplumbing.ca/sump-pumps-pits>

Winterize Outdoor Faucets

- Disconnect garden hoses from all exterior taps.
- Store hoses indoors for winter.
- If your faucet has an indoor shut-off valve, follow the system instructions to shut off and drain it.
- Use an insulated faucet cover if suitable for your faucet type and the manufacturer's instructions.
- Insulate exposed pipes in unheated areas.
- Learn where the main water shut-off valve is located.

IMPORTANT

Never use an open flame to thaw frozen pipes. If you suspect a frozen pipe or discover a leak, contact a qualified professional.



City of Winnipeg — Prevent Frozen Water Pipes:

<https://www.winnipeg.ca/services-programs/water-wastewater/water/frozen-water-pipes/prevention>

A Simple Guide for Every Season in Winnipeg

🌸 SPRING — After Snowmelt

- ☐ Check the basement for dampness after snowmelt or heavy rain.
- ☐ Check sump pump operation and clear debris from the discharge outlet.
- ☐ Inspect grading and downspouts; direct water away from the foundation.
- ☐ Reconnect a sump extension only when appropriate for your system and weather.
- ☐ Check outdoor faucets for leaks when turning them back on.

☀️ SUMMER — Warm Weather

- ☐ Check air-conditioning operation and filters as directed.
- ☐ Keep window wells and exterior drains clear of debris.
- ☐ Inspect visible caulking and exterior damage.
- ☐ Avoid directing lawn-watering runoff toward the foundation.

🍂 FALL — Before Freezing Weather

- ☐ Disconnect garden hoses and winterize outdoor faucets.
- ☐ Check weatherstripping and seal obvious drafts.
- ☐ Clean eavestroughs and downspouts where safely accessible.
- ☐ Arrange furnace service if due and stock the correct filter.
- ☐ Review insurance requirements for extended winter absences.

❄️ WINTER — During Cold Weather

- ☐ Keep the home heated. The City of Winnipeg recommends at least 12°C (55°F) when away or overnight.
- ☐ Keep exterior furnace, dryer, and ventilation intake/exhaust vents clear of snow and ice.
- ☐ Watch for signs of frozen pipes.
- ☐ Check the sump discharge arrangement and monitor the basement during thaws.
- ☐ Check the furnace filter regularly and replace it when due.



Check every filter in your heating and ventilation equipment.

OFFICIAL CITY OF WINNIPEG RESOURCE

How to Get Your Home Ready for Winter

<https://www.winnipeg.ca/people-culture/our-city-our-stories/how-get-your-home-ready-winter>

Make Your First Night Easier

Pack a First-Night Box

- ☐ Toilet paper, soap, towels, and basic cleaning supplies.
- ☐ Bedding, pillows, and phone chargers.
- ☐ Medications, toiletries, and a change of clothes.
- ☐ Drinking water, snacks, and basic kitchen items.
- ☐ Flashlight, scissors, and basic tools.
- ☐ Important documents and emergency contact details.
- ☐ Pet supplies and children's essentials, if applicable.

After You Move In

- ☐ Update your mailing address and important accounts.
- ☐ Confirm your first mortgage payment date with your lender.
- ☐ Review property tax billing arrangements.
- ☐ Keep your Offer to Purchase, amendments, closing documents, inspection report, insurance, and warranty documents together.
- ☐ Report significant concerns promptly and keep photographs and written records.
- ☐ Plan for routine maintenance and unexpected repairs.



Important Home Notes

Furnace filter size:

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Last filter replacement date:

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Sump pump / plumber contact:

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Main water shut-off location:

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Keep These Resources Handy

Manitoba Hydro — Start Service

<https://www.hydro.mb.ca/support/help/0001-how-to-start-service-as-a-new-customer/>

City of Winnipeg — Frozen Pipe Prevention

<https://www.winnipeg.ca/services-programs/water-wastewater/water/frozen-water-pipes/prevention>

Natural Resources Canada — Heating and Cooling Maintenance

<https://natural-resources.canada.ca/stories/spotlight-energy-efficiency/guide-maintaining-your-home-heating-cooling-system>

Government of Canada — Sump Pump Maintenance

<https://www.canada.ca/en/services/policing/emergencies/preparedness/get-prepared/hazards-emergencies/floods/flood-risk/prevent-flood-damage/sump-pumps.html>

Furnace Filter Replacement Video

<https://www.youtube.com/shorts/vDdToVJYQdw>

How to Test Your Sump Pump

<https://youtube.com/shorts/lCsFibK05d4>



NEED HELP WITH YOUR NEXT MOVE?

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Contact me if you are planning to buy your first home, move to a larger property, or explore new construction homes in Winnipeg and surrounding communities.

Important Disclaimer — This guide provides general homeownership information and is not legal, tax, mortgage, insurance, inspection, HVAC, plumbing, or construction advice. Follow your purchase agreement, equipment manuals, applicable warranty requirements, and instructions from qualified professionals.



Congratulations on your new home!

Homeownership is a journey. Keep this guide handy, follow your equipment manuals, and take care of small maintenance tasks before they become bigger problems.

Enjoy your home!

I would truly appreciate your referrals to friends and family.

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