

KUTTY SYED & MOHAMED
Barristers & Solicitors

TO ENSURE THAT YOUR PURCHASE TRANSACTION EXPERIENCE IS AS SMOOTH AND EFFICIENT AS POSSIBLE PLEASE READ AND FOLLOW THIS CHECKLIST CAREFULLY.

PURCHASE CLOSING

- 1) Please make sure we have full details of all parties going on title (proper spelling of names as they appear on your identification and addresses). Please note that only people approved by the mortgagee (bank) can go on the title;
- 2) Please ensure we have information about each person's spouse;
- 3) Please provide two pieces of photo identification (Passport, Licence, PR Card, etc.);
- 4) Mortgage instructions must be received in our office at least ten (10) days prior to closing to ensure a smooth closing. We will have to charge a penalty if we do not have mortgage instructions in time;
- 5) Please arrange house insurance (full replacement cost) and provide your insurance company the name and address of your mortgage company. They should fax us an "insurance binder" at least five (5) days before closing;
- 6) Please advise us if you are assuming any tenants and there is a lease and/or rental credits;
- 7) Please call hydro, water and gas and advise them of your billing particulars and closing date. We send notification letters to all departments that accept letters from lawyers – but you must still call them;
- 8) The tax department should be called after the closing;
- 9) Please ensure we have a survey (for houses) and status certificate (for condominiums) prior to closing; and
- 10) Please provide a copy of any amendments to us immediately;
- 11) Please provide us with the New Home Warranty or TARION Certificate if the property is new;
- 12) Please note that keys will only be released after 5 p.m. Our apologies for the delay, but please note from the Agreement that the vendor legally has until 6 p.m. to complete the transaction;
- 13) **Please advise us if any party will not be in town for signing documents so we can prepare a power of attorney at least three weeks prior to closing.**

Please feel free to call the real estate clerk Saadia(416) 289-9666 ext. 23, the senior real estate clerk Hajira (ext. 22) or the real estate lawyer Dona David (ext. 29) if you have any questions or concerns.

SCARBOROUGH OFFICE

80 Corporate Drive, Suite 302 • Scarborough, Ont. M1H 3G5
Tel: 416-289-9666 • Fax: 416-289-0339

City:

Province:

Postal Code: Country:

Home Phone Number: [][] - [][] - [][][]

Work Phone Number: [][][] - [][][] - [][][]

Cell Phone/Pager Number: [][][] - [][][] - [][][]

PURCHASER 2: [] tick here if same as above

Address:

City:

Province:

Postal Code: Country:

Home Phone Number: [][] - [][] - [][][]

Work Phone Number: [][][] - [][][] - [][][]

Cell Phone/Pager Number: [][][] - [][][] - [][][]

7. If there are more than one purchasers, please identify the relationship of the purchasers to each other.
- [] SPOUSES [] SIBLINGS [] PARENTS [] FRIENDS
- [] OTHER (Please Specify) _____

8. Please identify the method by which you intend to purchase the property.
- [] CASH

[] MORTGAGE:

Name of Mortgage Company:

Mortgage Broker's Last Name:

Mortgage Broker's First Name:

Mortgage Broker's Phone Number: [][] - [][] - [][][]

- [] ISLAMIC/ANSAR CO-OPERATIVE HOUSING CORPORATION LTD

- [] OTHER _____

9. Is this purchase being done through a Real Estate Agent? [] Yes [] No

Name of Real Estate Company:

Real Estate Agent's Last Name:

Real Estate Agent's First Name:

Real Estate Agent's Phone Number: [][] - [][] - [][][]

10. Will the purchaser(s) be available to attend a documents signing meeting during the week of the closing date?
- Purchaser 1: Yes No
- Purchaser 2: Yes No

If no, has a Power of Attorney been arranged for the purchaser(s) who will not be available?

- Purchaser 1: Yes No
- Purchaser 2: Yes No

If yes, please provide our office with the original Power of Attorney(s).

If no, please be advised that a Power of Attorney may have to be prepared for each of the purchasers who will not be available during the week of the closing date. **PLEASE CONTACT OUR OFFICE TO ARRANGE FOR POWER OF ATTORNEY(S) TO BE MADE.**

11. Do the purchaser(s) reside in Canada?
- Purchaser 1: Yes No
- Purchaser 2: Yes No

12. Will the purchaser(s) be residing at the property being purchased?
- Purchaser 1: Yes No
- Purchaser 2: Yes No

NOTE: If you are purchasing a new home from a builder, and it is the first time you are purchasing a home, you are entitled to receive up to \$2000 off the Land Transfer Tax. Please note that first time buyers denotes that you have **NOT** purchased **any** property **anywhere** in the world at **any time** in the past. Yes we are First Time Buyers No we are not First Time Buyers

Thank you for completing the questionnaire. We also require you to provide the following documents:

- Agreement of Purchase & Sale, any waivers, schedules, or amendments
- Land survey of the property (if it is a house)
- Status Certificate (if it is a Condo/Unit home)
- Any other correspondence you may have received pertaining to your purchase
- Photocopies of 2 pieces of photo identification for each purchaser.

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