KUTTY SYED & MOHAMED
Barristers & Solicitors

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

SALE

1) Please provide us with a copy of your current deed/transfer, mortgage/charge, mortgage or loan statement showing the mortgage or loan number, tax bill, and survey (if a house);
2) Please provide two pieces of photo identification (Passport, Licence, PR card, etc.);
3) Please order the status certificate if you are selling a condo and you have agreed to provide it to the Purchaser;
4) Please advise us if there any tenants being assumed by the Purchaser and if there are any rental credits. Also, please be prepared to have your tenants sign an acknowledgement for the new owners that there are no outstanding issues;
5) Please advise us if there are any issues that we should be aware of;
6) Please provide us the contact information (name of contact, telephone and fax number) for the bank which holds your mortgage;
7) Please ensure we have information about each person's spouse;
8) Please ensure we have your commission statement from your agent;
9) Please cancel your pre-authorized payments if any with the tax department, utilities and banks at least one month before closing;
10) Please call hydro, water and gas and advise them of closing date. We do not notify these departments as it is the practice of the purchaser's lawyer to do so;
11) Please provide us any amendments immediately; and
12) 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; and
13) Please note if the transaction closes as scheduled then you will receive the funds on the next business day; and

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

KUTTY SYED & MOHAMED
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REAL ESTATE SALE QUESTIONNAIRE

Please complete the attached questionnaire and provide the required documents to our office so that we may efficiently process your transaction. If you have any questions, please feel free to contact one of our staff, who will be more than happy to assist you. All information provided will be used only for your transaction and is otherwise strictly confidential under solicitor-client privilege.

1. Address of the Property being Sold:

2. Do you currently reside at this property? [ ] Yes [ ] No

3. Closing Date: Day: ____ Month: _____ Year: _____

4. **VENDOR 1:** [ ]Mr. [ ]Mrs. [ ]Miss. [ ] Ms.

Last Name:

First Name:

Middle Name(s):

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

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

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

VENDOR 2: [ ]Mr. [ ]Mrs. [ ]Miss. [ ] Ms.

Last Name:

First Name:

Middle Name(s):

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

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

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

5. Forwarding Address after the Closing**:**

Address:

City: Province:

Postal Code:

6. If you currently have an existing mortgage on the property, please provide the following information:

Bank or Institution Name/Company:

Bank Branch Address:

Contact Person: [ ]Mr. [ ]Mrs. [ ]Miss. [ ] Ms.

Last Name:

First Name:

Phone Number: [ ][ ][ ] - [ ][ ][ ] – [ ][ ][ ][ ]
Fax Number: [ ][ ][ ] - [ ][ ][ ] – [ ][ ][ ][ ]

7. Are you taxes currently being:
[ ] paid by your mortgage (pre-authorized)
[ ] withdrawn from your account (pre-authorized)
[ ] paid upon installment bases

8. Is this sale 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: [ ][ ][ ] - [ ][ ][ ] – [ ][ ][ ][ ]

9. Sale is of :
[ ] a home
[ ] a condo/unit
[ ] vacant land

10. If the property you are selling is a condominium or a unit please provide the following:

Amount of Monthly Common Expenses: $ _____

Will the common expenses up to **and** for the month of your closing be paid? [ ] Yes [ ]No
Property Management Company Name:

Property Management Address:

Phone Number: [ ][ ][ ] - [ ][ ][ ] – [ ][ ][ ][ ]
Fax Number: [ ][ ][ ] - [ ][ ][ ] – [ ][ ][ ][ ]

11. Will the vendor(s) be available to attend a documents signing meeting during the week of the closing date?
Vendor 1: [ ] Yes [ ] No
Vendor 2: [ ] Yes [ ] No

If no, has a Power of Attorney been arranged for the purchaser(s) who will not be available?
Vendor 1: [ ] Yes [ ] No
Vendor 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.**

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

[ ] Agreement of Purchase & Sale, any waivers, schedules, or amendments
[ ] Transfer/Deed of Land
[ ] Charge/Mortgage of Land (if applicable)
[ ] Current Tax Bill
[ ] Land survey of the property (if it is a house)
[ ] Any other correspondence you may have received pertaining to your purchase
[ ] Photocopies of 2 pieces of photo identification for each purchaser.