

HOME SELLER'S QUESTIONNAIRE

Complete legal names of all sellers, dates of birth and sex – male – M or female – F

First Name	Middle Name	Last Name	Date of Birth			
			D	M	Y	M/F

Date of Closing:

Month Day Year

Address of Property You are Selling:

Street Unit # City Postal Code

Contact Phone Numbers:	Home:	<input style="width: 95%; height: 20px;" type="text"/>	Name:	<input style="width: 95%; height: 20px;" type="text"/>
	Business:	<input style="width: 95%; height: 20px;" type="text"/>	Name:	<input style="width: 95%; height: 20px;" type="text"/>
	Cell:	<input style="width: 95%; height: 20px;" type="text"/>	Name:	<input style="width: 95%; height: 20px;" type="text"/>
	Cell:	<input style="width: 95%; height: 20px;" type="text"/>	Name:	<input style="width: 95%; height: 20px;" type="text"/>
	Fax:	<input style="width: 95%; height: 20px;" type="text"/>	E-Mail:	<input style="width: 95%; height: 20px;" type="text"/>

Your forwarding Address:

Street Unit # City Postal Code

Ontario law requires that the transfer of title document contain a statement regarding the spousal status of **all** registered title holders and of all spouses not on title. Please indicate the spousal status for each of the persons currently on title and enter who you are married to by entering the number (#) of the line their name appears (print). Circle one

- | | |
|-----------|---|
| #1. _____ | Married to #_____ / Not A Spouse / Separated / Single |
| #2. _____ | Married to #_____ / Not A Spouse / Separated / Single |
| #3. _____ | Married to #_____ / Not A Spouse / Separated / Single |
| #4. _____ | Married to #_____ / Not A Spouse / Separated / Single |

Circle one

- Is **your** present legal name different from when you purchased the property and as shown on your Transfer/Deed? Yes/No
- Has any part of the property been used for business or commercial purposes? Yes/No
- Have there been any additions or renovations for which the municipal "final inspections" have not been completed and clearances given? Yes/No
- Do you own an interest in an adjoining property? Yes/No
- Are there any possible or actual law suits, liens, judgments, default payments or other matters that could affect the sale? Yes/No

Real Estate Commission: _____% Percentage or actual amount to be paid \$_____

Amount of total deposit held by Real Estate Broker: \$ _____

Taxes: Last years total amount paid \$ _____ Amount paid for current year \$ _____ () copy

This years total taxes \$ _____ PIN Number _____

Tax Roll Number _____

Bank holding first Mortgage: Name: _____ Address: _____

Phone: () _____ Fax: () _____

Mortgage Loan No. _____ Prepayment Penalty Yes/No

Bank holding second Mortgage: _____ Address: _____

Phone: () _____ Fax: () _____

Mortgage Loan No. _____ Prepayment Penalty? Circle one Yes/No

Do you have a Line of Credit? Yes/No

Is there a Line of Credit registered against the property you are selling? Yes/No

If yes, fill in the following

Name of Financial Institution: _____

Address of Financial Institution: _____

Contact: _____ Phone: () _____ Ext: _____

Loan No.: _____ Fax: () _____

If you rent or rent to own any chattels ie: hot water heater, water softener, alarm system etc. please supply a copy of the contract as the purchaser often has to sign an assignment agreement.
If you fail to make us aware of any of the above you may continue to be responsible for them.

Insurance – Kindly provide us with your current Insurance Information.

Insurance Broker: _____ Contact Name: _____

Policy No.: _____ Phone: (____) _____ Ext: _____ Fax: (____) _____

Is the property you are selling a Condominium? Yes/No (Circle one)

If so, kindly provide the following:

Condominium Corporation Name: _____

Management Company Name: _____

Management Company Address: _____

Management Company Telephone Number: (____) _____ Ext: _____ Fax: (____) _____

IMPORTANT:

Please note details of any equipment or appliances such as water heaters, water softeners, furnaces, alarm systems, etc, that are rented, being purchased over time or covered by a service contract.

Realtor Name _____ Company Name _____

Telephone _____ Fax _____ Email _____

Please provide the following documents as soon as possible by fax or mail:

1. *Agreement of Purchase and Sale, amendment(s) and waiver(s)*
2. *Transfer/Deed*
3. *Charges/Mortgage(s) plus most recent mortgage statement(s)*
4. *Survey, not applicable if condominium*
5. *Latest Property Tax Bill*
6. *Latest utility bills (Hydro, Gas & Water)*
7. *Death Certificate provided a registered owner is deceased.*
8. *Power of Attorney documents if applicable*
9. *Any other documents that may be relevant such as septic system approvals or use permits, well drillers' certificate, occupancy permits and approvals for any pools, outbuildings, additions, decks or renovations etc.*

We Can Not commence work on your file until we receive a completed questionnaire & confirmation of representation

I acknowledge that I have read the sale memorandum.

Name (Print)

Name (Print)

Signature

Date

Signature

Date



PLEASE READ IMMEDIATELY & CAREFULLY VERY IMPORTANT INFORMATION

Sale Memorandum

PROPERTY TAXES AND UTILITIES: Please provide a copy of your current property tax, water, gas, and electric bills. You may email, fax or mail copies to RealProperty. In order to facilitate the closing of your sale you should pay all property taxes and utility bills that are due, up to and including the day of closing, and obtain stamped receipts from the bank. If we are required to pay arrears in order to complete the transaction there will be additional costs. Although, as a courtesy, we fax the various utilities written requests on your behalf where permitted, you should also phone and verify that the utility companies have scheduled final meter readings on the day of closing and they also have a forwarding address to send the final bill. If your home is heated with oil or propane you must arrange to have the tank filled just prior to closing, pay the bill, and fax a copy of your paid bill to RealProperty so that you may receive a credit for the cost of a full tank of fuel on closing. Be sure to provide all utility companies and RealProperty with your new address. If you are leaving the country, we are required to hold back sufficient funds to pay final utility bills on your behalf and there are additional costs for this service.

MORTGAGES/Secured Line of Credit: The Agreement of Purchase and Sale provides that mortgages held by banks, trust companies, insurance companies and credit unions may be paid out of the closing funds and discharged after closing, provided the vendor's lawyer undertakes to deliver funds and to obtain and register a discharge. Discharges of other/private mortgages must be available for registration on closing.

After the sale of your property has closed and registered, we will arrange for delivery of the funds to the lender, this will be done as soon as possible the next business day. If the funds have to be sent by courier, it may take two business days. The lender will charge interest until the funds are received, often there will be one additional day's interest to pay, sometimes 3 to 4 day's if the closing is on a Friday or the Friday before a long weekend. Most institutional lenders have a "cut-off" time, usually between 1:00 p.m. and 3:00 p.m., after which they charge interest to the next business day. This interest must be added to the amount required to pay out the mortgage. We will contact the lenders for a discharge statement setting out the amount required to discharge your mortgage as of the day of closing and add the necessary per diem interest charges to the next available business day. Due to the fact that most of the money to close is received late afternoon it is impossible to pay out mortgages the day of closing.

IMPORTANT We have had difficulty obtaining discharges from some mortgage lenders, therefore, we will provide your lender **90 days from the day your transaction closes to send proper documentation in order for us to register a discharge of your former mortgage. This is considered reasonable time. Should this NOT occur you will incur additional administration fees for us to follow up and/or reply to requests by the purchaser's lawyers for discharge particulars that are required to complete the undertakings on the file. Should your bank register a discharge on your behalf within the 90 days, then the monies your lawyer holds in trust for that purpose will be returned to you.**

EXECUTIONS AND LIENS: Executions and liens registered against the vendors of the property they are selling must be paid off in order to complete the sale. Executions and liens may be for unpaid court judgements, property taxes, utilities, construction work, and Legal Aid accounts, as well as for money owing for Income Tax, Provincial Sales Tax, support payments, and Goods and Services Tax. If you think

there is any possibility of an execution or lien, let us know as soon as possible so that we have the time to deal with it. **This is considered additional work and will be charged in addition to quoted fees.** Also clients with popular names maybe faced with additional costs for lawyer's letters and affidavits to satisfy similar name executions.

BUILDING PERMITS, WORK ORDERS, AND APPROVALS: Problems sometimes arise when the purchaser's lawyer's search uncovers outstanding building permits regarding the house, garage, shed, pool, deck, etc. This happens when a permit is applied for, but a final inspection is not completed and the work has not been approved by the municipality. If you have ever obtained a permit of any kind for construction on your property, make sure that the final inspections were performed and the necessary clearances given.

HOME INSURANCE CAUTION – “DO NOT” cancel the home insurance on the home you are selling until we confirm that the transaction is **closed and registered!**

POST-DATED CHEQUES AND PREAUTHORIZED PAYMENTS Please make arrangements to cancel all pre-authorized payments or post-dated cheques you may have given to pay realty taxes, condominium maintenance fees or mortgage payments to avoid payments going through after closing. **You are** responsible for all payments due up to **the day of closing.**

SIGNING APPOINTMENT You will be contacted by your lawyer, usually during the week of closing, to meet with your lawyer to review and sign documents. *Everyone named on your Deed as having an interest in the property must be present at the appointment. If you are married, and only one spouse is shown “on title”, it will still be necessary for the other spouse to sign as “consenting spouse”;* unless the property has never been used as a family residence or unless any rights of the other spouse have ceased as a result of a court order or separation agreement. **Faxed signatures will not be accepted by the land registration office.** If you plan to be away on, or immediately before, the closing date let us know in advance so we can arrange to sign the documents before closing or make arrangements to handle this by courier or Power of Attorney. (This service is billed in addition to quoted fees). Make sure you bring a front door key for the home you are selling and leave the rest of the keys on the kitchen counter.

Power of Attorney Requirements: Must be an original, with original signatures. Must be notarized and witnessed by a solicitor and a witnessed by a second party. Two copies of the donor and donees identification must be attached. All proceeds will be made payable to the registered owners on title. If the seller(s) is a non-resident there will be a holdback of a portion of the proceeds until clearance is given by Revenue Canada.

CLOSING All electronic registration closings occur at RealProperty Transaction Centres Inc.'s office. Unless the Agreement of Purchase and Sale provides otherwise, you are required to give vacant possession of the premises at the time of closing. While sellers are often moving out as the purchasers are moving in, the purchasers are entitled to insist that the premises be vacant at the time the funds are exchanged and title documents are registered. You should make every effort to be completely moved out of the house you are selling by 2:00 p.m. the day of closing. Although every effort is made to arrange closings as early as possible, you should be aware that it is unlikely that your sale will close earlier than the middle of the afternoon and on busy closing days usually between 4:00 to 5:00 p.m. the day of closing. Client funds for sale proceeds will not be available until after 2:00 p.m. the next business day.

THREE OTHER OPTIONS TO GET YOUR MONEY AS FAST AS POSSIBLE

1. If you require your funds immediately, with picture I.D., you may pick up your cheque at RealProperty Transaction Centres Inc. (Brampton), after 2:00 p.m. the next business day after closing.
2. If you bank with TD Canada Trust and provide us with a void cheque for your bank account – (must be in the same name / names as payees on the cheque) we will direct deposit the funds into your account the next business day. There is no additional fee for this service and arrangements must be made before you see your lawyer.
3. Express Post/Purolator – we will express post/courier the proceeds cheque to your forwarding address the next business day. There is an additional \$20.00 fee for this service and arrangements must be made before you see your lawyer.

RealProperty Transaction Centres Inc.

170 Wilkinson Road, Unit 18

Brampton, Ontario, L6T 4Z5

If you have any questions, please contact **Suzanne Ford** at:

905-454-5411 or 1-877-219-9618 ext: **231** Fax **905-454-9321**