

SELLING A PROPERTY CLOSING CHECKLIST

Must Be Completed Immediately

✓ Sale Agreement

Send us your Agreement of Purchase & Sale & Waivers etc. to our office (or instruct your real estate agent to do so).

Email: Hire@RealEstateLawyers.ca

Toll Free Fax: 1 (855) 466-3803

✓ Mortgage & Line of Credit Statements

Send us your statements of all mortgages & lines of credits secured by the property you are selling.

✓ Property Tax Bill

Send us your most recent property tax bill. Indicate all amounts you have paid this year.

Must Be Completed Before Closing

✓ Personal Info

Provide us both your personal and business contact information (phone #, email, address & occupation) for all sellers on title and spouses, if applicable.

✓ Fire Insurance

Cancel your fire insurance **AFTER, NOT BEFORE**, your deal has closed to maintain coverage.

✓ Taxes/Utilities

Contact your property tax department and utilities (water, gas & hydro) to advise them of the property ownership change.

✓ Rental Unit(s) & Investment Properties

If there are tenants in the property please notify our office immediately.

✓ Signing Closing Documents

Our flat rate legal fee quote is valid for 30 days and is protected by our **100% Price Match Guarantee***. One (1) remote signing appointment is included in your flat rate legal fee**. You will be required to provide two pieces of ID (one with a photo, not a health card) to our office prior to your meeting. **Book your appointment (prior to the closing date) to sign your closing documentation.**

*www.RealEstateLawyers.ca/Guarantee

**www.RealEstateLawyers.ca/Mobile

✓ Keys

Provide one set of keys, remotes & fobs (for condos only) prior to closing. Our office will contact you to make arrangements. Other keys are to be left with the property on the kitchen counter.

✓ Closing Funds

Our firm offers you multiple options for receiving the net proceeds of your sale to your bank account by the next business day. We will require your **VOID** cheque or **PAD** form before closing.