

## TITLE TRANSFER CLOSING CHECKLIST

### Must Be Completed Immediately

#### ✔ Title Transfer Intake Form

Forward our Title Transfer Intake to one of our offices signed by all parties.

Email: [Hire@RealEstateLawyers.ca](mailto:Hire@RealEstateLawyers.ca)

Toll Free Fax: 1 (855) 466-3803

#### ✔ Mortgage & Line of Credit

Contact your lender or mortgage broker to advise them that we represent you and to forward your mortgage instructions to our office.

#### ✔ Mortgage Refinance

If there will be a new mortgage or line of credit registered on the property please also refer to our **Mortgage Refinance** Closing Checklist.

### Must Be Completed Before Closing

#### ✔ Personal Info

Provide the name(s) and date(s) of birth of the person(s) who will be on the ownership/title and their contact information (phone #, email, address & occupation).

#### ✔ Insurance

Ask your insurance company or broker to fax your fire insurance binder to our office **BEFORE** the closing date. This is a one page document that confirms that you and your lender are the loss payees in case of fire.

#### ✔ 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 you are buying the property as an investment please notify our office immediately. We will assist you with your due diligence.

#### ✔ Closing Funds

Transfer your closing funds to our firm by bill payment, the same way you would pay a bill online or in person at the bank.

*We will provide figures in writing prior to closing.*

#### ✔ 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](http://www.RealEstateLawyers.ca/Guarantee)

\*\*[www.RealEstateLawyers.ca/Mobile](http://www.RealEstateLawyers.ca/Mobile)

#### ✔ Keys

Pick up your keys at any of our locations **BEFORE** 5pm (unless other arrangements are made). Our office will notify you when your deal has closed and your keys can be picked up. You may authorize (in writing) a third party to pick up keys on your behalf.

**We  
Come To  
You!**