

BUYING A PROPERTY CLOSING CHECKLIST

Must Be Completed Immediately

✔ Purchase 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

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

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 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

✔ 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.

✔ 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!**