

## MORTGAGE REFINANCE CLOSING CHECKLIST

### To Be Completed Immediately

#### ✓ 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.

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

Toll Free Fax: 1 (855) 466-3803

#### ✓ Property Tax Bill

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

#### ✓ Change of Ownership

If you are changing the ownership at the same time of your mortgage refinance we will require you to complete our **Title Transfer Intake Form**. Also refer to our **Title Transfer 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 a fire insurance binder to our office before the closing date. This is a one page document confirming your policy and that your lender has coverage in case of a fire.

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

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

#### ✓ 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.

**We  
Come To  
You!**

