

TAMMY MORIN-NAKASHIMA, NOTARY PUBLIC

209, 3740 Chatham St., Richmond, BC V7E 2Z3

TEL: (604) 275-0070 / FAX: (604) 275-0080

REPLY TO: conveyancer@richmondnotary.ca

PURCHASER'S INFORMATION

To assist you in meeting your completion date, this form must be fully completed and returned within 2 days. Please disregard sections that do not apply to you & mark "N/A". Thank you in advance for helping us get started to process your file!

Filled in by: _____ Date: _____

Contact Information

Purchaser's Phone #'s: Home: _____ His work: _____ Her work _____

His Cell _____ Her Cell _____

Is it okay to leave detailed messages on the phone number(s) given? Yes No

E-mail address: _____

Civic Address of property purchased: _____

Personal Information

Print full legal name of who will own the property. This information must be in accordance with your legal government identification. Wrong information given may result in extra charges to correct documentation at the last minute.

Note your marital status can sometimes affect your transaction. Please advise us using the following symbols: Married=M; Common-law= CL; Divorced=D; Separated = S]

FULL LEGAL NAMES	Gender M/F	Marital Status	OCCUPATION:	DATE OF BIRTH:
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

Social Insurance Number:

1. _____ 2. _____

Type of Ownership

Select which type of ownership you want. Your decision may affect your tax consequences and your estate planning. Therefore, you may also need to consult your Accountant for advice as to income tax consequences for future disposition of the property if it is capital property for you. Be sure your ownership aligns with your estate plans.

A) Joint Tenants with Right of Survivorship (bypasses estate/probate in first instance and property passes to surviving owner) or

B) Tenants in Common (property passes into estate for distribution per Will).

We want you to Register Ownership as: A _____ B _____

Are you also **SELLING PROPERTY?** Yes No

Are you a **FIRST TIME HOME BUYER?** Yes No

Purch.No.1 Yes No Purch.No.2 Yes No

If yes, the qualifications are: must be a Canadian citizen or permanent resident, and have resided in BC for the past 12 consecutive months; must not have owned an interest in a principal residence anywhere in the world ever before; must occupy property within 92 days as principal residence; land is 0.5 hectares (1.24 acres) or smaller; (max. \$475,000 in GVRD & Whistler; \$225,000 outside of district

If you qualify, we need the following info: (note: if one party is a 1st time home buyer we need info from all other parties.)

Residences for each purchaser for the past 2 years and how long you have lived there:

1. _____

2. _____

Will you the Purchasers all live at the new property? Yes No Only one shall

If no, where (provide the full address) _____

If yes, are you eligible for Home Owners Grant? Regular (under 65) Senior (over 65)

Have you claimed the Home Owner Grant already for the current year? Yes _____ No _____

Citizenship

Citizenship: Canadian Landed Immigrant Other Canadian Landed Immigrant Other

1. _____ 2. _____

If you are not a Canadian Citizen, give details of your birth place and citizenship:

Financial Information

Please confirm the amount of deposit you paid: \$ _____

Is this an all cash purchase or with a mortgage? All cash Mortgage

Who is your mortgage with? (Name of lender): _____

Give your Contact person's name & branch (if applicable): _____

Phone No. _____ Amount \$ _____

Who is your Broker? _____ Phone No. _____

Will you have a Guarantor?

Name: _____ Phone # _____

Occupation: _____ Address: _____

Did the lender tell you they require an Assignment of Rents? _____

TITLE INSURANCE Some lenders require this.

If your lender requires title insurance, you need to email authorization to this office to order same for you. If you want to consider purchasing a "Owner's Policy" you must contact the Title Insurance company directly for information about the policy available to you. We do not sell either product and will merely be assisting you to obtain same your lender's requirements. Some Lenders will be satisfied with a current survey showing location of the dwelling in the property lines.

INSURANCE: you will need to obtain property insurance yourself with your own agent. We need to know who you are working with in order to obtain an insurance binder in favour of your lender.

Name of Insurance Agent & Tel # _____

Verification of Property details

Type of property purchased:

New or, age of home: _____ years. Recreational Lot only Lot and House Strata

House on acreage size _____ Lot & M.H. Manufactured Home only Farm

If lot only or brand new home:

You need to ascertain if GST is applicable.

Are you an GST registrant? Yes No If yes, give GST Reg. No: _____

Do you require us to order at your expense any NON-FINANCIAL ENCUMBRANCES registered against title (Note, these charges will remain on title) Yes No EG: Right of Ways / Easements / Statutory Building Schemes

Did realtor advise how these may affect the property? Yes No

RENTAL INFORMATION:

Is this to be rental property: Yes No

If yes, is it rented out as: 1 unit more than 1 unit

UNIT # 1

Damage deposit paid? Yes No
Date damage deposit paid? _____

Monthly rental amount \$ _____

Due on the ____ day of each month

Is rent paid up to date? _____

Post-dated chq to be returned to tenant? Yes//No

Tenants vacating at completion? Yes//No

Tenants were given notice to vacate? Yes//No

Date given: _____ By? _____

Tenants were given notice of new owner? Yes//No

Date given: _____ By? _____

UNIT # 2

Damage deposit paid? Yes No
Date damage deposit paid? _____

Monthly rental amount \$ _____

Due on the ____ day of each month

Is rent paid up to date? _____

Post-dated chq to be returned to tenant? Yes//No

Tenants vacating at completion? Yes//No

Tenants were given notice to vacate? Yes//No

Date given: _____ By? _____

Tenants were given notice of new owner? Yes//No

Date given: _____ By? _____

For a DUPLEX STRATA: Are the forms to be obtained from the Seller? Yes _____/No _____
You need to ascertain how insurance is being handled for the duplex. Your realtor may already have this information on hand. Please provide us the name of the agency handling the dwelling insurance & any other details already given you:

We will need to make adjustments with Seller for insurance & you will likely be paying the invoice with the other strata owner for this half of insurance cost.

Condominium Information

Who have you been told is the Management Company for the Strata Corporation? (give Manager's name if it is privately managed) _____ Phone # _____

Do you have a Form B Information Certificate? Yes _____ No _____ If Yes, please send us a copy.

Do you know what the Monthly maintenance amount is? If yes, please provide: \$ _____

Do you know if you are to pay a Move-in fee? If yes, how much \$ _____

Note, we ordinarily collect and remit on your behalf the move-in fee and any required damage deposit.

Are you aware of any other outstanding charges? If yes, please provide information to us:

Signing Requirements:

1. For your signing appointment, please bring 2 pieces of government issued ID, including 1 photo ID. (such as Driver's License, Passport, Birth Certificate, SIN Card, Care Card)

2. Is your file being signed under Power of Attorney?

- a) We will need the original as soon as possible. It will be returned to you
- b) Please confirm: Has the Power of Attorney been revoked? Yes _____/ No _____
- c) Has it been filed in Land Titles Office? Yes _____/ No _____
- d) You MUST VERIFY THAT THE Mortgage Lender accepts Power of Attorney. Some Lenders will NOT accept a Power of Attorney.

Done: Yes _____/ No _____

NOTES: _____

TAMMY MORIN NAKASHIMA
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