

TAMMY MORIN-NAKASHIMA

Notary Public

209, 3740 Chatham St.

Richmond, BC V7E 2Z3

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

Reply to: conveyancer@richmondnotary.ca

SELLER'S INFORMATION

Filled in by . _____ Date: _____

Phone numbers:

Home: _____ work _____ Cell: _____

2nd #'s _____

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

E-mail contact info: _____

Please write your full legal name, date of birth & marital status below:

Confirm the civic address of the property sold _____

Are you continuing to file your Income Tax in Canada after this sale? _____

Tell us if there are any holdbacks we need to deal with:

Are you holding the property in trust for anyone else? If yes, give details:

TYPE OF PROPERTY SOLD:

New or, age of home: _____ yrs. Is this a townhouse strata? _____

GST:

Is GST to be collected by you? _____

Are you as the Seller an GST registrant? Yes No If yes, Reg. No. _____

Tell us about your mortgages or charges (liens) that we will need to pay off and cancel from your title out of the sale proceeds. Note: Many line of credit loans are filed as mortgages against your title. Tell us if your property is pledged as security against a line of credit.

1st Mortgage Lender is: _____ Branch _____

Contact Person: _____ Phone No _____

Mortgage Ref. No. (see annual or monthly report) _____

A closed mortgage attracts a Penalty if paid off before maturity. Tell us if you expect a penalty and the anticipated amount: _____

Approximate balance outstanding on your mortgage: \$ _____

Does this 1st mortgage cover more than one property? _____
If yes, give us the legal to the other property: PID _____
Is it to be discharged from the other property too? _____
Give us any details if you are porting your mortgage:

2nd Mortgage Lender is: _____ Branch _____
Contact Person: _____ Phone No _____
Mortgage Ref. No. (see annual or monthly report) _____
A closed mortgage attracts a Penalty if paid off before maturity. Tell us if you expect a penalty and the anticipated amount: _____
Approximate balance outstanding on your mortgage: \$ _____

Does this 2nd mortgage cover more than one property? _____
If yes, give us the legal to the other property: PID _____

FOR PRIVATE MORTGAGES:

We MUST get the signed Discharge of Mortgage PRIOR to completion. IF you owe money to a person or company OTHER THAN A FINANCIAL INSTITUTION Tell us who we are to contact: _____

Are you aware of any other charges on your title such as a property tax deferment, builders lien, judgment?

Details: _____
Tell us who we must contact for information: _____

PROPERTY TAXES:

We must attend to tax adjustments between the parties. Therefore, we need to know:

Are your Property taxes paid for this year? _____ Are there any arrears you expect must be cleared? _____

Do you claim a Homeowner Grant? _____ If so, tell us if it is the regular, senior or disability grant you claim. _____

Have you paid funds into a Municipal/City tax account? _____

Be sure you cancel your tax installment plan @ Bank & City.

We may need you to bring in your recently received tax bills for the Buyer to pay.

CONDOMINIUM INFORMATION:

Who is the contact for Strata Company? _____ ph# _____

What is the monthly fee? _____ Do you owe any money for a special levy or any other matter? If yes, provide amount: _____

If yes, what is the Amount due: _____

Is there a move-out fee? _____ Is there a key fob charge? _____

Be sure you arrange to cancel automatic installments for strata/ property taxes or get post-dated cheque returned.

Is your property a Duplex? If yes, provide the following information:

Who will sign STRATA FORM _____

INSURANCE INFO. (include cost & date of policy term):

The Buyer will need to make an adjustment as to your half of insurance cost. Please advise if there are any other shared expenses with the other strata unit.

RENTAL PROPERTY/IES:

Is your property rented? If yes, provide details of tenant/notice/deposit/rent

At your appointment you will need to:

1. Bring 2 pieces of CURRENT VALID government. ID, including 1 photo (Eg. Driver's Licence, Passport, SIN, Birth Certificate, Care Card)

Is your present id in the same name as on the title? _____ If not, give the variations here. We will need to verify the facts.

2. If the sale is made by an Estate, we will need at the earliest a copy of the Grant of Probate with the Will attached, or Letters of Administration. I will be verifying that the Estate can sell the property and if Consents need to be obtained from beneficiaries.

3. **If sale documents are to be signed under Power of Attorney we need:**

a) Original ASAP (it will be returned to you)

b) Your confirmation it has not been revoked _____

b) If it has it been filed in the Land Title Office previously, give the filing date & number:

What is your Forwarding Address & Tel #:

Comments/Notes:

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