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| **CLIENT NAME(S):** **EMAIL:****PHONE:** | **PROPERTY ADDRESS:** | **File Opening****FILE #:** |
| Conflicts Checked Waiver (2+ parties) |
| **RESPONSIBLE LAWYER:** | **RESPONSIBLE ASSISTANT:** | Retainer Letter |
|  Client ID and Verification |
| **REALTOR:** **BANK REP:** | **PURCHASER LAWYER:**  | **SIGNING AGENT:** |
| **MANNER OF CLOSING:** | *(Protocol, Conventional, Title Insurance)* |

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| **Key Steps (Date)**  |
| Conveyancing Docs Received |  |
| Contract Reviewed |  |
| Closing Date  |  |
| Closing Date Diarized  |  |
| Contact Client for Appointment *(Discuss signing considerations, including out of office signing or POA, bank identification requirements)* | Notes:  |
| Tax and Title Information Search(*Property tax certificate, registered encumbrances, etc.*) |  |
| Dower Considerations *(If yes, spouse contacted for signing)* |  |
| Seller Status Considerations (*Residency, corporate searches – if corporate seller)* |  |
| Payout Statement(s) requested |   |
| Client Meeting Scheduled *(Or prepare documents for out of office signing)* |  |
| Short Sale Considerations *(Date certified funds received)* |  |
| Prepare and Provide Closing Documents to Purchaser Lawyer |  |
| Trust Letter to Purchaser Lawyer |  |
| Keys Released  |  |
| Interim Reporting Letter to Client  |  |
| Discharge(s) Received/Submitted  |  |
| CCT Received from LTO  |  |
| CCT Provided to Purchaser Lawyer  |  |
| Final Reporting Letter to Client  |  |
| Other Considerations |  |

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| **File Review Information**  |
| Residency Status  |  |
| Non-Permitted Registrations | 1.2.3. |
| Permitted Registrations | 1.2.3.  |
| Real Property Report*(If contract requirement, does Client have RPR pursuant to contract obligations?)* | Client has RPR  | Client does not have RPR(a) Client Ordered (b) Lawyer Ordered  |
| Undertakings Given  |  |
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|  |
| Holdback Information  | Reason: | Amount: |
| Reason:  | Amount: |
| Reason:  | Amount:  |
| Issues to be addressed with Client | 1. *Disbursement of sale proceeds* 2. *Cancellation of insurance, utilities, property tax*3. *Other issues* |
| Post-Closing Matters |   |

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| **Client Instructions/ Notes** |
| 1. *Primary residence (tax considerations, insurance, etc.)*
2. *Residency (outside Canada?)*
3. *Order copies of encumbrances?*
4. *Include steps taken for previous transfers indicating potential fraud*
5. *Other issues*
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| **Finances** |
| Amount in Trust | (amount) |
| Statement of Adjustments | 1. *Taxes*
2. *Cash to close*
3. *Bridge financing*
4. *Other issues*
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| Disbursements | 1. *Courier*
2. *LTO Fees*
3. *Title insurance*
4. *Other charges*
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