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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 |  | | |
|  | | |
|  | | |
|  | | |
| 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* |
| Disbursements | 1. *Courier* 2. *LTO Fees* 3. *Title insurance* 4. *Other charges* |