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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  Source of Funds |
| **REALTOR:**  **BANK REP:**  **LENDER:**  **MORTGAGE BROKER:** | | **SELLER LAWYER:**  **LENDER CONTACT:** | **SIGNING AGENT:** |
| **HOW CLIENT TAKING TITLE:** | |  | | |
| **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)* |  | |
| Tax and Title Information Search  *(Property tax certificate, titled parking/storage, registered encumbrances, etc.)* |  | |
| Dower Considerations  (*If yes, spouse contacted for signing*) |  | |
| Purchaser Status Considerations (*Residency, corporate searches – if corporate purchaser)* |  | |
| Financing Information Received |  | |
| Client Meeting Scheduled  *(Or prepare documents for out of office signing pending Lender approval if required)* |  | |
| Review Condominium Documents with Client (Bylaws, voting rights, reserve fund, management agreement, etc.) |  | |
| Estoppel Certificate received |  | |
| Insurance Binder Received |  | |
| Closing Funds Received |  | |
| Title Insurance |  | |
| Receive and Review Closing Documents | Received: | Reviewed: |
| Trust Letter | Received: | Reviewed: |
| Financing Funds Requisitioned |  | |
| RPR to Client for Review |  | |
| Closing Day Title Search Completed |  | |
| Submission to LTO |  | |
| Interim Reporting Letter to Client/ Lender |  | |
| Diarize follow-up on undertakings |  | |
| CCT Received |  | |
| Report to Lender |  | |
| Final Reporting Letter to Client |  | |

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| **File Review Information** | | |
| How Client to take Title |  | |
| Manner of Closing | *(Protocol, Conventional, Title Insurance)* | |
| Rental Property/Special Use Considerations |  | |
| Holdback Information | Reason: | Amount: |
| Reason: | Amount: |
| Reason: | Amount: |
| Issues to be addressed with Client | 1. *Contract clauses, conditions of mortgage, etc.*  2. *Confirm residency status*  3. *Condo contributions*  4. *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, etc.* 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 issues* |