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| **CLIENT NAME(S):** **EMAIL:****PHONE:** | **PROPERTY ADDRESS:** | **File Opening****FILE #:** |
| Conflicts CheckedWaiver (2+parties) |
| **RESPONSIBLE LAWYER:** | **RESPONSIBLE ASSISTANT:** | Retainer Letter |
| Client ID and VerificationSource of Funds  |
| **REALTOR:** **BANK REP:****LENDER:** **MORTGAGE BROKER (if applicable):** | **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)* | Notes:  |
| Tax and Title Information Search (*Property tax certificate, 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)* |  |
| Insurance Binder Received  |  |
| Certified 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**  |
| 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. *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*
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| Disbursements | 1. *Courier*
2. *LTO fees*
3. *Title insurance*
4. *Other charges*
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