



## **ERAN GEVANTSCHNITER** *Barrister & Solicitor*

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### **REAL ESTATE TRANSACTION - INFORMATION SHEET – SALE**



Thank you for choosing our office to represent you with your real estate transaction. In order to serve you better, below is some important information for your knowledge and also some documents that you need to provide us. We understand that buying or selling a house can be a stressful experience but be rest assured that we are here to help you and to make sure that your transaction closes successfully. It goes without saying that an early preparation for your transaction is important and your full co-operation is always appreciated.

#### **REQUIRED DOCUMENTS AND INFORMATION:**

- Two (2) legible copies of your Photo I. D's i.e. Driver's license and Canadian passport. This is required by the Law society of Upper Canada and Lenders. Upon our meeting please bring original documents with you.
- Please fill in the Information Form enclosed.
- Legible Copy of the Agreement of Purchase and Sale with Amendments and Waivers.
- Purchaser(s) lawyer information.
- Utilities please call them and close the accounts. They will require personal information from you.
- Property Tax Bill – confirming property taxes are up to date
- Existing Mortgage Lender information including mortgage reference number and contact information in order for our office to send request for funds to pay mortgage in full on closing day.
- Key(s) to provide before closing as they need to be send to the purchaser lawyer's office.
- Survey if you have one in your possession or as per the agreement of purchase and sale.

Should you have any questions regarding the above please feel free to get in touch with us. Thank you again for using our services.



## INFORMATION FORM

On December 31, 2008 the Law Society of Upper Canada imposed new rules on all law firms in Ontario regarding client identification and verification. The purpose of the new rules is to combat money laundering and terrorist financing involving legal services. Similar rules will be imposed on lawyers elsewhere in Canada. In addition, if your matter involves receiving, paying or transferring money, securities, negotiable instruments or other financial instruments, or giving instructions in respect of them, regardless of the amount, subject to certain exemptions, it is required to obtain for a client who is an individual a copy of original government-issued photo identification, such as a driver's licence or passport.

Please take a minute of your time and fill in the information requested below – thank you!

FULL NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BUSINESS TELEPHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MARRIAGE STATUS: \_\_\_\_\_

OCCUPATION(S): \_\_\_\_\_

PLEASE ENCLOSE A COPY OF YOUR IDENTIFICATION