NOBARI LAW PROFESSIONAL CORPORATION
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REAL ESTATE SALE CHECKLIST

Ontario real estate matter

Use this checklist to gather the information commonly needed for an Ontario residential sale. Provide clear, complete copies as early as possible so payout, title, and closing arrangements can be addressed.

Client and Property Details

Seller name(s) exactly as on identification:

Property address:

Preferred phone and email:

Agreement closing date:

Core Documents and Information

✓	Document or information to provide
☐	**Agreement of Purchase and Sale** (from realtor) — Complete signed agreement, schedules, amendments, waivers, and notices.
☐	**Identification** — Two current pieces for each seller, as requested by the firm. Do not email ID unless specifically instructed.
☐	**Contact and marital status** — Current address, occupation, and marital status for each registered owner.
☐	**Mortgage or secured debt** — Most recent statement for every mortgage, line of credit, or other secured loan, plus lender account and contact details.
☐	**Property tax information** — Most recent tax bill and proof of payments made for the current year.
☐	**Condominium documents** — Corporation name and number, unit/parking/locker details, latest common-expense statement, and property manager contact information, if applicable.
☐	**Rental equipment and contracts** — Details and recent statements for water heaters, HVAC equipment, security systems, or other assumed contracts.
☐	**Tenancy information** — Lease, notices, rent details, deposits, and tenant contact information, if the property is tenanted.
☐	**Keys and access** — Location of keys, fobs, remotes, and access instructions.
☐	**Sale proceeds** — Void cheque or direct deposit form, if requested. Send it only through the method requested by the firm.
☐	**Closing logistics** — Availability for signing, preferred signing method, and reliable contact information for the days before closing.

Questions or Notes

PRIVACY AND DOCUMENT SENDING Please use the secure method requested by the firm. Do not send original documents unless asked. Avoid ordinary email for identification, banking information, passwords, or other sensitive records. Confirm urgent deadlines by telephone. Sending documents does not confirm that Nobari Law has accepted a retainer or completed a review.