

## Home Seller Required Information Checklist.

### Information for Closing:

- Please provide us with your contact information so that we can respond to your inquiries on a timely basis.
- Your forwarding (future) address for the Deed/Transfer.
- Marital Status of each Seller (name of spouse, if applicable) and whether both spouses reside in the property.
- Picture ID – please send us a picture or scan of two (2) pieces of ID (usually a Canadian driver's license, Canadian Passport, NEXUS Card, PR Card, or Citizenship Card).
- Please provide us a copy of the Agreement of Purchase and Sale or ask your agent to send a copy to us.
- Please provide us with a copy of your most recent property tax bill.
- Confirmation (usually verbal) that you have made your tax installment payments due up to the time of closing (or that you are on a pre-authorized payment plan).
- Please provide us with a void cheque or PAD form issued by your bank, and a set of keys to the property.
- Please provide us with the bank and loan number for each mortgage or line of credit registered against to the property.
- Are there any tenants or rental units? If yes, please provide a copy of the lease and current rent.
- If you rent your hot water tank, furnace heat pump or A/C, let us know who the provider is. There may be special forms that the buyer must sign to complete the assumption of the water heater contract at closing.
- Let us know if there is a pool that must be closed professionally and/or oil or propane tank that must be filled before closing and send us your final invoice so that we can adjust for that at closing and reimburse you.
- Please let us know of any potential problems, so we may act accordingly.