



Kerfoot Burroughs LLP
Lawyers
400 - 1401 West Broadway
Vancouver, BC, V6H 1H6
Tel: (604) 263-2565 Fax: (604) 263-2737

Thank you for choosing Kerfoot Burroughs LLP to help you with your sale.

Our Work for You

To help you understand the process, we wish to provide a simple description of the steps we will follow to assist you in the sale of your property and the services which we will perform for you.

Step 1 - Due Diligence. We will (1) review a title search of the property; (2) review your Contract of Purchase and Sale; (3) ascertain the status of the property taxes, strata fees (if applicable) on the property; (4) review the status of any financial charges registered on title and order any applicable payout statements.

Step 2 - Obtain Your Information. We will gather information from you (such as the information requested in this form).

Step 3 - Buyer's Lawyer. We will contact the Buyer's lawyer and arrange for the delivery of the necessary documents to transfer the property to the Buyer and negotiate appropriate undertakings, if required.

Step 4 - Statement of Adjustments. We will review a statement of adjustments showing the balance payable by the Buyer on closing after considering all adjustments for property taxes, strata fees (if any).

Step 5 - Document Review. We will review the documents required to complete your sale and go over these documents with you. These include the Transfer documents, and an Order to Pay that summarizes the payout of all financial charges registered against the title to the Property.

Step 6 - Our Meeting. We will arrange an appointment with you, usually one to three days before your Completion Date, at our offices to sign all the required documents.

Step 7 - Completion Day. We will monitor the registration of the transfer documents at the Land Title Office and receive the purchase monies from the Buyer's lawyer on your behalf.

Step 8 - Reporting. We will payout and discharge all financial charges and provide a written report to you regarding the completion of the transaction.

Please complete the following form as best you can and return it to our office by [email](#), fax or drop it off at our office.

If at any time you have questions or require assistance, please do not hesitate to contact the lawyer or staff member assisting you. If you do not have all of the information requested, please submit an incomplete form and contact us when the information is available.

We look forward to being of service.

SELLER INFORMATION

Please provide your full **Legal Name(s)** (i.e. the full name that is shown on your Government ID such as your Passport or Drivers licence). Please include your middle name(s). If you do not have a middle name, please put n/a.

PURCHASER NO. 1

First name:

Middle Name(s):

Last Name:

Salutation:

Preferred Name (if any):

Occupation:

Date of Birth:

SIN:

Contact Information

Cellular Phone:

Work Phone:

Home Phone:

E-mail:

Are you a [Canadian Citizen](#) or [Permanent Resident](#)?

Yes

No

Are you a [resident of Canada](#) for income tax purposes?

Yes

No

Please provide your future mailing address:

Address:

Municipality:

Province:

Postal Code:

SELLER NO. 2 (if applicable).

If there are more than two sellers, please provide the required information for the additional seller(s) in the "Additional Information" section below.

First name:

Middle Name(s):

Last Name:

Salutation:

Preferred Name (if any):

Occupation:

Date of Birth:

SIN:

Contact Information

Cellular Phone:

Work Phone:

Home Phone:

E-mail:

Are you a [Canadian Citizen](#) or [Permanent Resident](#)?

Yes

No

Are you a [resident of Canada](#) for Income Tax purposes?

Yes

No

Please provide your future mailing address (if different than Purchaser No. 1):

Address:

Municipality:

Province:

Postal Code:

PROPERTY INFORMATION

Unit/Suite #, if applicable:

Street Address:

Municipality:

Postal Code:

Sale Information:

Purchase Price:

Deposit Paid:

Is this Property "new" construction?

Yes

No

If yes, is G.S.T. included in the Purchase Price?

Yes

No

Completion Date

Possession Date:

Have you deferred your Property Taxes?

Yes

No

Do you pay your Property Taxes monthly? If yes, please cancel these payments as soon as possible.

Yes

No

MORTGAGES & OTHER CHARGES TO BE PAID OUT

Lender or Chargeholder #1 Name

Lender or Chargeholder #1 Account #

Lender or Chargeholder #1 Branch

Lender or Chargeholder #1 Contact Information

Lender or Chargeholder #2 Name

Lender or Chargeholder #2 Account #

Lender or Chargeholder #2 Branch

Lender or Chargeholder #2 Contact Information

Lender or Chargeholder #3 Name

Lender or Chargeholder #3 Account #

Lender or Chargeholder #3 Branch

Lender or Chargeholder #3 Contact Information

Realtor:

Name:

Real Estate Company:

Realtor Telephone:

Realtor E-mail:

Tenants:

Is the property currently rented?

Yes

No

If yes, will the tenant be staying?

Yes

No

Current Rent:

Damage Deposit:

Date damage Deposit paid (if known)?

Is there a written Tenancy Agreement?

Yes

No

For Detached Homes:

Is a [Building Location Survey](#) available?

Yes

No

If yes, do you have a copy?

Yes

No

For Strata Properties:

Name of Property Management Company:

Telephone Number:

Name of Property Manager (if known):

Fax Number:

COUPON CODE

If you have a Coupon Code, please enter it here:

ADDITIONAL INFORMATION:

Please provide any additional information you may think may be useful that is not covered above (including information regarding additional owners).

THANK YOU!