

PURCHASE INFORMATION FORM



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 purchase.

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 purchase of your property and the services which we will perform for you.

Step 1 - Due Diligence. We will (1) search the title to the property; (2) review your Contract of Purchase and Sale; (3) obtain a copy of the Land Title Plan (or Strata Plan); (4) ascertain the status of the property taxes on the property and make sure that the outstanding taxes are paid.

Step 2 - Obtain Your Information. We will gather information from you (such as the information requested in this form) about how you want to hold title to the property, your legal names etc.

Step 3 - Statement of Adjustments. We will prepare a statement of adjustments showing the balance payable by you on closing after considering all adjustments for property taxes, strata fees (if any), mortgage funds and applicable government taxes such as GST for new properties and the Property Transfer Tax.

Step 4 - Document Production. We will prepare the necessary documents required to complete your purchase and review these documents with you. These include the Transfer documents, Property Transfer Tax forms, mortgage documents, if applicable, and any other documents required to complete your transaction.

Step 5 - 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. We will ask that you bring a Bank Draft for the funds needed to complete your purchase.

Step 6 - Completion Day. We will register the transfer and mortgage documents at the Land Title Office and pay the purchase monies to the Seller's lawyer on your behalf

Step 7 - Reporting. We will provide a written report to you regarding the completion of the transaction enclosing copies of all registered documents and congratulate you on your purchase!

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.

PURCHASER 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. Please do not provide initials as they are not accepted by the Land Title Office.

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

Will you be living in the Property as your [Principal Residence](#)?

Yes No

If no, please provide your mailing address:

Address:

Municipality:

Province:

Postal Code:

Do you qualify for the First Time Home Buyer Property Transfer Tax exemption? Information on the First Time Home Buyer's Program can be found [HERE](#).

Yes No

PURCHASER NO. 2 (if applicable).

If there are more than two purchasers, please provide the required information for the additional Purchaser(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

Will you be living in the Property as your [Principal Residence](#)?

Yes No

If no, please provide your mailing address (if different than Purchaser No. 1):

Address:

Municipality:

Province:

Postal Code:

Do you qualify for the First Time Home Buyer Property Transfer Tax exemption? Information on the First Time Home Buyer's Program can be found [HERE](#).

Yes No

OWNERSHIP INFORMATION

If there is more than one owner, you have a choice regarding how you wish to own the property. You may choose to own the property as:

- **Joint Tenants.** When two or more people own property as joint tenants they each own an interest in the entire property equally. When one owner dies, the interest of a deceased owner is transferred to the surviving owner(s). This is called the right of survivorship (usually recommended for spouses).
- **Tenants in Common.** Persons owning property as Tenants in Common may have different ownership interests. For example, Owner 1 may own 25 percent while Owner 2 may own 75%. When one owner dies, the interest of a deceased owner is transferred to deceased Owner's estate, not the remaining owners.
- **A combination of the above.** If there are more than two owners, you may choose to have a combination of Joint Tenancy and Tenancy in Common. For example, Owner 1 may own 25% while Owners 2 and 3 own 75%, as Joint Tenants. If Owner 1 dies, Owner 1's interest passes to their estate. If Owner 2 dies, their interest would pass to Owner 3.

Please choose Joint Tenancy, Tenants in Common or a Combination

Joint Tenancy

Tenancy in Common

Combination

If you have selected "Tenants in Common" or a "Combination", please indicate how you wish to be registered on title, providing names and percentages:

PROPERTY INFORMATION

Unit/Suite #, if applicable:

Street Address:

Municipality:

Postal Code:

Purchase Information:

Purchase Price:

Deposit Paid:

Is this Property "new" construction?

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

Yes

No

Yes

No

Completion Date

Possession Date:

Realtor:

Name:

Real Estate Company:

Realtor Telephone:

Realtor E-mail:

Tenants:

Is the property currently rented?

If yes, will the tenant be staying?

Yes

No

Yes

No

Current Rent:

Damage Deposit:

Date damage Deposit paid (if known)?

Is there a written Tenancy Agreement?

Yes

No

For Detached Homes:

Name of Insurance Agent:

Telephone Number and/or e-mail:

Name of Insurance Agency:

Fax Number:

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

If yes, do you have a copy?

If no, do you want us to order Survey? (approx. cost \$200 - \$400)

Yes

No

Yes

No

Yes

No

For Strata Properties:

Name of Property Management Company:

Telephone Number:

Name of Property Manager (if known):

Fax Number:

MORTGAGE INFORMATION:

Are you obtaining a mortgage? If yes, Name of your Banker / Mortgage Broker:

Yes No

Banker /Broker's Telephone Number:

Banker / Broker's E-mail:

Name of Bank / Lender:

Amount of proposed mortgage:

Title Insurance:

Many Lender's require a [Building Location Survey](#) (for detached homes) or the purchase of a "Lenders" [Title Insurance Policy](#) (detached homes and Strata Properties). A "Lender's" policy only covers the Lender and does not provide coverage for a homeowner. If your Lender requires a "Lenders" Title Insurance policy, you may apply for an "owners" policy to be added on to the "Lenders" policy for a small fee (usually \$50 - \$100) If you wish, you may purchase an "Owners" policy whether or not the your Lender requires a Title Insurance policy (usually \$200 - \$500 depending on the Property).

For more information on Title Insurance you may click on the links to these two Title Insurance providers - [FCT](#) and [Stewarts](#).

If your Lender requires Title Insurance, do you want to add an "Owners" policy?

Yes No

If your Lender does not require Title Insurance, do you want to purchase an "Owners" policy anyway?

Yes No

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!