



## Sale Intake Form

Property Address: \_\_\_\_\_

Full Name(s) Registered on Title	Date of Birth (dd/mm/yyyy)	Occupation/ Employer name, address and phone number

Spousal Status (check applicable box)

- Single   
  Legally Married   
  Common Law   
  Separated pursuant to a Separation Agreement  
 Other \_\_\_\_\_

If married, are both spouses on title?  Yes  No

If not, name of spouse not on title: \_\_\_\_\_

The property is not occupied by me (or my spouse as applicable) as a primary residence

Please provide your address for service following closing: \_\_\_\_\_

Are you a Canadian Resident?  Yes  No, my country of residence is \_\_\_\_\_

Are there any mortgages or lines of credit registered against the property

Yes  No

If yes, please provide the name of the mortgage holder and the reference number for same:

Mortgage Holder

Reference Number

\_\_\_\_\_

Are municipal taxes paid up to date?  Yes  No

*Please call your local municipality to obtain a property tax statement of account by email.*

Is there rental income on the property?  Yes  No      If yes, please provide the amount per month and advise of the date rent is collected: \_\_\_\_\_

Are there common element fees on the property?  Yes  No      If yes, please provide the amount per month and advise of the date fees are collected: \_\_\_\_\_

If the property is heated by oil, please advise of the capacity of the tank and provide a recent fuel oil bill.

If you have any survey of the property, please provide us with a copy of same.

Do you have an existing will?  Yes  No