



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