

**Andrea Parliament**

Barrister & Solicitor

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[www.andreaparliament.com](http://www.andreaparliament.com)

**Information We need from Clients both Buying and Selling**

Please place an X or circle the appropriate selections or fill in the details as required.

	<b>Buyer 1 (Primary Contact)</b>	<b>Buyer 2</b>
First name		
Middle name		
Last Name		
Date of Birth	Month    Day    Year	Month    Day    Year
Occupation		
Home Phone Number		
Cell Phone Number		
Business Phone Number		
Email Address		
Have you ever owned a home anywhere in the world, at any time?	Yes    ___    No    ___	Yes    ___    No    ___
Have you owned a home in the last 5 years in Canada?	Yes    ___    No    ___	Yes    ___    No    ___
Current <i>Street Address</i>		
<i>City, Postal Code</i>		
Marital Status	Legally Married Common-law Separated – With or Without a separation agreement I am not a Spouse (Widowed, Single, Divorced)	

<p>Is the home going to be your family's residence or a business investment?</p>	<p>Family Residence                      Business Investment</p>
<p>How many residential units are there on the property?</p>	<p>One                      Two                      More than Two</p>
<p>Are there tenants currently in possession of the house?</p>	<p>Yes ____                      No ____</p>
<p>How do you wish to hold title? This primarily affects what happens when a spouse dies.</p>	<p>Joint tenants (spouse automatically receives 100% ownership upon death) <b>OR</b></p> <p>Tenants in common (spouse retains only 50% ownership upon death); <b>OR</b></p> <p>Sole Registered Owner</p>
<p>Real Estate Agent's name <i>Phone Number</i></p>	
<p>Mortgage Broker or Bank <i>Phone Number</i></p>	
<p>Would you like to proceed with <u>Title Insurance</u> or <u>Lawyer Opinion</u>?</p>	<p>Title Insurance - make a claim for losses for fraud, liens, unpaid utilities &amp; encroachments – (reduces search fees and provides protection against fraud).</p> <p>Lawyer's Opinion (recommended if you bought specifically for the ability to make changes). I complete a thorough set of searches ensuring no outstanding utilities, work orders, zoning requirements (more expensive but allows you to terminate the deal should your plans not be allowed).</p> <p>Both</p>

**Information We need to Sell Your Home**

	<b>Seller 1</b> If different from Buyers	<b>Seller 2</b> If different from Buyers
First name		
Middle name		
Last Name		
Are you a Canadian Resident?	Yes ___ No___	Yes ___ No ___
Who is the legal owner of your current property?	Me alone Me & My Spouse	Me & My Separated Spouse Me & _____?
Do you have a mortgage? If yes, who is your Lender? Your mortgage #?	Yes ___ No___ _____ _____ Please send us a copy of a your statement.	
Are there liens or other encumbrances registered against your property? Are you paying these off before the sale?	Yes ___ No___ To Whom: _____ Amount: _____ To Whom: _____ Amount: _____ Yes ___ No___	
Do you have a leased/rented Hot Water Heater?	Yes Rented _____ Leased _____ Don't Know _____	No _____ _____ _____
How is your home heated?	Gas	Electricity      Oil/Fuel
Do you have automatic bank withdrawals for your taxes:	Yes ___ No___	

Do you have evidence of your paid taxes?	Please forward your last tax bill to our office. Occasionally the Purchaser's Lender requires evidence that taxes are paid. If so, there may be an additional \$65.00 cost for a tax certificate if we cannot produce a stamped receipt.
Do you own any other property?	Yes ___ No___ Address: _____
<b>For Condo's Only</b>	
Who is your Property Management Company?	Name: _____ Phone: _____
What are your monthly Common Fees?	_____/month
Will you have you paid the Common Fees for the month of closing on closing day?	Yes ___ No___

This form contains personal information. For those not comfortable using the Internet the following more secure options are available:

- Fax this form to my office at (289) 337-8253;
- Mail or drop it off at our offices located at:  
Suite 2, 619 Maple Avenue, Burlington ON L7S 1M7;
- Call our office and we will send you an electronic copy with a unique password.