



PROPERTY BUYER'S CHECKLIST

UPON FINAL SUBJECT CLAUSE REMOVAL (FIRM CONTRACT):

- Advise your Realtor that you will be represented by Marpole Notary
- Advise your mortgage banker/broker, if applicable, that you will be working with Marpole Notary
- Complete our Property File Starter to get a better idea of what we will need from you, save time when the file is being opened, communicate your information accurately
- Make moving arrangements, if applicable, including homeowner's insurance and utility hook-ups
- *Corporations* ensure that documentation are in good standing at the appropriate registries and connect us with your corporate solicitor
- If executing by *Power of Attorney*, ensure lender has approved it for use with their mortgage documents and provide us with the original for filing with the LTSA

ABOUT THREE WEEKS PRIOR TO COMPLETION:

- Expect to hear from us to exchange particulars and book your in-person signing appointment at our office for just ahead of closing
- Expect to receive emailed introductory confirmation/information from our conveyancing team
- Contact us along the way with any questions or new developments

WITHIN A FEW DAYS OF COMPLETION:

- Expect to receive emailed preview of documents/instructions from our conveyancing team
- Attend at signing appointment to execute the required transfer/mortgage documents (bring two pieces of identification, at least one being current government-issued photo ID)
- Provide balance due to close per statement of adjustments by way of bank draft payable to "Marpole Notary, in trust"

COMPLETION:

- Transfer/mortgage documents are submitted to the LTSA and sale proceeds released to seller's legal firm
- Realtors will be advised of registration number to confirm successful closing

POSSESSION:

- Receive access to the property (keys, remotes, alarm codes) at the appointed time through your Realtor
- Inspect the property to confirm it is in the condition agreed upon in your contract
- Start enjoying your new place!

POST-TRANSACTION REPORTING:

- Expect to receive emailed confirmation of registration and copies of documents for your file
- Expect to receive a State of Title Certificate to close the matter within 1-2 months
- Tell your Realtor and friends what a positive and efficient experience you enjoyed with us!

YOUR NEXT PROPERTY TRANSACTION OR FOR PERSONAL PLANNING DOCUMENTS:

- We look forward to working with you again :)