

BUYER'S CHECKLIST

UPON FINAL SUBJECT CLAUSE REMOVAL (FIRM CONTRACT):

- Advise your agent you will be represented by Maguire & Company
- Advise your mortgage banker/broker, if applicable, that you will be working with Maguire & Company
- At your convenience, complete our Property File Starter form (optional) to get a better idea of what we will need from you, save you time when the file is being opened, communicate your information accurately, and receive a special gift at your appointment
- Make moving arrangements, if applicable, including utility hook-ups and insurance
- Corporations ensure that their documentation will be in good standing by closing
- If executing by Power of Attorney, ensure original can be located and lender has approved it for use with their mortgage documents

ABOUT THREE WEEKS PRIOR TO COMPLETION:

- Expect to hear from Carolynne Maguire to exchange details and establish your file with us
- Expect to receive emailed confirmation/information from our conveyancing team
- Contact us with any questions or new developments

WITHIN THE WEEK PRIOR TO COMPLETION:

- Expect to receive emailed preview of financial adjustments from our conveyancing team
- Attend at signing appointment to execute the required transfer/mortgage documents (bring photo ID)
- Provide balance due to close per statements of adjustments by way of bank draft or funds transfer to Maguire & Company, in trust

COMPLETION:

- Transfer/mortgage documents are registered at Land Title Office and sale proceeds released to seller
- Agents 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 agent
- Inspect the property to confirm it is in the condition agreed upon in your contract
- Start enjoying your new place!

POST-TRANSACTION REPORTING:

- Agent will issue cheque for deposit interest, if any
- You will receive written confirmation of registration and copies of documents for your file
- You will receive a State of Title Certificate to close the matter
- Tell your agent and friends what a positive and efficient experience you enjoyed with us!

YOUR NEXT PROPERTY TRANSACTION:

- We look forward to working with you again!



Integrity. Experience. Passion. Care.



Carolynne R. Maguire
www.MarpoleNotary.com