



Day + Borg LLP
Barristers & Solicitors
93 Queen Street South
Mississauga, ON L5M 1K7
Tel: 905.826.5670 Fax: 905.826.5673
Web: www.dayborg.com
Reply to: Michael J. Day ext. 222
mday@dayborg.com

Dear Client:

We have received a copy of the Agreement of Purchase and Sale in connection with your Sale.

In order for us to prepare the necessary papers for the sale of the property, please forward to us the following documents either by fax (905-826-6077), email or hand delivery as soon as possible:

1. The address and mortgage number of any mortgages, loans and/or secured lines of credit on the property. Please provide a copy of your most recent statement.
2. Your most recent realty tax bill. If you are on a pre-authorized payment plan with the municipality, please inform the tax department of the impending sale and have your plan cancelled effective the day of closing.
3. Original or copy of the building location survey for the property, especially if stated for in your Agreement of Purchase and Sale.
4. If your property is heated by oil or propane, please let us know the capacity of the tank(s) and provide the name and contact information of your fuel company. You will be responsible to ensure that the tank(s) are filled on the date of closing.

Please remember that you are responsible for all payments of taxes, utilities, mortgages, and condominium fees (if applicable), up to and including the day of closing. You should contact all of your utility companies and inform them of your move and provide the utility companies with your new address so that they can forward any final bills directly to you.

Please read through and complete the attached New Sellers Intake Form as soon as possible as it is important that we receive this information in a timely manner so that we can prepare for the closing.

Also enclosed is a Client Consent form that we will also require prior to closing. This form is the acknowledgment from all parties that we are acting for them. Please also return this back to our office as soon as possible.

With respect to the new *Personal Information Protection and Electronic Documents Act*, (which came into effect January 1, 2004), and in order to obtain any information with respect to your property, we will require the enclosed Consent Form to be completed and signed by all registered owners and returned to our office.

*****PLEASE NOTE: FAILURE TO PROVIDE OUR OFFICE WITH THE ABOVE NOTED INFORMATION/DOCUMENTS FORTHWITH MAY RESULT IN A DELAY IN CLOSING.*****

This may be an appropriate time to review the terms of your Last Will and Testament. Our firm would be pleased to assist you in the review of your Will to see if any changes are necessary. If you do not have a Last Will and/or Powers of Attorney, it would be prudent for you to review this matter with us. For completing a real estate transaction with our office, we would like to offer to you a discount of 20% off legal fees on the preparation of your Last Will and Powers of Attorney with us. To be eligible for the discount the Will intake form must be completed within one month of your final closing date and the documents executed no later than three months from the same date. We have on our web site, www.dayborg.com, a general intake form that would be a starting point for preparing the necessary documents.

If you have any questions or concerns, please do not hesitate to contact the office.

Thank you,

DAY + BORG LLP

Michael Day

Michael J. Day



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NEW SELLERS INTAKE FORM

Address of property being sold: _____

Closing date of this transaction: ____ / ____ / ____ (dd/mm/yyyy)

Do you currently reside at this property?: Yes No

Who referred you to our firm?

- Current Client Family Friend
 Prepaid Legal Assistance Plan Former Client of Richard T. Bennett
 Website / Noticed Office Location Other: _____

(1) Full Name: _____ Male Female

Date of Birth: ____ / ____ / ____ (dd/mm/yyyy) Spouse's Name: _____

Marital Status: Married Separated Divorced Widowed Single
 Common-Law – How many years have you lived together? _____
Is this your matrimonial home? Yes No

Are you a resident of Canada?: Yes No

Place of Employment: _____ Position: _____

Work Address: _____
Street No., Street Name, Unit No., City, Province, Postal Code

Current Address: _____
Street No., Street Name, Unit No., City, Province, Postal Code

Home: _____ Business: _____ Cell: _____

Email: _____

(2) Full Name: _____ Male Female

Date of Birth: ___ / ___ / ___ (dd/mm/yyyy) Spouse's Name: _____

Marital Status: Married Separated Divorced Widowed Single
 Common-Law – How many years have you lived together? _____
Is this your matrimonial home? Yes No

Are you a resident of Canada?: Yes No

Place of Employment: _____ Position: _____

Work Address: _____
Street No., Street Name, Unit No., City, Province, Postal Code

Current Address: _____
Street No., Street Name, Unit No., City, Province, Postal Code

Home: _____ Business: _____ Cell: _____

Email: _____

Existing Line of Credit / Mortgage / Loan Information (Please include all loans secured on title):

(1) Name of Lender: _____

Reference / Account #: _____

Lender Address: _____
Street No., Street Name, Unit No., City, Province, Postal Code

Phone: _____ Fax: _____

(2) Name of Lender: _____

Reference / Account #: _____

Lender Address: _____
Street No., Street Name, Unit No., City, Province, Postal Code

Phone: _____ Fax: _____

Post-closing where will you be residing?:

Current Address (*Do not need to complete information below*)

Future Address: _____
Street No., Street Name, Unit No., City, Province, Postal Code

Condominium Information: (if applicable)

Condominium Name: _____

Management Name: _____

Management Address: _____
Street No., Street Name, Unit No., City, Province, Postal Code

Phone: _____ Fax: _____

Hot Water Tank:

Is the hot water tank rented or owned?

Company Name: _____

Company Address: _____

Phone: _____ Fax: _____

Rental Items: (if applicable)

Are there any other rental items located on the property? (ie. air conditioner, furnace, alarm system, etc.)

Rental Item: _____

Company Name: _____

Company Address: _____

Phone: _____ Fax: _____

Tenants: *(if applicable)*

Are there any tenants at the property?: Yes No

If you are, please provide details of the tenancy(ies): _____

Will the purchaser be assuming the tenancy(ies)?: Yes No

Has a security deposit been paid by the tenant(s)?: Yes No

If yes, what is the amount of the security deposit?: _____

*****Please provide us with a complete copy of the lease(s).*****

Corporate Information: *(if applicable)*

If the owner is an incorporated entity, please provide details.

Corporation Name: _____

Signing Officer's Name: _____

Signing Officer's Title: _____

CLIENT CONSENT

I/We, _____, hereby confirm that:

- a) Day + Borg LLP has been asked to act for both or all parties involved in our purchase/sale/mortgage transaction.
- b) No information received in connection with the matter, from one party can be treated as confidential so far as any of the others are concerned; and
- c) That, if a conflict develops, which cannot be resolved, Day + Borg LLP cannot continue to act for all parties and may have to withdraw completely.

Dated at _____ (City) this ____ day of _____ (Month), 20____.

Client Name

Client Signature

Client Name

Client Signature

CLIENT MORTGAGE CONSENT FORM

This form authorizes _____ (Name of Financial Institution)
to release confidential mortgage information to my solicitors, Day + Borg LLP.

Once signed and submitted to the financial institution named above, this authorization will be in place
until such time as a separate form is received to cancel this authorization.

CLIENT IDENTIFICATION

Name: _____

Mortgage Property: _____

Mortgage Reference No.: _____

Phone No.(s): _____

SOLICITOR IDENTIFICATION

Name/Firm: Michael J. Day, David J. Borg and Sanltha M. Miranda
Day + Borg LLP

Address: 93 Queen Street South
Mississauga, ON L5M 1K7

Phone: 905-826-5670

Facsimile: 905-826-6077

AUTHORIZATION

Client Signature

Date

Client Signature

Date