

SIKSAY & FRASER
Law Offices

QUESTIONNAIRE - SALE OF PROPERTY

The following questions assist our office in the preparation of all documentation required for the sale of your property. Please complete the following and return this form by fax to 905-666-3233 or by mail or personal delivery. By filling this form out and returning it to us, you are confirming your retainer of Siksay & Fraser to represent you in this sale, and you are confirming your acceptance of our firm policy regarding the collection, use, and disclosure of your personal information pursuant to the Personal Information Protection and Electronic Documents Act (PIPEDA) as such policy is set out in our initial letter to you

FULL NAME(S) of VENDORS

(names on title for property
you are selling)

MARITAL STATUS

Married ()* Single () Separated ()*
Widow () Divorced () Common Law ()

*If married or separated -
please advise of spouse's
full name if spouse is NOT on Title:

*If married or separated, and spouse is NOT on title, is this your family residence (Matrimonial Home) now or was it at the date of separation? YES () NO ()

DO YOU HAVE A SURVEY FOR THE PROPERTY? YES () NO ()

If yes, please forward same to us with this completed questionnaire.

DO YOU HAVE A MORTGAGE ON THE PROPERTY? YES () NO ()

If you have answered "Yes", please provide the following details for all mortgages. This information is very important so that we can obtain proper discharge statements for the date of closing. Please note that a Secured Line of Credit is considered to be a mortgage.

<u>Mortgage Lender</u>	<u>Reference #</u>	<u>Servicing Address</u>	<u>Phone #</u>
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HOW IS THIS PROPERTY HEATED?:

GAS() OIL() ELECTRIC() OTHER()

If the property is heated by FUEL OIL or PROPANE, then please provide the following information:

Name of Fuel Supplier: _____
Telephone Number of Supplier: _____
Cost of a FULL tank of Fuel: \$_____.
Size of Fuel Tank: _____ litres.
Current cost per litre of fuel: \$_____ per litre
Is fuel tank a rental?: () Yes () No
If fuel tank IS a rental, the rental amount is \$_____, which has been paid for
the period from _____ to _____.

(If you have multiple fuel tanks, please supply the same information for the other tanks on a separate page and check this box: MORE FUEL DETAILS ON SEPARATE PAGE ()

NOTE: If this property is heated by fuel oil or propane, please arrange to have the tank(s) filled on the day of

closing. We will arrange to credit you, on closing, for a full tank of fuel in accordance with the above-figures - but you will pay all bills from the fuel supplier directly. It is therefore very important that you obtain from your fuel supplier the exact cost of a FULL tank of fuel, including GST, the tank size in litres, and the cost per litre of fuel.

Did Siksay & Fraser act for you when you purchased this property? YES() NO()

NOTE: If we acted for you, we will have some applicable documentation in our possession (such as the deed), unless you have had a new survey prepared, have re-mortgaged, or have otherwise dealt with the property without our assistance. If we did NOT act for you, please provide to us the final report which your lawyer provided to you after closing when you purchased.

YOUR BUSINESS PHONE NO(S): _____

YOUR CELL PHONE NO(S): _____

YOUR HOME PHONE NO(S): _____

YOUR E-MAIL ADDRESS(ES): _____

REALTY TAXES:

This information is particularly important. Lawyers can no longer obtain verbal tax information on our client's behalf. It is imperative if you do not know the exact figures to be inserted below that you contact your municipal tax office and obtain the correct information so that accurate adjustments can be made on closing as between vendor and purchaser. We need you to obtain the correct information from the tax department EVEN IF you pay your taxes through your mortgage company.

HAVE **FINAL TAXES** FOR THE **CURRENT YEAR** BEEN ASSESSED? YES() NO()

IF YES, WHAT IS THE **FINAL TAX AMOUNT** FOR THE **CURRENT YEAR**? \$

IF NO, WHAT IS THE **FINAL TAX AMOUNT** FOR THE **PREVIOUS YEAR**? \$

WHAT AMOUNT FOR TAXES WILL HAVE BEEN PAID
BY YOU OR YOUR MORTGAGE COMPANY
FOR THE **CURRENT YEAR BY THE DATE OF CLOSING**? \$

ARE THERE ANY TAX **ARREARS** FOR **PRIOR YEARS**? YES() NO()

IF YES, WHAT IS THE **AMOUNT OF ARREARS** INCLUDING
INTEREST AND PENALTIES **AS AT THE DAY OF CLOSING**? \$

(Please provide us with any tax statements that you may have in your possession which confirm the above tax figures.)

IF THIS IS A CONDOMINIUM, the monthly common expenses are: \$ _____. (Common expenses should be paid by you to and including the month of closing.)

All common expenses will be paid to and including the month of closing: () Yes () No

Amount of common expense arrears to the month of closing: () None or \$_____

OTHER INFORMATION PERTAINING TO YOUR SALE THAT YOU FEEL WE SHOULD KNOW:

Did you build the structures on this property?..... YES() NO()
 Is this your principal residence?..... YES() NO()
 Are you a Resident of Canada and will you be on closing?..... YES() NO()
 When you purchased this property, did you obtain title insurance?..... YES() NO()
 Is this property serviced by a private well?..... YES() NO()
 (If yes, please provide a water potability certificate if required
 by your agreement with the Purchaser)
 Is this property serviced by a private septic system?..... YES() NO()
 (If yes, please provide any Certificate of Use or Use Permit
 for the septic system as may be in your possession)
 Is any portion of the property rented out and will it be rented on closing? YES() NO()
 (If yes, please provide on a separate sheet all details of
 tenancy, including name of tenants, amount of rent,
 amount of any rental deposit and when paid, who owns
 appliances, who pays utilities, status of current rent payment)

WHAT WILL YOUR MAILING ADDRESS BE AFTER CLOSING?

(Please include postal code AND new telephone number) This is the address to which we will send our final report and any after-closing correspondence.

Street Address _____ City _____ Province _____ Postal Code _____

() - _____
 New Telephone Number

ON THE DAY OF CLOSING, THE BEST TELEPHONE NUMBERS TO REACH US AT, IN DECLINING PREFERENCE, ARE:

1. _____ 2. _____ 3. _____