



Barristers & Solicitors

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- PERSONAL INJURY
- ICBC CLAIMS
- FAMILY LAW
- MEDIATION
- CORPORATE & BUSINESS
- WILLS & ESTATES
- ESTATE LITIGATION
- EMPLOYMENT LAW
- CONSTRUCTION LAW
- PROFESSIONAL MALPRACTICE
- REAL ESTATE & MORTGAGES

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## **CONGRATULATIONS – YOU HAVE SOLD YOUR HOME!**

### **What will we do to help you?**

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- ✓ Review the Contract of Purchase and Sale, including the Land Title Search and advise you if we have any concerns.
- ✓ Order mortgage and any other financial encumbrance payout statements such as liens, judgments, and property tax deferral charges and immediately forward to you for your review and comment. Are the payout amounts as you expected?
- ✓ Receive and review the sale documents from the buyer's lawyer including the Transfer, Tax and Residency Certificates, and Seller's Statement of Adjustments.
- ✓ If applicable, order the Strata information certificates: Form F Certificate of Full Payment and Form B Information Certificate with attachments.
- ✓ Prepare the Order to Pay, which sets out the amounts our firm is required to pay in order to clear title. Included will be financial encumbrances such as mortgages and property tax deferral, our account, real estate commissions, strata corporation fees, and outstanding property taxes.
- ✓ Advise you immediately of any cost adjustments as a result of change of instructions.
- ✓ Meet with you a few days before the Completion Date to sign and review all the documents. At the same time, you may wish to provide us with a void cheque so that we can deposit the sale proceeds to your bank account, rather than have you make another visit to our office.
- ✓ Return any required and signed documents to the buyer's lawyer and confirm undertakings are appropriate and accurate.
- ✓ On the Completion Date, receive the net sale proceeds from the buyer's lawyer and pay the amounts as set out on the Order to Pay. If you have a line of credit mortgage, we will contact your lender to confirm payout amount. Then we will forward the balance of funds due to you.
- ✓ Report to you, both realtors, and the buyer's lawyer of the completion of your sale and forward all related documents to all parties.
- ✓ 30-60 days after the Completion Date, your lender will provide us with the signed discharge documents of your mortgage, which we will then register at the Land Title Office and report the discharge to the buyer's lawyer.