



Please fill out this form if you would like us to represent you for your purchase transaction and email it back to us. The form may not populate if it is filled out on a smartphone or iPad.

Name: _____

Phone number: _____ Email address: _____

What is the completion date? _____ Purchase Price? _____

List FULL NAMES of all persons who will be on title:

Full Name (Include middle name): _____ Occupation: _____

SIN Number: _____ Date of Birth: _____ First Time Home Buyer? _____

Full Name (Include middle name): _____ Occupation: _____

SIN Number: _____ Date of Birth: _____ First Time Home Buyer? _____

If two people will be registered on title, Joint Tenants (right of survivorship)? _____

Realtor Information: (Name and phone number)

Will you be getting a Mortgage? _____ For how much money? _____

If yes, name of Bank and Mortgage Broker: _____

Will you be living in the property or renting it out? If renting, what is your mailing address?

Name/Phone No. of broker issuing your home insurance: (Not required if strata property)

Will you be available to sign documents? (usually 1-5 days before the completion date)

Additional Information

- Please give your Realtor our office's contact information so we can start your paperwork
- Please ensure that we receive mortgage instructions from your bank at least 5 days before your completion date or rush fees may be incurred
- You will be required to bring in a Bank Draft in the amount determined by our office required to complete the transaction (Roughly the down payment plus PTT & Legal Fees)