



Please fill out this form if you would like us to represent you for your sale 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? _____ Sale Price? _____

Realtor Information: (Name and phone number)

What is the address of the property that you are selling?

Is there a mortgage on the property? YES NO Amount owing? _____

Which bank? _____ Reference Number? _____

If property is a strata, what is the parking stall number/storage locker number?

Are you a Canadian resident? _____

What will your mailing address be after the completion date?

Do you have any vacation planned or will you be around to sign documents?
(usually 1-5 days before the completion date)

- Please give your Realtor our office's contact information so we can start your paperwork
- The cheque for sale proceeds will be available for you to pick up from our office either on the day of or the day after your completion date. If you prefer that we direct deposit to your TD or Coast Capital chequing account on your behalf, please bring a void cheque to your signing appointment