

## Selling A Home Checklist

Thank you for allowing Dashwood & Dashwood to be of assistance to you regarding the sale of your home. To assist you with your move, we would like to provide you with the following information:

### Required Information

To prepare the documents for your signature we would appreciate receiving the following information from you as soon as possible:

- 1 Particulars regarding any mortgages registered on title
- 2 Current realty tax and water bills
- 3 Survey
- 4 Marital status of registered owners
- 5 Telephone and e-mail contacts for you

PLEASE SEND THESE TO US as soon as possible by one of the following methods:

- Mail 961 Kingston Road, Toronto, Ontario M4E 1S8
- Fax (416) 690-8738
- E-mail [susan@dashwoods.ca](mailto:susan@dashwoods.ca) or [geoff@dashwoods.ca](mailto:geoff@dashwoods.ca)

### Mortgage Particulars

If there are mortgages registered against the title to your home (conventional or home equity/personal credit lines) – please provide us with a copy of a mortgage statement which indicates:

- a) the loan number of the mortgage or credit line
- b) the address of the institution/bank servicing the mortgage

PLEASE NOTE: If you have a conventional CLOSED mortgage and you are paying off this mortgage prior to the maturity date, a pre-payment penalty will be applied by the Bank to your discharge statement. The bank will also include a discharge administration and registration fee.

ALSO PLEASE NOTE: Home equity credit lines and personal lines of credit are usually considered to be mortgages and registered against the title to your property. We require information regarding the same to order payout statements.

If you are buying on the same day and using the same institution for the mortgage on your new home, you may be able to make arrangements with that particular bank to either waive the prepayment penalty and/or discharge fees or at least lower the amount of the penalty. Kindly discuss this with your loan's officer directly.

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## Required Information cont.

### **Realty Taxes**

If you are selling your home between January and June 30th, we require a copy of your interim realty tax bill. If you are selling your home between July 1st and December 31st, we require a copy of your final realty tax bill. Please advise us how much you have paid on account of your realty taxes for the year that you are selling your home. You are required to make all usual instalments due for taxes up to and including the date of closing. We will adjust for your overpayment on the statement of adjustments on closing and the overpayment will be added to the sale price of the property. If you have under-paid your share of the taxes to the date of closing, a credit will be given to the purchaser or we will be required to make all normal tax payments on your behalf plus late payment penalties from the sale proceeds on closing. Taxes are adjusted on a per diem basis on closing.

If there are tax arrears for previous years – the total owing should be provided to us along with all applicable penalties. These can be paid from the sale proceeds on closing on your behalf.

PLEASE NOTE: if you are paying your realty taxes by pre-authorized monthly instalment – you must cancel your instalment payments. (Example – if you are selling on April 25th – allow all monthly tax instalments to be processed but ask the Tax Department to stop the pre-authorized payments after the April payment ...payments are usually around the 15th day of each month... if you are closing before the 15th of the month – cancel your payment after the previous month's payment has been taken).

PLEASE NOTE: as a courtesy, the Tax Department will allow you to make monthly pre-authorized payments. However, each municipality has a set payment schedule for taxes (for instance Toronto has 6 payments per year).

You should not that there may be additional tax funds owing by you on closing due to the difference in payment schedules between monthly and normal scheduled payments.

For closing, all realty taxes due and owing by you pursuant to the Tax Departments, normal billing process, must be paid by you. This means that if you cancel your pre-authorized payment plan, there will no doubt be funds owing by you which must be paid by you on or before closing. For example... you are selling on June 15th – all monthly instalments have been paid by you up to and including May 15th. You are to cancel the pre-authorized effective May 15th and then pay the Tax Department the balance of the interim tax bill up to and including the normal June instalment (which in effect is the balance of the interim tax bill). Should you require further clarification of this – please do not hesitate to speak with me or any of my assistants.

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## Required Information cont.

### Water Accounts

The City of Toronto, in particular, has 2 methods of water accounts:

1. A metered account where the City comes out and either reads your meter or leaves a card for you to fill in and call your meter reading in. The City then forwards you a water bill for payment. IF THIS IS YOUR METHOD – please arrange for a final meter reading to take place the day of closing or the day before and advise the Water Department of your forwarding address so that the final water bill can be sent to you for payment. You are responsible for all water used on the property up to the date of closing.
2. A flat rate account. The City in this instance sends out 2 water bills a year. The first is due in January and the second is due in July of each year. The January bill is for the flat rate water used for the period January 1st to June 30th and the July bill is for the period July 1st to December 31st. These bills should be paid on or before their due dates and as with the taxes – we will adjust for your overpayment or under-payment on closing. We require a copy of the relevant bill relating to the closing date. If you are selling before June 30th, please provide us with the interim flat rate water bill and if you are selling after July 1st, we need the final flat rate water bill.

PLEASE NOTE: Unpaid water and tax bills form a lien against the property for the purchaser and it is imperative that all water and tax bills be paid up to and including the date of closing. The payments should be made by you or if circumstances do not allow you to meet these payments, we can pay them from the sale proceeds on closing, however, there will be a late payment charged by the City which must also be paid.

We should also advise you that due to the Privacy Act, the Tax and Water Departments will not discuss your accounts with us as your solicitors unless we provide proof that we are acting on your behalf and pay a certificate fee on your behalf. This fee need not be paid if you are able to provide us with tax and water information from your own records. The Tax and Water Departments will speak with you as owner and provide you with the information over the telephone – so if you cannot find your bills, kindly contact the City at 416) 338-4829 and obtain the necessary information on our behalf.

### Garbage Pick Up

The City of Toronto has now delivered green bins, blue bins and grey bins to households for the removal of garbage on your scheduled pick-up day. PLEASE NOTE THAT THESE BINS MUST BE LEFT WITH THE PROPERTY ON CLOSING. They form a chattel that remains with the property.

Also, in Toronto the fee for garbage/waste pick up is included in your water bill on a daily rate.

## Required Information cont.

### Hydro & Gas Accounts

These accounts are generally metered accounts and you are billed for services used by you. You are responsible for all hydro and gas services to the date of closing. Kindly call the Hydro and Gas Departments and arrange for a meter reading for these two services on the day of closing (or the day before if that is more convenient for you) and advise them of your forwarding address so that the final bills can be sent to you for payment. Under the Privacy Act these utility accounts will not speak to us as your solicitor.

PLEASE NOTE: if the furnace is a rental unit – we need to know this as soon as possible so that we can obtain an assumption agreement from the purchasers on closing.

PLEASE NOTE: if the hot water tank is a rental unit – we need to know this as soon as possible so that we can obtain an assumption agreement from the purchasers on closing. Please provide us with a copy of the Agreement – especially on the sale of newer constructed homes where the Lease Agreement is through companies such as OZZ or RELIANT.

PLEASE NOTE: If you have purchased an appliance or a gas appliance (BBQ etc) from your service provider and these appliances will remain in the property for the purchasers – any outstanding balance due and owing by you on the purchase of same **MUST BE PAID FOR** on or before closing. We require information from you regarding the payout amount for these appliances as soon as possible. The service provider will not release this information to us.

### Oil Heating

If your property is heated by oil, unless the purchasers have advised you that it their intention to switch to an alternate heating system, you will be required to have the oil tank filled for closing and the bill paid by you. Please advise us if this property is heated by oil so that we can adjust for a full tank on closing. Kindly provide us with the following information:

1. The size of your tank – oil tanks are usually 200 gallon tanks or 909 litre tanks.
2. The name of the company that provides the oil to you as the purchasers may wish to use the same oil provider.

### Heating Service Plan

If you have a maintenance plan with the gas or oil provider – please note that this plan is not adjusted for on closing and it will be necessary for you to cancel your plan or transfer it to your new home if the provider will allow this.

## Required Information cont.

### **Front Yard Parking Pad**

If your property has a licenced front yard parking pad – this licence is not assumable by the purchasers on closing. You are required to advise the Transportation Service Division/ Front Yard Parking Authority for your area that you have sold this property and you should obtain a refund of your licence fee from them directly. Purchasers are required to submit an application to have the licence put in their names and a fee is required to be paid by them at that time. Please consider this if you are purchasing a home with front yard parking. You must apply to have the same transferred into your name as new owners.

### **Survey**

If you agreed to provide the purchasers with a current or up-to-date survey, you must provide both us as your solicitor and the purchasers with a copy of the up-to-date survey. Please note: if you agreed to provide a current or up-to-date survey and you do not have one, you will be obligated to either provide one at your expense, or we can suggest to the purchasers' solicitor that you pay for the purchasers' title insurance coverage on closing. This is an issue which should be discussed with me as soon as possible.

When accepting an Offer that calls for you to provide a survey, if you do not have one you should strike that clause from the offer or you should insert the words "if any" after the words "vendor agrees to provide an existing or current survey".

If you agreed to provide the purchasers with an existing survey, kindly forward me a copy and provide a copy to the purchasers as well.

### **Marital Status**

The documents as prepared by us must indicate your marital status and accordingly we would appreciate your advising us if you are:

- legally married, living common-law, single, a widow, a widower
- If you are separated we need to know if the property was occupied by you and your separated spouse as your matrimonial home prior to your separation.

### **House Fire & Liability Insurance**

Please arrange for your fire insurance policy for this property to be cancelled effective midnight the day of closing.

### **Bell Telephone/Cable/Satellite Service**

Please arrange for your telephone, cable and/or satellite service to be cancelled the day of closing. The services should be transferred to your new home or cancelled and final bills sent to you if these services will no longer be required by you.

## Required Information cont.

### **Sale of Condominium Unit**

You are required to pay all condominium maintenance fees up to and including the month of the sale of your property. The only exception to this is if your closing is on the 1st day of a month – example you are selling your condo unit on November 1st – the purchaser will be responsible for the November 1st maintenance fee upon closing – you must have paid the October fees in full.

Condominium fees will be adjusted on a daily basis on closing and you will be given a credit for any overpayment of same in the statement of adjustments.

### **Alarm/Security Systems**

These items are not adjusted for on closing. You will be required to make arrangements directly with your surveillance company to cancel your service and obtain a refund if possible. The purchasers may wish to take an assignment of the security system and if this is the case you should advise the security company of same and provide the purchasers with the name and telephone number of the security company so that they can arrange for the assignment of the lease etc.

### **General**

Just about all of the properties are now computerized with the Registry Offices and we no longer require a copy of the Deed to your property for closing. If the property being sold is a cottage/rural property, kindly provide us with a copy of the Deed as we will require same to prepare documents.

### **Photo Identification**

The Law Society, Title Insurance and the Banking Institutions now require that we obtain two (2) pieces of identification from you on closing, one of which must be photo ID. Please bring these with you when you come to sign documents for closing.

Acceptable identification:

- Photo ID: Permanent Driver's Licence, Passport, Certificate of Canadian Citizenship/Naturalization, Permanent Resident Card
- Other ID: Credit Cards, Social Insurance Card, Old Age Security Card issued by Government of Canada, Foreign Passport, Employee Identification Card (with photo attached)

### **Keys**

We are required to deliver one(1) key to the purchasers' solicitor on closing. Please bring one key with you. The balance of the keys can be left in the property on the kitchen counter for the purchasers.

If you are selling a Condominium Unit – please provide us with one complete set of keys (including a mail key, front door access key, apartment key, and the garage door pass if required). Another complete set should be left in the unit or with the Concierge or Management Office if applicable.

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### Change of Address Form

Please obtain and file a change of address to your new residence with the Post Office.

PLEASE NOTE: that the tax or flat rate water bills for the balance of the year may well be forwarded on to you to your new address as the City may well have not changed their records to show the purchasers as the new owners in time. If you get the tax or flat rate water bills for the periods after you have sold your home – please forward them on to us and we will arrange for the purchasers to receive the same.

PLEASE BE AWARE THAT ONCE WE RECEIVE THE FUNDS FROM THE PURCHASER'S SOLICITOR AND THEY HAVE THE KEYS AND HAVE REGISTERED THE DEED, THE PURCHASER BECOMES THE OWNER OF THE PROPERTY AND IS ENTITLED TO IMMEDIATE ACCESS. MOST SALE TRANSACTIONS DO NOT CLOSE UNTIL LATER IN THE DAY (BETWEEN 3:00 P.M. AND 5:00 P.M.), HOWEVER, THE ODD TIME, WE ARE ABLE TO CLOSE YOUR SALE BEFORE 1:00 P.M.

YOU SHOULD ARRANGE TO HAVE YOUR POSSESSIONS MOVED OUT BY NOON ON THE DAY OF CLOSING. WE APOLOGIZE IF THIS CAUSES YOU AN INCONVENIENCE WITH YOUR MOVERS, HOWEVER, WE ARE NOT IN CONTROL OF REGISTRATION AND CLOSING TIMES.

If you have any questions regarding your sale transaction, please do not hesitate to speak with me or one of my assistants.

It will be necessary for all registered owners to attend at our offices a couple of days before closing to sign the sale documents. We will contact you to arrange a mutually convenient time for this appointment. If you have not heard from us the week before closing, please do not hesitate to call and arrange the appointment.

### Last Minute Reminders

- 1 Cancel all pre-authorized payment plans.
- 2 Order meter readings gas/hydro/water (as applicable).
- 3 Cancel fire & liability insurance coverage to be effective the day FOLLOWING closing.
- 4 File change of address forms with the post office.
- 5 Notify alarm company of change of ownership.
- 6 Notify furnace/air-conditioning service plans of change of ownership (as applicable).
- 7 Change over telephone/cable/satellite service to your new residence (as applicable).
- 8 Arrange for moving company (PLEASE NOTE: some moving companies require you to book them for the full day – if you arrange an afternoon move only – there is a possibility that they will not have completed the morning move for someone else and for this reason there are instances where movers have not shown up on the scheduled day.
- 9 If the property is heated by oil arrange for an oil fill for closing – you will be reimbursed for a full tank of oil on closing.

### Moving Tip

Pack a suitcase for each family member with enough clothes etc for one week – just as if you are going on a trip – this way you are not hunting for clothes and personal supplies.

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