



TRAVERS • MAYES • SHELDON

Travers Law

PURCHASER'S GUIDELINES

Our commitment is to provide an exceptional legal experience with a personal approach. At Travers Law, we want to assist you in understanding your responsibilities and time frame for your purchase.

In helping clients be successful, we are stronger.

This resource is for your reference, to ensure we collectively deliver on our promises.

IDENTIFICATION

Following Law Society rules and lender standards, Travers Law is required to obtain **two (2) valid pieces of identification (ID)** from you, prior to the set closing date. You will be required to produce these pieces of ID when meeting with your Lawyer, whether in-person or virtually.

Our firm is required to obtain one **VALID piece of mandatory ID** (Canadian Passport, Canadian birth certificate or Permanent Resident card) and one **piece of secondary ID** (valid driver's license or social insurance card).

Please note that an Ontario Health card is NOT an acceptable form of either mandatory or secondary ID.

Should you encounter issues with producing the appropriate ID, please contact Travers Law immediately.

PROVIDING INSTRUCTIONS

Kindly advise your mortgage broker or financial institution to forward mortgage instructions to Travers Law as soon as possible. Should we not receive mortgage instructions more than two (2) business days prior to your scheduled closing date, Travers Law reserves the right to add an additional fee of \$138.00 to our legal fee.

As the new homeowner, you are required to place fire insurance coverage of "**Guaranteed Replacement Cost Coverage**" on your property, to be in effect on the closing date. This policy must show that loss payable is to your mortgage company as first mortgagee. If you are purchasing a condominium unit, you will need to obtain content and liability insurance coverage. Instruct your insurance company to send the binder letter to Travers Law to avoid delays with your closing.

If you are using any **government incentives or other financial means** (such as a Registered Retirement Savings Plan) for the purchase of your property, please advise our firm immediately. It is your responsibility to arrange this with your Financial Planner, so that funds are released in time for closing.

FILE PROGRESSION AT TRAVERS LAW

To provide our 'Platinum Rule' experience for our clients, Travers Law surrounds each transaction with a family unit, which consists of a Lawyer, Intake Law Clerk and Senior Law Clerk. Upon initial receipt of your Agreement of Purchase and Sale, your file will be assigned to both an Intake and Senior Law Clerk. Your Intake Clerk will contact you with our firm's information, closing procedures and the initial Client Transaction Sheet you are required to complete. Once this introduction is made, your Senior Law Clerk will collect your completed information and will oversee the file for closing. The Senior Law Clerk prepares all documentation for final signing with your Lawyer. The assigned



Lawyer will oversee the progression of the file throughout the entire process and is responsible for its' completion.

SHERIFF'S EXECUTION SEARCH

One of our firm's preliminary searches includes a Sheriff's Execution Search. This discloses if there are **any unsatisfied judgements (claims) filed**, which will establish a lien or interest in the property. This search is completed against the current owners of the property, as well as you, the purchaser. Kindly advise if you are aware of any executions that may be filed against you. An example of this may be any outstanding matrimonial or child support payments with the Family Responsibility Office.

UTILITIES

As the new owner, it is your responsibility to arrange for all utility service accounts. You may need to attend to the office of the utility company or contact them via email/website forms to sign a service contract for your new home. **Please be aware that there may be a fee initiated by the service provider for setting up any new service contracts or updating tax records.** You will also be required to contact the gas and hydro companies to advise them of your closing date, ensuring all future bills are forwarded to you. Less than one percent (1%) of purchase transactions see a problem, in which the current owner may have unpaid utility bills.

Should you agree to assume any rental items in your Agreement of Purchase and Sale (i.e., rental water heater, water softener, solar panel contract, furnace or air conditioner), you are fully responsible to make the appropriate arrangements with respect to the assumption of the contract, prior to closing. Unfortunately, our firm cannot facilitate the assumption of a rental item on a client's behalf.

The following are the telephone numbers for utility companies within the Region of Waterloo, Guelph, and Milton:

CITY	HYDRO	GAS	WATER	WATER HEATER RENTALS	
KITCHENER	519-743-3600	519-741-2450	With Gas Bill	Kitchener Utilities 519-741-2626	Reliance Home Comfort 1-888-837-1451
WATERLOO	519-885-6840	1-888-774-3111	519-886-2310	Union Gas 1-888-718-6466	1-888-837-1451
CAMBRIDGE	519-621-3530	1-888-774-3111	With Hydro Bill	1-888-718-6466	1-888-837-1451
GUELPH	519-822-3010	1-888-774-3111	519-822-3017	1-888-718-6466	1-888-837-1451
MILTON	905-876-4611	905-875-0915	With Hydro Bill	1-888-718-6466	1-888-837-1451

FOR ALL MUNICIPALITIES

Rogers Concierge: 1-866-841-3705 - <http://www.rogers.com/consumer/support/moving-your-services>
Bell Canada: 1-888-394-9953



PROPERTY TAXES

On every real estate transaction, property taxes are adjusted between the purchaser and the vendor, based on the number of days the vendor is in possession of the property for that calendar year. In most cases, credit is given to the vendor for excess taxes paid. The amount of the tax adjustment varies with the time of year the transaction closes.

As the purchaser, you will be responsible for tax installments that come due after closing. Travers Law is not always able to obtain and provide the tax bill; therefore, you must contact the tax department to determine the amount of the next installment and its' due date. This step will be further discussed when the financial side of your transaction is reviewed.

The following are the contact numbers and tax installment due dates within the Region of Waterloo, Guelph, and Milton:

MUNICIPALITY	TELEPHONE NUMBER	INSTALLMENT DUE DATES
Kitchener	519-741-2450	March, May, July, September
Waterloo	519-747-8717	March, May, July, September
Cambridge	519-623-1340	March, May, July, September
Guelph	519-822-1260	February, April, June, September
Milton	905-876-5026	February, April, June, September

OTHER IMPORTANT CONTACT NUMBERS

SCHOOL BOARD	WATERLOO REGION	UPPER GRAND/WELLINGTON COUNTY	HALTON REGION
Public	519-570-0003	519-822-4420	905-878-8451
Catholic	519-578-3660	519-821-4600	905-632-6300
Transportation (School Buses)	519-744-7575	519-824-4119	1-888-803-8660

To confirm your postal code: 1-900-565-2633 - <http://www.canadapost.ca>

REMINDERS

It is important to notify the Ministry of Transportation, post office, credit card companies and any other service providers of your change in address.

If you are purchasing a condominium unit in a building with an elevator and will require it for your move in, please arrange this with the property manager at your earliest convenience. **Additionally, you will need to contact the condominium corporation directly to set-up your account for the monthly condominium fees. Travers Law cannot facilitate the account and payment of monthly fees.**

TRAVERS LAW WILL CONTACT YOU!

If we encounter any problems that are disclosed in your title search or throughout our completion of the file, your Senior Law Clerk will be in touch with you.

APPOINTMENT

As closing proceeds, your Senior Law Clerk will **be in touch approximately five (5) days prior to the closing date** to arrange a mutually convenient meeting with your Lawyer, and to advise of the amount of money required by you to close the transaction. This appointment can be held at one of our **four office locations or virtually via video conferencing and DocuSign.** Your meeting will



consist of a review of the file to execute all closing documentation. This **final signing appointment** will occur **two to three (2 to 3) days prior** to the closing date. We will make every effort to accommodate your schedule and are open for evening appointments, Monday through Thursday. We ask that you be on time for your appointment (in-person or virtually) and advise our office at least 24 hours in advance if you require a change or cancellation.

FINAL WALKTHROUGH

It is in your best interest to conduct a final walkthrough of the property prior to closing. This can be arranged with your realtor and should be held as close to the closing day as possible.

If you are purchasing a new-build home, an inspection would normally be arranged with the builder. We must have a copy of the Tarion Certificate of Completion and Possession from the builder prior to closing.

FUNDS FOR CLOSING

Travers Law requires funds to complete your transaction the day before closing. Funds must be in the form of a bank draft made payable to **“Paquette Travers”**.

CLOSING DAY

On your scheduled closing day, Travers Law works diligently to register and close your purchase by 2:30 p.m. We will stay connected with you to confirm closing and instructions to obtain your keys. In most cases, you will be provided with **a lockbox code upon closing to gain access** to your property. We strongly recommend you re-key the property after closing.

Most transactions can be closed by mid-afternoon if we have the cooperation of the vendor’s solicitor and have received funds from your lender. The electronic registration system closes at 5:00 p.m., and we are required to close on or before this time. If you have any questions on closing, please contact your Senior Law Clerk to avoid a breakdown of communication.

SOLICITOR’S FINAL REPORT

Following closing, you will receive your final report within six weeks, via email. If you require the report prior to this time, please contact your Senior Law Clerk directly. If you have questions or concerns pertaining to the documents or after you move into your new home, please contact your Lawyer directly.

AFTER CLOSING CARE

Our firm is committed to our approach in real estate, even after a transaction has been closed. If issues arise after closing, Travers Law welcomes you to contact us. **We are happy to provide you with the required advice to resolve the problem, including sending one letter on your behalf to seek answers and a resolution.** If more correspondence or an in-depth review is required, additional charges may apply.

If you have any questions or require further information, please contact Don Travers, Bryan Mayes, Rob Sheldon, or Tiffany Yim at info@traverslaw.ca or toll-free at 877-744-2281!

Exceptional Standards, Personal Approach

