



TRAVERS • MAYES • SHELDON

Travers Law

SELLER'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 instruct your financial institution to place a stop payment on any pre-authorized chequing withdrawals for mortgage payments, utilities, condominium fees, rental water heater payments, and so on, effective as of the closing date of your sale. Ensure you contact the municipal tax office directly to cancel your pre-authorized payment plan (if applicable). Travers Law cannot facilitate payment and account cancellations on your behalf, as we are not the account holder.

Your insurance coverage for the property must be cancelled, effective the closing date. Please contact your insurance provider to do so.

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.

DOCUMENTS TRAVERS LAW REQUIRES

After initial contact from your Intake Law Clerk, please forward the following documents to our firm (in addition to the completed Client Transaction Sheet):



- All statements for mortgages and lines of credit currently registered on title of the property.
- Property tax bills and/or statement of account from the municipality.

Please note that if Travers Law does not receive the required tax information within 10 days of your scheduled closing, we will be ordering a tax certificate directly from the municipality at your expense!

It is also your responsibility to contact all utility services and arrange for final readings as of the closing date. As the seller, you are responsible for payment of the final bills. Please advise the utility service of your new mailing address so the final bills can be forwarded to you.

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. The adjustment will be greatest just after the tax due dates.

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



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 selling a condominium unit in a building with an elevator and will require it for your move out, please arrange this with the property manager at your earliest convenience. **Additionally, you will need to contact the condominium corporation directly to cancel your account for the monthly condominium fees. Travers Law cannot facilitate the cancellation of your account.**

TRAVERS LAW WILL CONTACT YOU!

If we encounter any problems that are disclosed by the purchaser's lawyer 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. 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.

CLOSING DAY

On your scheduled closing day, Travers Law works diligently to close your sale by 2:30 p.m. We will stay connected with you to confirm closing and transfer of sale proceeds (if applicable). Our firm asks that you kindly ensure the property is vacant on closing to accommodate the purchaser.

Most transactions can be closed by mid-afternoon if we have the cooperation of the purchaser's solicitor and have received their funds. 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.

AFTER CLOSING CARE

Our firm is committed to our approach in real estate, even after a transaction has 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

