



Anna Gurevich Law Office
93 Queen Street South (Streetsville)
Mississauga, ON L5M 1K7
Tel: (289) 848-0096 Fax: +1 289-800-9636
Email: gurevichoffice@gmail.com
www.annagurevich.com

Dear Client:

In order for us to prepare the necessary papers for the sale of the property, please forward to us the following documents either by fax/email or hand delivery as soon as possible:

1. The address and mortgage number of any mortgages, loans and/or secured lines of credit on the property. *Please provide a copy of your most recent statement.*
2. Your most recent realty tax bill. If you are on a pre authorized payment plan with the municipality, please inform the tax department of the impending sale and have your plan cancelled effective the day of closing.
3. Original or copy of the building location survey for the property, *especially if stated for in your Agreement of Purchase and Sale.*
4. If your property is heated by oil or propane, please advise the capacity of the tank(s) and provide the name and contact information of your fuel company. You will be responsible to ensure that the tank(s) are filled on the date of closing.

You are responsible for all payments of taxes, utilities, mortgages, and condominium fees (if applicable), up to and including the day of closing. You should contact all of your utility companies and inform them of your move and provide the utility company with your new address so that they can forward any final bills directly to you.

We would ask that you please read through and complete the attached *New Sellers Information Sheet* as soon as possible as it is mandatory that we receive this prior to closing. Kindly return back to our office as soon as possible.

Also enclosed is a *Client Consent* form that we will also require prior to closing. This form is the acknowledgment from all parties that we are acting for them. Please also return this back to our office as soon as possible.

With respect to the new *Persona/Information Protection and Electronic Documents Act*, (which came into effect January 1, 2004), and in order to obtain any information with respect to your property, we will require the enclosed **Consent Form** to be completed and signed by all registered owners and returned back to our office at your earliest convenience.

PLEASE NOTE: FAILURE TO PROVIDE OUR OFFICE WITH THE ABOVE NOTED INFORMATION/DOCUMENTS FORTHWITH MAY RESULT IN A DELAY IN CLOSING.

For completing your sale with our office, we would like to offer to you a discount of 20% off legal fees on the preparation of your Last Will and Powers of Attorney with us. To be eligible for the discount the Will intake form must be completed within one month of your final closing date and the documents executed no later than three months from the same date.

Any documents required can be sent to our office via fax to 1 289-800-9636 or via email to gurevichoffice@gmail.com

We look forward to being of assistance to you.

Sincerely,
Anna Gurevich Law Office



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NEW SELLERS INFORMATION SHEET

Address of property being sold: _____

Do you currently reside at the property being sold? Yes No

Closing date of this transaction: ____/____/____
dd mmm yyyy

(1) Full Name: _____ Male Female

Date of Birth: ____/____/____ Spouses Name: _____
dd mmm yyyy

Marital Status: Married Separated (was this your matrimonial home? Y N)
Divorced Widowed Single
Common-Law number of years living together ____

Are you a resident of Canada? Yes No

Place of Employment: _____ Position: _____

Work Address: _____
Street Address Apt/Unit

City _____ Postal Code _____

Current / Future Address: _____

Street Address Apt/Unit

City _____ Postal Code _____

Home: _____ Work: _____ Cell: _____

Email Address(es) _____

(2) Full Name: _____ Male Female Date of

Birth: ____/____/____ Spouses Name: _____
dd mmm yyyy

Marital Status: Married Separated (was this your matrimonial home? Y N)
Divorced Widowed Single
Common-Law number of years living together _____

Are you a resident of Canada? Yes No

Place of Employment: _____ Position: _____

Work address

Street Address

Apt/Unit

City

Postal Code

Current / Future

Address: _____

Street Address

Apt/Unit

City

Postal Code

Home: _____ Work: _____ Cell: _____

Email Address(es) _____

Line of Credit | Mortgage | Loan Information (Please include all loans secured on title):

Name of Lender: _____

Reference/Account# _____

Lender Address: _____

Street Address

Apt/Unit

City

Postal Code

Tel. No.: _____ Fax. No: _____

Condominium Information (if applicable):

Condominium Name: _____

Management Name: _____

Management Address: _____

Street Address

Apt./Unit

City

Postal Code

Tel. No.: _____ Fax. No: _____

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Current Monthly Common Expenses \$ _____

Hot Water Tank:

Is the hot water tank rented or owned

Company Name:

Company Address:

Tel. No.:

Fax. No:

CLIENT CONSENT

We/I, _____, hereby confirm that:

- a) Anna Gurevich has been asked to act for both or all parties involved in our purchase/sale/mortgage transaction;
- b) No information received, in connection with the matter, from one, can be treated as confidential so far as any of the others are concerned; and
- c) That, if a conflict develops, which cannot be resolved, Anna Gurevich cannot continue to act for both or all parties and may have to withdraw completely.

Dated at _____ this_ day of _____ 20
(City)

Client Name

Client Signature

Client Name

Client Signature

CLIENT MORTGAGE CONSENT FORM

THIS FORM AUTHORIZES _____ (Name of financial institution) to release confidential mortgage information to my solicitor, Anna Gurevich.

Once signed and submitted to _____ (Name of financial institution) this authorization will be in place until such time as a separate form is received to cancel this authorization.

CLIENT IDENTIFICATION:

Name: _____

Mortgage Property: _____

Mortgage reference No: _____

Phone No(s): _____

SOLICITOR IDENTIFICATION:

Name/Firm: Anna Gurevich Law Office
Anna Gurevich
Barrister & Solicitor, Notary

Address: 93 Queen Street South
Mississauga, ON L5M 1K7

Telephone: (289) 848-0096

Facsimile: (289)) 800-9636

AUTHORIZATION:

Client Signature Date

Client Signature Date