

## INFORMATION FOR VENDOR

- 1 We thank you for the opportunity to be of service to you respecting your Agreement of Purchase and Sale. If it is subject to condition(s) (financing, etc.) notify us as soon as the condition(s) are met, as we do not start preparing the file until the offer is firm and binding.
- 2 Your privacy is important to us. Our privacy policy is available at [www.johnwolfelawyer.com](http://www.johnwolfelawyer.com). We request this consent in writing as the third party to whom we are communicating (your mortgage company or the tax office for example) has obligations to you respecting your privacy as well and will on occasion require us to demonstrate that we have your consent to discuss matters relevant to your transaction.
- 3 In addition to returning your consent respecting privacy, please provide us with your title documents as soon as possible (deed, survey, any existing mortgages with addresses of the mortgage holders and mortgage reference numbers, current and last year's tax bills, etc.). If you cannot locate any of the above documents, please advise us.
- 4 Please advise whether you have gas or oil heating. If oil heating, please arrange to have the tank filled just before closing, and advise us of the size of the tank, usually 900 litres, and the price per litre that your service provider charges. The value of the oil will be charged to the Purchaser on the Statement of Adjustments. The same procedure applies to propane if your property is serviced by same.
- 5 Please contact the utility companies to have the meters read on closing and arrange for the final bill to be sent to you. Please contact us and advise of any purchase contracts calling for instalment payments that you may have with such a utility. Please make arrangements respecting your alarm system directly with your provider and advise the Purchaser of the Purchaser's options in obtaining service.
- 6 Please arrange to cancel your fire insurance coverage but not until the transaction has closed.
- 7 Taxes, fuel oil and any mortgage to be assumed by the purchaser will be adjusted on closing.
- 8 All fixtures not excluded in the Offer must remain on the property. Generally, anything that is attached to the real property is considered a fixture and is included in the sale.
- 9 Please advise us immediately if you suspect any difficulties in completing this transaction, for example changing the closing date, inability to complete, obtaining necessary signatures, parties being absent or ill.
- 10 If you are not a resident of Canada or will be leaving Canada after closing, please advise us immediately.
- 11 **If you own any land adjoining the land being sold or are selling only part of your land, please advise us immediately.**
- 12 Possession of the property should not be given to the purchaser prior to closing. If it is unavoidable to give up possession prior to closing please call to discuss what action may be taken to minimize risk to you.
- 13 We will arrange an appointment with you prior to closing to review the money issues and have the documents signed. **Please have a key to the house available at that time.**
- 14 Finding Us We are located on Main Street East in Grimsby. We are immediately across the street from the Pioneer Gas station and immediately west of the Vision Clinic office.
- 15 The property must be vacated by you on the closing date unless your Agreement of Purchase and Sale specifies that tenants are to remain. In this case, we will need full particulars of any tenancies. Please call us in order that we may discuss particulars of the tenancies.
- 16 From the proceeds received on closing, we will pay any real estate commission and/or outstanding mortgages and deduct our fees and disbursements, paying the balance to you or as you may direct.
- 17 **Please provide us with telephone numbers where you may be reached during the day, in case we require further information. We will also require your new address and telephone number.**
- 18 Legal fees and some disbursements are subject to 5% GST. We will review this with you during your appointment prior to closing.