Sale Questionnaire

Please complete this questionnaire as soon as your sale is firm. It helps us order payout statements, prepare your documents and pay out your mortgage on completion.

How to complete: type your answers into the white boxes and tick the boxes that apply. Leave anything you are unsure of blank and we will go through it together. Save the PDF and upload it to your secure folder link.

Our file number (if known)	

THE PROPERTY

Property address	
Sale price	
Completion date	
Possession date	
Adjustment date	

SELLERS

Please complete one column for each owner on title.

	Seller 1	Seller 2
Full legal name (as on ID)		
Date of birth		
Occupation and employer		
Current home address		
Mobile phone		
Email		
Canadian citizen, permanent resident or other?		
Forwarding address after the sale		

Is every seller a resident of Canada for tax purposes?	☐ Yes	☐ No
Is the property your principal residence?	☐ Yes	☐ No
Is the property tenanted?	☐ Yes	☐ No
Have you claimed the Home Owner Grant this year?	☐ Yes	☐ No

MORTGAGES AND LINES OF CREDIT TO PAY OUT

Please list each loan secured against the property. Give only the last four digits of any account number.

	Loan 1	Loan 2
Lender		
Type (mortgage or line of credit)		
Last 4 digits of account		
Approximate balance		

PEOPLE INVOLVED

Your realtor (name, brokerage, phone, email)	
Buyer's notary or lawyer, if known	
Strata management company, if strata	

YOUR SALE PROCEEDS

We will confirm how to send your sale proceeds with you in person or by phone. We never accept or change banking instructions by email.

DOCUMENTS TO UPLOAD

Please upload these to the secure folder link we sent you. Please do not send identification by email.

- ☐ Accepted contract of purchase and sale with all addenda
- ☐ Most recent mortgage and line of credit statements
- ☐ Most recent property tax notice
- ☐ Copies of two pieces of ID for each seller (originals are checked in person)

ANYTHING ELSE WE SHOULD KNOW

Questions, special circumstances or deadlines	

DECLARATION AND CONSENT

I confirm the information in this questionnaire is true and complete to the best of my knowledge. I consent to Tanvi Ahuja Notary Corporation (Hummingbird Notaries) collecting, using and disclosing this information to provide the services I have requested and to meet its legal and professional obligations, as described in its Privacy Policy at notaryinbc.com/privacy-policy.

Two pieces of valid identification, at least one of which is current government-issued photo identification, will be verified in person at your appointment.

Name	
Date	

This questionnaire collects information for your file. It is not legal advice, and it does not create a notary-client relationship until we confirm your engagement in writing.