

INFORMATION ON THE PROCESSING OF YOUR FILE

The buyer of your property has mandated us to support you in this transaction.

This document outlines the steps and procedures required for preparing and signing the legal documents pertaining to the sale of your property.

It is essential for us that, throughout this process, you feel well informed and confident.

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Me Chloé Bérubé
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Me Christian Crites
Me Emily di Paolo
Me Geneviève Dubreuil
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Me Michèle Lafontaine
Me Vanessa Lafontaine
Me John Lapierre
Me Christophe Larocque
Me Katherine Lauzon
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Me Luc Lavallée
Me Bernard Marquis
Me Stéphanie Mercier
Me Joëlle Mouaikel
Me Magalie Nicolau
Me Mario Patry
Me Isabelle Pelletier
Me Anne Philippe
Me Mathieu Turpin
Me Jean-François Venne-Pronovost

Steps to be taken

1. We will receive the offer to purchase, the property titles and the location certificate describing the current state of the property from the real estate agent.
2. A member of our firm will contact you in order to obtain your **personal information**, or depending on your preference, we can send you an email with an electronic information form to complete and return to us.
3. We will conduct a **title search** to determine the validity of the titles affecting your property and to determine if there are any charges affecting your property.
4. If there is a mortgage against your property, the notary will obtain the discharge. In order to do so, we will contact your financial institution to obtain the outstanding balance on your mortgage. Following the signing of the deed of sale of your property, the notary will forward all sums that are due to your financial institution.
5. We will obtain your municipal and school tax certificates and confirm **that all tax due and payable has been paid**. We will prepare a statement of adjustments to determine the portion that you are to be reimbursed by the buyer, if applicable.
6. Within **2 to 10 days** prior to the date of occupancy, a member of our firm will contact you in order to schedule an appointment to **sign the deed of sale and all other related documents**.
7. During the meeting, the notary will provide you a statement of adjustments and disbursements, which determine the amounts deducted from your proceeds once all the following sums have been paid:
 - reimbursement of your mortgage;
 - real estate agent's commission;
 - amounts due to your mortgagee;
 - tax arrears and legal fees of the notary for the discharge and its publication, if applicable;
 - fee for obtaining a location certificate.

We will **withhold one thousand and five hundred dollars (1500\$)** for a maximum of 30 days until your mortgagee has released the property.

8. Once the documents have been signed, the notary will have to make sure that the deed of sale is published and will then give you the proceeds from the sale of your property. This amount will be given to you within 2 to 3 days after signing.
9. **Once the deed of sale is published, a member of our firm will contact you to notify you that your cheque is available at the reception desk**. Your documents will be delivered to you at the same time, or you will receive them by mail in the following weeks.