

RAJ DHILLON & ASSOCIATES

Lawyers & Notaries

***NO REMOTE SIGNING — Signing must be completed in person at our office**

PURCHASER(S) INFORMATION SHEET

Residential Purchase — Completion File

File & Property Information

File No.

Completion Date

Possession Date

Property Address (Purchase of)

PID / Legal Description

Adjustment Date

Purchase Price

Deposit Amount Held By

Balance Due on Completion

1. Purchaser 1 — Personal Information

Full Legal Name (as it will appear on title)

Date of Birth (YYYY-MM-DD)

Phone Number

Email Address

SIN — by phone or in person only

Occupation and Employer (name, address)

Current Home / Mailing Address

Marital Status

Status in Canada (citizen / PR / work permit) and since when

Are you a Canadian citizen or permanent resident of Canada?

☐ Yes ☐ No

Are you a foreign national, foreign corporation, or taxable trustee (BC Additional Property Transfer Tax)?

☐ Yes ☐ No

Will you be moving into this property as your principal residence?

☐ Yes ☐ No

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1. Purchaser 1 — Identification (Law Society Client ID Verification)

Please provide two (2) pieces of identification and attach photocopies to this form. Bring the original, physical ID documents to your signing appointment.

ID #1 Type (e.g., Driver's Licence, Passport)

ID #1 Number

Expiry Date

ID #2 Type

ID #2 Number

Expiry Date

Issuing Province / Country

2. Purchaser 2 — Personal Information (if applicable)

Full Legal Name (as it will appear on title)

Date of Birth (YYYY-MM-DD)

Phone Number

Email Address

SIN — by phone or in person only

Occupation and Employer (name, address)

Current Home / Mailing Address (if different from Purchaser 1)

Marital Status

Status in Canada (citizen / PR / work permit) and since when

Are you a Canadian citizen or permanent resident of Canada?

☐ Yes

☐ No

Are you a foreign national, foreign corporation, or taxable trustee (BC Additional Property Transfer Tax)?

☐ Yes

☐ No

Please provide two (2) pieces of identification and attach photocopies to this form. Bring the original, physical ID documents to your signing appointment.

ID #1 Type (e.g., Driver's Licence, Passport)

ID #1 Number

Expiry Date

ID #2 Type

ID #2 Number

Expiry Date

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3. Title & Ownership

Hold title as Joint Tenants (right of survivorship)? ☐ Yes ☐ No

Hold title as Tenants-in-Common? ☐ Yes ☐ No

If Tenants-in-Common, specify percentage split (e.g., 50/50, 60/40) and to whom

Mailing address for Form A – Transfer and future Property Assessment/Tax Notices

4. Property Transfer Tax & Related Declarations

Is this your first purchase of a principal residence in Canada (First-Time Home Buyers' Exemption)?

☐ Yes ☐ No

If yes: please provide your last two years' mailing addresses and the exact date you moved into each, on a separate schedule if needed.

Previous address(es) — last 2 years, with move-in dates

Claiming the Newly Built Home PTT Exemption? ☐ Yes ☐ No

Is GST applicable to this purchase (new construction / assignment)? ☐ Yes ☐ No

GST Registration No. (if purchasing for business/rental use)

GST Amount (if known)

Is the property located in a Speculation & Vacancy Tax designated area, and will it be your principal residence?

☐ Yes ☐ No

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5. Financing

Cash purchase — no financing required? ☐ Yes ☐ No

Mortgage Lender

Mortgage / Broker Contact Name

Broker Phone

Broker Email

Approval / Reference No.

Approximate Mortgage Amount

6. Title Insurance

If your mortgage lender requires title insurance as a condition of financing, our office will automatically request a Lender's Title Insurance Policy on your behalf as part of the completion process — this protects your lender's interest in the property up to the mortgage amount, and no action is needed from you for this.

An Owner's Title Insurance Policy is a separate, optional policy (one-time premium) that protects your own equity and ownership interest, not just your lender's. It can cover things a standard title search may not catch — such as existing liens or claims registered against the property, fraud or forgery affecting title, errors in a prior survey, unpermitted work or by-law/zoning violations by a previous owner, and certain encroachment issues — for as long as you (or your heirs) own the property.

Would you like us to also obtain an Owner's Title Insurance Policy for you? (optional — additional premium applies)

☐ Yes ☐ No

7. Insurance

Fire / Property Insurance Provider

Policy or Binder No.

Provider Phone

Provider Email / Fax

If the property is in a strata, the strata corporation typically arranges building insurance — please confirm coverage with the strata manager.

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8. Source of Funds (Required for FINTRAC / Law Society Compliance)

Source of deposit / down payment (e.g., savings, sale of property, RRSP Home Buyers' Plan)

Is any portion of the purchase funds a gift? ☐ Yes ☐ No

If gift, from whom

Relationship to Purchaser(s)

Sending bank institution and branch (for incoming wire/trust transfer)

9. Other Professionals Involved

Realtor / Agent Name

Brokerage

Realtor Phone

Realtor Email

Property Manager / Strata Management Company (if applicable)

10. Signing & Document Delivery

Signing Appointment Date

Time

Is an interpreter required for signing? ☐ Yes ☐ No

If yes, language required

Preferred method to receive completion documents (email / mail / pick-up)

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11. Acknowledgement

I/We confirm that the information provided above is true and complete to the best of my/our knowledge, and I/we understand that signing of all completion documents must take place in person at this office. I/we consent to this firm verifying my/our identification and source of funds as required by law.

Purchaser 1 Signature

Date

Purchaser 2 Signature

Date
