

RAJ DHILLON & ASSOCIATES

Lawyers & Notaries

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

SELLER(S) INFORMATION SHEET

Residential Sale — Completion File

File & Property Information

File No.

Completion Date

Possession Date

Property Address (Sale of)

PID / Legal Description

Adjustment Date

Sale Price

Deposit Amount Held By

Is the deposit being paid directly to you by the buyer (outside of your realtor's trust account)?

☐ Yes

☐ No

1. Seller 1 — Personal Information

Full Legal Name (as it appears on title)

Date of Birth (YYYY-MM-DD)

Phone Number

Email Address

SIN — by phone or in person only

Occupation, Employer's Name, Address and Phone

Marital Status

Status in Canada (citizen / PR / non-resident) and since when

Are you a non-resident of Canada for income tax purposes (Income Tax Act s.116)?

☐ Yes

☐ No

If yes: a portion of the sale proceeds may need to be withheld pending a Clearance Certificate from the Canada Revenue Agency — please advise your lawyer immediately.

Seller Type

☐ Individual(s) — complete Sections 1 and 2

☐ Company / Corporation — also complete Section 2A

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1. Seller 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. Seller 2 — Personal Information (if applicable)

Full Legal Name (as it appears on title)

Date of Birth (YYYY-MM-DD)

Phone Number

Email Address

SIN — by phone or in person only

Occupation, Employer's Name, Address and Phone

Marital Status

Status in Canada (citizen / PR / non-resident) and since when

Are you a non-resident of Canada for income tax purposes (Income Tax Act s.116)?

☐ 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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2A. Corporate Seller — Company Information (if the Seller is a Company)

Complete this section only if the registered owner on title is a company / corporation. Each officer or director who will sign must also complete Section 1 (and Section 2, if applicable) with their personal information and ID.

Full Legal Name of Company (as it appears on title)

Incorporation No.

Jurisdiction of Incorporation

Date of Incorporation (YYYY-MM-DD)

CRA Business Number (BN)

Registered & Records Office Address

Business / Head Office Address (if different)

Business Phone

Business Email

Nature of Business

Is the company in good standing with BC Registries (annual reports filed and up to date)?

☐ Yes

☐ No

Is the company a non-resident of Canada for income tax purposes (Income Tax Act s.116)?

☐ Yes

☐ No

Has a Directors' Resolution authorized the sale and named the signing officer(s)?

☐ Yes

☐ No

Authorized Signing Officer(s)

Signing Officer 1 — Full Name

Title / Position

Phone

Email

Signing Officer 2 — Full Name

Title / Position

Phone

Email

Each signing officer must bring two (2) pieces of original, government-issued ID to the signing appointment.

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2A. Corporate Seller — Directors & Beneficial Ownership

List every director of the company and every individual who directly or indirectly owns or controls 25% or more of its shares (Law Society client identification and verification rules).

Full Name (1)	Role (Director / Shareholder / Both)	% Owned	Occupation
Full Name (2)	Role (Director / Shareholder / Both)	% Owned	Occupation
Full Name (3)	Role (Director / Shareholder / Both)	% Owned	Occupation
Full Name (4)	Role (Director / Shareholder / Both)	% Owned	Occupation
Full Name (5)	Role (Director / Shareholder / Both)	% Owned	Occupation

Is any shareholder another company, partnership or trust?

☐ Yes ☐ No

If yes, provide its name and the individuals who ultimately own or control it

Corporate Documents Required (please provide copies with this form)

- ☐ Certificate of Incorporation and current Notice of Articles
- ☐ BC Registries company summary / search (dated within the last 30 days)
- ☐ Directors' Resolution authorizing the sale and naming the signing officer(s)
- ☐ Central Securities Register and Transparency Register
- ☐ Corporate seal (if the company has one) — bring to the signing appointment
- ☐ Two (2) pieces of original government-issued ID for each signing officer

Net sale proceeds will be issued by trust cheque payable to the company in its full legal name unless other arrangements are confirmed in writing by an authorized signing officer in advance of completion.

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3. Existing Mortgage(s) / Liens to be Discharged

Lender / Institution Name

Mortgage Account No.

Approximate Payout Amount

Lender Payout Contact / Phone

Other Registered Charges, Liens or Judgments Against the Property (if any)

Are there any other mortgages, lines of credit, or liens registered on this property?

☐ Yes

☐ No

4. New Home / Warranty Information

Is this a brand-new home (never previously occupied)?

☐ Yes

☐ No

If yes: please provide a copy of the Occupancy Permit and New Home Warranty documentation.

New Home Warranty Provider / Number

Occupancy Permit Date

Are you a GST registrant, and is GST applicable to this sale?

☐ Yes

☐ No

GST Registration Number (if applicable)

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5. Strata Information (if applicable)

Strata Corporation Name / Plan No.

Property Manager / Company

Property Manager Phone

Property Manager Email

A Form F Certificate of Payment (confirming no strata fees owing) will be required from the strata corporation prior to completion.

6. Possession & Property Access

Move-Out / Vacant Possession Date

Time Possession to be Given

Location of Keys, Garage Remotes, FOBs, Mailbox Keys on Completion

Will the property be left vacant and in broom-swept condition on completion?

☐ Yes ☐ No

7. Forwarding Information & Sale Proceeds

Forwarding Mailing Address (after completion)

Net sale proceeds will be issued by trust cheque made payable to the Seller(s) unless other arrangements are confirmed with this office in advance.

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8. Other Professionals Involved

Realtor / Agent Name

Brokerage

Realtor Phone

Realtor Email

9. 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)

10. 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 as required by law.

Seller 1 Signature

Date

Seller 2 Signature

Date

Corporate Seller (if applicable)

I/We have the authority to bind the company named below.

Company Name

Authorized Signatory — Name & Title

Authorized Signatory Signature

Date

Second Signatory (if required) — Name, Title & Signature

Date