**FILE CHECKLIST**

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| --- |
| DATE FILE OPENED: DATE APS RECEIVED:  FILE NO.: RECORDED IN OFFICE SYSTEM YES NO  CONFLICT CHECK COMPLETED/RESULT:  DATE OF CLOSING:  REQUISITION DATE: DATE REQUISITION LETTER SENT:  REQUISITIONS RESPONSE RECEIVED (ANY FOLLOW-UP REQUIRED):  DATE TO SEND REQUEST FOR FUNDS:  DATE CLIENTS ATTENDING TO SIGN: |

**INTAKE**

Client Name(s):

Address:

Telephone nos.: Business Home Cell

Email:

How taking title:

Residents of Canada: Yes No

Will clients be in town for closing Yes No

Fire Binder in file/lender named Yes No

Intended future use of property/special instructions from client:

Home inspection completed Yes No Issues found:

**PROPERTY INFORMATION**

Address:

Purchase price: Deposit:

Conditions of sale in APS and any amendments:

Seller(s):

Seller’s lawyer:

Number of residential units and/or tenanted:

If there is a survey, has the survey been reviewed:

**MORTGAGE INFORMATION**

Lender:

Mortgage instructions received (note any special requirements):

Mortgage broker:

Request for funds sent Yes No Date sent:

**FILE MANAGEMENT**

Date initial letter sent to client:

Date initial letter sent to seller’s lawyer:

Client ID checked Yes No

Client ID copies in file Yes No

Date searches and executions completed:

Any outstanding taxes/issues:

Statement of Adjustments reviewed Yes No

Title insurance policy ordered Yes No Date:

Mortgage payout statement reviewed Yes No

Document Registration Agreement signed Yes No Amendments:

Have all undertakings been satisfied and all trust conditions honoured (or diarized) Yes No

Have utilities been advised of change of ownership?

Issues to be addressed with client:

Reporting letter sent to client Yes No Date:

Reporting letter sent to lender client Yes No Date:

Mortgage discharge entered in BF system Yes No

**ACCOUNTS**

Statement of account provided to client Yes No

Any unpaid disbursements or fees due Yes No Amount $

If yes, any balance owing written off Yes No

Any balance in trust account Yes No

If yes, final distribution and accounting dealt with Yes No

**REGISTRATION DETAILS**

Date of registration:

Transfer No.: Charge No.: Other:

Mortgage discharge No.:

**LIST OF CLOSING DOCUMENTS**

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