

## FILE CHECKLIST

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:

<b>MORTGAGE INFORMATION</b>
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Lender:
Mortgage instructions received (note any special requirements):
Mortgage broker:
Request for funds sent <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span> <span style="margin-left: 50px;">Date sent:</span>

<b>FILE MANAGEMENT</b>
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Date initial letter sent to client:
Date initial letter sent to seller's lawyer:
Client ID checked <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span>
Client ID copies in file <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span>
Date searches and executions completed:
Any outstanding taxes/issues:
Statement of Adjustments reviewed <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span>
Title insurance policy ordered <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span> <span style="margin-left: 50px;">Date:</span>
Mortgage payout statement reviewed <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span>
Document Registration Agreement signed <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span> <span style="margin-left: 50px;">Amendments:</span>
Have all undertakings been satisfied and all trust conditions honoured (or diarized) <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span>
Have utilities been advised of change of ownership?
Issues to be addressed with client:
Reporting letter sent to client <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span> <span style="margin-left: 50px;">Date:</span>
Reporting letter sent to lender client <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span> <span style="margin-left: 50px;">Date:</span>
Mortgage discharge entered in BF system <span style="margin-left: 150px;">Yes</span> <span style="margin-left: 50px;">No</span>

