



Reply To: **Head Office:** 71 Wilson St. East Ancaster, ON L9G 2B3
 Satellite Office: 108-5397 Eglinton Avenue West. Toronto, ON M9C 5K6

**RETAINER AGREEMENT AND
CLIENT INTAKE FORM**

Thank you for providing our office with your recent Agreement of Purchase and Sale for your upcoming real estate transaction.

By signing this Retainer Agreement and Client Intake Form you understand that you have retained our office to act on your behalf with respect to this transaction, and upon receipt of this signed Retainer Agreement and Client Intake Form we will begin any duties required to complete this transaction.

Please be advised that this Retainer Agreement and Client Intake Form is only for the subject transaction, and any further transactions will require a separate Retainer Agreement and Client Intake Form.

NEW IDENTIFICATION REQUIREMENTS OF THE LAW SOCIETY OF ONTARIO

When signing documents electronically, and not attending our office in-person, the Law Society of Ontario has updated the Rules and Regulations pertaining to identifying clients via virtual meetings. The new Rules and Regulations state that we must complete the following:

- Have clients provide our office with a scanned copy of two pieces of identification (front and back), which must include one piece of government-issued photo identification, and none of which can be a Health Card; **and**
- Use a technology platform to ensure the pieces of identification provided are authentic, valid, and current.

We will provide you with the information of a third-party authentication platform (**Treefort**) for you to complete. If you have any questions or concerns regarding the process, please contact our office.

INTAKE FORM:

BY WHOM WERE YOU REFERRED: _____

ADDRESS OF PROPERTY: _____

CLOSING DATE: _____

CLIENT NO. 1 INFORMATION

FULL LEGAL NAME: _____

DATE OF BIRTH: _____

PHONE NUMBER: _____ **EMAIL:** _____

ADDRESS AFTER CLOSING: _____

OCCUPATION: *(Please specify what you do if self-employed)* _____

PLACE OF EMPLOYMENT: _____

ADDRESS OF EMPLOYER: _____

SPOUSAL STATUS: _____ **NAME OF SPOUSE:** _____
(Legally married, common-law, separated, divorced, single, etc.)

CLIENT NO. 2 INFORMATION

FULL LEGAL NAME: _____

DATE OF BIRTH: _____

PHONE NUMBER: _____ EMAIL: _____

ADDRESS AFTER CLOSING: _____

OCCUPATION: *(Please specify what you do if self-employed)* _____

PLACE OF EMPLOYMENT: _____

ADDRESS OF EMPLOYER: _____

SPOUSAL STATUS: _____ NAME OF SPOUSE: _____
(Legally married, common-law, separated, divorced, single, etc.)

INFORMATION FOR SALE TRANSACTION:

IS THERE A MORTGAGE/LINE OF CREDIT AGAINST THE PROPERTY: _____

MORTGAGE/LINE OF CREDIT BANK NAME: _____

MORTGAGE/LINE OF CREDIT ACCOUNT NUMBER: _____

IS THERE A NOTICE OF SECURITY INTEREST AGAINST THE PROPERTY: _____
(If yes please provide contract holder and account number)

NAME OF COMPANY HOLDING SECURITY INTEREST: _____

ARE THERE ANY RENTAL CONTRACTS: _____
(If yes please provide contract holder and account number)

HOW DO YOU PAY PROPERTY TAXES: _____
(monthly, quarterly, at the Bank, with your mortgage, etc.)

PROPERTY TAXES FOR THE YEAR: \$ _____ PAID TO DATE: \$ _____
(Please provide our office with a copy of your most recent tax bill)

IS THE PROPERTY TENANTED: _____
(If yes please provide a copy of all Leases if the tenants are remaining at the property)

HAVE YOU CONTACTED UTILITY COMPANIES: _____
(Gas, water, hydro)

ARE YOU A CANADIAN CITIZEN OR PERMANENT RESIDENT OF CANADA: _____
Pursuant to section 116 of the Income Tax Act (Canada)

ARE YOU SELLING THIS PROPERTY TO PURCHASE ANOTHER ONE: _____
(If so, please provide Agreement of Purchase and Sale if we are acting on your behalf – a separate Retainer Form will be sent to you for this)

DO YOU CONFIRM THAT OUR FIRM WILL BE ACTING ON YOUR BEHALF: _____

DATED at _____, this _____ day of _____, 20_____.

Signature
Name:

Signature
Name: