Dear New Home Owner(s),

Thank you for retaining **Hassan & Hassan LLP** to represent you in your upcoming property purchase. Purchasing a home / property can feel stressful and there are many moving pieces, so we have put this guide together to walk you through what to expect and how we will work together toward a smooth closing.

Information We Require from You

To prepare your file, we will ask for some information from you. We will let you know what is needed at each stage — the items below cover the essentials.

Identity Verification

As of January 1, 2024, the Law Society of Ontario requires additional measures to prevent identity fraud. During our closing process, you will be asked to complete ID verification through **“Treefort”**. Additional details will be provided to you separately.

You will be asked to:

- Upload two pieces of original government-issued ID (originals — no photos of photos)
- Take a selfie for biometric matching

Corporate / Entity Documentation

If you are signing on behalf of a corporation, partnership, trust, or other entity, we will need documentation confirming your authority to bind the entity. This typically includes:

- Articles of incorporation and corporate profile report
- Directors’ and shareholders’ resolutions authorizing the transaction
- Certificate of incumbency or officer’s certificate
- Beneficial ownership confirmation (in line with current Ontario corporate transparency rules)

> **FINTRAC notice:** As of October 1, 2025, FINTRAC requires title insurance companies to collect ID information from clients (individual or corporate) acquiring property in Ontario. We will share this information in accordance with the Privacy Act.
>
> **Note:** Any additional details we need will be sent to you by email closer to your closing date.

Have Your Financing Ready

If your purchase involves a mortgage or loan, please work closely with your mortgage broker, agent, or specialist to have your financing ready well before closing. Delays in receiving mortgage instructions are one of the most common reasons closings slip past their scheduled date.

We typically ask that lender documents reach us at least one week before the closing date. Please keep us updated on your progress, and let us know immediately if any delays surface so we can plan ahead.

What We Will Complete for You Before Signing

As your legal representatives, we will work behind the scenes before signing to ensure your closing is smooth. This includes:

- Reviewing title (and any off-title searches you have instructed) before the requisition date to make sure there are no surprises that could affect closing
- Communicating with the seller's lawyer to confirm all documentation and adjustments are in order
- Reviewing your mortgage instructions and coordinating with your lender so funds are ready on closing
- Coordinating tenant matters — estoppel certificates, lease assignments, SNDAs (if applicable)
- Preparing corporate authorizations, officer's certificates, and closing certificates (if Corporate buyer)
- Calculating your final closing balance and advising you of the amount you owe (or are refunded)
- Preparing all signing documents for your review and signature

Fees Associated with Your Transaction

Our firm does not charge hidden fees. You will receive a full statement of account showing every charge before closing. Typical items include, but are not limited to:

- Title and sub-search fees
- Writ execution searches
- Off-title searches (zoning, work orders, tax, building, utilities, fire)
- Government registration fees
- Land Transfer Tax (provincial, plus municipal where applicable)
- Title insurance and connecting counsel fees
- Law Society of Ontario levy
- Courier and registry agent fees
- File administration
- Corporate searches and PPSA searches (where applicable)

All items above are subject to applicable taxes.

Please note that our quoted fee in the retainer does not cover extraordinary services that may arise from the specific circumstances of your transaction, including but not limited to:

- Environmental Phase I or Phase II review and reliance letter coordination
- Multiple title parcels or complex legal descriptions
- Mortgage assumptions or partial discharges
- Estoppel certificate negotiation beyond ordinary
- Tenant consents, SNDAs, and lease assignments
- Vendor take-back, syndicated, or private mortgages
- Closing extensions, amendments, or breaches

If extraordinary services are required, we will tell you in advance and discuss them with you at that time. Once your final figure is ready, we will confirm the closing balance and acceptable payment methods.

Extensions and Delays

If circumstances arise that prevent you from closing on the originally scheduled date, please contact us as soon as possible. We will work with you and the other party's counsel to negotiate any extension terms and do our best to keep your transaction on track.

What You Need to Do Prior to Closing

Closing is approaching — here are a few things to take care of as the day gets closer:

INSURANCE:

Home / Fire Insurance (house or freehold townhouse)

Insurance protects your home and belongings against unforeseen events. Please contact an insurance agent or broker to set this up on or before closing. If you have a mortgage, your lender will require proof of insurance — we will provide you with the lender's requirements so your insurer can issue the policy correctly.

Content / Liability Insurance (condominium or apartment)

Your condominium's management fees usually cover the building's property and fire insurance, so a full home/fire policy is generally not required — but you should still purchase content and liability coverage to protect your personal belongings and any liability inside your unit. Please ensure to contact management to set up your payment method.

Common-element townhomes (low management fees)

If your monthly common-element fee covers only items like snow removal and grass cutting, your insurance should be a full home/fire policy — the management corporation's coverage will not extend to the building or your personal loss. Please ensure to contact management to set up your payment method.

UTILITIES:

Utilities (hydro, gas, hot water tank, water)

Set up utilities in your name effective the closing date. If the property has shared services, common-element fees, or building management arrangements, coordinate setup with the property manager. If you cannot find the right contacts, let us know and we will do our best to help.

OTHERS:

Tenant matters (if applicable)

If the property is tenanted, prepare for the assignment of leases, tenant notification of the change of landlord, redirection of rent, and review of any estoppel certificates required by the agreement or your lender.

Final walk-through (resale property)

Inspect the property closely before final closing. Confirm chattels and equipment are in working order, and that doors, handles, walls, and finishes are in the same condition as when you viewed. Take photos of any issues and alert your agent and our office immediately so we can help resolve them.

Pre-Delivery Inspection (new build)

If you are buying a new build, you will have the chance to complete a Pre-Delivery Inspection (PDI) with the builder's representative — use this opportunity to flag any deficiencies. For new condominiums, the PDI happens before your occupancy closing; once you take occupancy, no further walk-through is conducted.

Operational handover (specific to Corporate Buyer)

Plan for changes to security access, locks, alarm codes, signage, and any building system credentials (HVAC monitoring, fire safety, etc.) effective on closing.

What Happens on the Closing Date

On closing day, we should have the following in place:

- Closing documents fully signed
- Insurance binder and (for condos) status certificate received
- Your closing funds in our trust account
- Your mortgage funds in our trust account

Once everything above is checked off, we deliver funds to the seller's lawyer and complete the government registration. Once registration is finalized, we will contact you with details on key release. And that's it — the property is yours!

Thank you again for choosing **Hassan & Hassan LLP** for your upcoming transaction. We look forward to a smooth closing! If you have questions at any point along the way, please reach out to our team — we are here to help.

Cheers,
Hassan & Hassan LLP