Dear Client,

Thank you for retaining **Hassan & Hassan LLP** to represent you in your upcoming property sale. Selling 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.

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 responding to the buyer's requisitions
- Communicating with the buyer's lawyer regarding closing documentation, leases, and tenant matters

- Obtaining mortgage payout statements and arranging discharge of existing charges
- 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 on HST treatment
- 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:

- Mortgage discharge fees and registrations
- Corporate searches and PPSA searches (where applicable)
- Government registration fees
- Law Society of Ontario levy
- Trust account and bank fees
- Courier and registry agent fees
- File administration

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:

- Multiple mortgages or charges to discharge
- Partial discharges of blanket security
- Estoppel certificates, tenant notices, or SNDA negotiation
- Holdback, escrow, or trust arrangements
- Lease assignments, terminations, or surrender agreements
- HST elections and self-assessment certifications
- Closing extensions or amendments

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:

Cancel pre-authorized payments

Cancel any pre-authorized payments tied to the property, including property taxes, condo management, utilities, and any service contracts (lawn, snow, alarm monitoring, etc.) effective the closing date.

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

Contact each utility provider to close your account effective the closing date. Provide a forwarding address so any final bill can reach you.

Final walk-through, cleaning, and keys

On or before closing, the property should be clean and vacant (unless your agreement provides for tenants remaining). Ensure all keys, garage remotes, and access devices are left at the property or in an agreed lockbox for the new owner. Confirm the property's condition matches the terms of the Agreement of Purchase and Sale you signed.

What Happens on the Closing Date

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

- Closing documents fully signed
- The purchaser's closing funds received in our trust account

Once everything above is checked off, we deliver title and registration to the buyer's lawyer and complete the government registration. We will then pay out your existing mortgage(s) and confirm the discharge process. If any deposit surplus remains after your real estate agent's commission, that surplus is returned to you directly by your agent or their brokerage.

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