

PURCHASING YOUR NEW PROPERTY



Thank you for allowing us to assist you with the purchase of your new property. Whether you are a seasoned purchaser or a first-time buyer, our brochure is your go-to guide.

CONTACT YOUR REALTOR

Advise your realtor that we will be representing you in the purchase of your new property. Your realtor will provide us with key documentation such as the Purchase Contract, addendums, and any additional information required to complete this transaction.

CONTACT YOUR LENDER

If you are purchasing your property with a mortgage, let your lender know that we are representing you in the purchase of your home. The lender will provide us with the conditions you need to meet to obtain the funds to complete this transaction.

TIPS FOR SUCCESSFUL CLOSINGS

- ▶ You need to be available on the Closing Date. We may need to contact you on that day seeking your instructions.
- ▶ Please let us know immediately if you intend to sign documents from outside Calgary.
- ▶ You are responsible for placing fire insurance on the buildings. Approximately one week prior to the Closing Date, you will have to provide us with a binder letter evidencing insurance.
- ▶ Do not update your government-issued ID documents with your new address. We will need them to confirm your identity. Please make sure they are not expired.

We know that this process may seem daunting, but do not worry – at least not too much- you are in good hands, and we are here to help you. We will send you the following emails:

WELCOMING EMAIL

Our office sends a welcoming email after you have confirmed that you will be working with us.

QUESTIONNAIRE EMAIL

We will send you an email with questions we need you to answer. This information will allow us to prepare all the necessary documents for the signing appointment.

MORTGAGE INSTRUCTIONS

If applicable, we will forward the instructions we receive from your lender. We need you to carefully review these documents to confirm payments, frequency of payments, interest rate, maturity date, etc. We need your confirmation to prepare the documents you will need to sign at our office and obtain additional information.

APPOINTMENT EMAIL

Our appointment generally occurs seven days before closing, depending on when we receive the lender and/or realty documents. By that time, we will have property tax information and closing documents. You will be required to bring additional funds to complete the transaction, as well as your government-issued ID's, such as a driver license and, if needed, Canadian passport, Permanent Resident card, or work permit.

FUNDING EMAIL

If applicable, we will email you right after receiving your lender's mortgage funds on the closing date. We generally copy your realtor and mortgage specialist/broker who assisted you in obtaining these funds.

What to expect on Closing Date?

After you have received our funding email, we will contact your realtor to confirm that everything went well during the walk-through. We will pull the title regarding your property to confirm that everything is in order to complete this transaction. We will let you know when the transaction has been completed – which is typically around noon.

