



- 1** - Please send us out without any delay the required documents in order to avoid a postponement or delay in the signing of the deed of sale.
- 2** - Take the time to communicate with the notary in order to set the place and time of the closing, at your convenience.
- 3** - Get in touch with your financial institution to verify the exact balance of your mortgage in capital and interests and eventual penalties which the notary will refund in your name at the signature.
- 4** - The deed of sale expenses are charged to the buyer. However, in the case of a mortgage refund, you should inquire about the expenses and fees related to the preparation of a quittance act by the notary because those expenses will be charged to you. Additionally, any correction fees for issues related to titles and / or title insurance will also be charged to you. Be cautious! Although the buyer will assume all the charges for the deed of sale, it is frequent to see acting notaries bill hundreds of dollars to sellers for tax verifications, account reimbursement, preparation of checks, photocopies and administrative fees or other fees. We suggest you communicate with the notary to be informed of the exact fees to be paid as a seller to avoid any unpleasant surprises.
- 5** - Don't forget that the notary can only distribute the capital proceeded from the sale once he or she gets the confirmation of the deed of sale publication from the registry office. Thus, you should obtain a cheque within a 48 to 72 working hours delay after the signature. This delay is approximative and based on our past transactions. Note that we are not responsible for occasional longer delays, the final payment being under the responsibility of the notary and the registry office.
- 6** - If you are buying another property after this sale, it is important to synchronize the deed of sale dates in order to have access to the capital (money) that enables you to sign the acquisition contract with the same notary or another one. If the buying of your new property precedes the sale of your home, you can manage a bridge loan with your financial institution.
- 7** - The notary is responsible of distributions (adjustments) and of your payment. He or she will explain all the calculations at the signature, but on demand, you can ask him or her to provide the adjustments calculations previously or to explain them to you in the days preceding the signature. Don't forget to fill up the oil tank (if necessary), to pay the final bill to your provider, to verify the capacity of your tank and bring all this information to the notary so he can do the necessary adjustments. As for Hydro or Gaz Metro, you need to read the meters and advise the respective companies of the homeowner changes.
- 8** - Broker's remuneration: It will be deduced by the notary from the profit of the sale. Please note that the government asks us to collect the taxes (GST/QST), which will be added to the remuneration.
- 9** - The fundamental document of any real estate transaction is the original certificate of location, prepared by a land surveyor. It must be less than 10 years old and needs to be representative of the actual state of your property. If you have made any changes to your property since the preparation of the certificate (extension, pool, etc.), it will be your responsibility to provide a new certificate of location.

Over the past few years, the province of Quebec has undergone a cadastral reform and it is most likely completed in your district. If this is the case, the lots numbers of your property have been replaced by a new 7 digit number. The notary will demand a new certificate of location, up-to-date and prepared by a land surveyor of your choice and at your expense (\$600 to \$900). However, if your district is currently undergoing a cadastral reform, you will receive a letter from the Quebec cadastral office explaining the entire process and the possibility to examine the concordance between the old and new lot number yourself, by attending an information meeting. It is important to verify this change and to inform the real estate broker, the buyer and the notary by handing over a copy of the received documents

- 10** - Please bring with you at the notary's office at the closing day: Alarm system code, property keys, phone and postal information of your new property and phone numbers of the tenants (if applicable) to ensure a better coordination with the buyer. You will also need two (2) pieces of identification with pictures (ex.: driver's license).



BARDAGI
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10 useful tips to facilitate the signing of the deed of sale at the notary's office

Thanks to this precious document exclusive to the Bardagi team, you are now well informed to organize the deed of sale signature. Planning ahead your schedule and the transaction fees highly contributes to reduce the stress level normally related to a house move.

Yet, should you need any additional information, don't hesitate to contact us and we will gladly inform and help you some more. Our mission is to create the most positive selling experience and to help you realize your real estate dreams.

This report is provided courtesy of Team Bardagi.
Feel free to contact us for further information.

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