Seller Closing Worksheet

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Print this page, fill it in, and send it with your documents. General information only — not legal advice for a specific sale.

Property address _____

Closing date _____

Seller name(s) on title _____

Phone / email after closing _____

1. Send on day one

- ☐ Complete signed agreement of purchase and sale, with all amendments and waivers
- ☐ Two pieces of valid photo ID for each person on title
- ☐ Mortgage / line of credit statements — lender name and mortgage number(s): _____
- ☐ Most recent property tax bill — taxes: ☐ paid ☐ instalments ☐ in arrears
- ☐ If a condo: condo corporation contact, special assessment / arrears information
- ☐ If tenanted: lease, rent amount, tenant contact, vacant possession promised? ☐ Yes ☐ No
- ☐ If selling in a special capacity: estate trustee / power of attorney / court / corporate documents
- ☐ Forwarding address, phone, and email after closing
- ☐ How net proceeds are to be paid — bank account details, given securely
- ☐ Name change documents, if the name on title differs from your current legal name

2. Before closing day

- ☐ Keep the property insured until closing, in substantially the same condition
- ☐ Do not remove fixtures the agreement says stay; no unapproved changes
- ☐ Arrange movers; plan to be out by the time the agreement requires
- ☐ Notify utilities; arrange final readings / account closures for after closing
- ☐ Collect keys, garage remotes, mailbox keys, and access codes
- ☐ Tell Metro immediately about anything new: tenant issue, separation/divorce, death on title, new lien, tax arrears notice, lender letter

Notes / anything new to tell us:

_____

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3. Signing day

- ☐ Bring ID

- [ ] Read the statement of adjustments before signing — ask about any number that looks wrong before signing, not after
- [ ] Sign: transfer, statement of adjustments, directions for proceeds, discharge authorisations

4. After closing

- [ ] Confirm the mortgage discharge is registered — Metro will report this to you
- [ ] Keep your final statement and registered transfer with your tax records
- [ ] Update Canada Post, banks, and government accounts with your new address
- [ ] Talk to your accountant about principal residence reporting and tax filing for the year of sale

Sale legal fee: $850 + HST for a standard residential sale, plus disbursements at cost, itemised in your written quote. In-person signing: Mississauga (near Square One) · Markham (Highway 7) · Brampton East. Remote signing across Ontario.