



DOCUMENTS REQUIRED TO OPEN A REAL ESTATE PURCHASE FILE

Thank you for choosing us for your real estate transaction! Here are the documents we require **to open your file**

- Promise (offer) of purchase** completed and duly signed by both parties (buyer and seller)
- All forms attached to the initial promise of purchase: **modifications, amendments, counter-proposals** and others (if applicable) duly signed by both parties (buyer and seller)
- Declaration of the seller**
- Certificate of location** (representing current state of property, no older than 10 years)
- Centris description form**
- Municipal and school **tax statements**
- Contact information** (phone and email) of:
 - buyers
 - sellers
 - real estate brokers
 - syndicate (applicable for the sale of a condo)

In the case of a sale with mortgage financing:

- Mortgage instructions** (give your bank the name of your notary)

Please send all documents by email to anapac@apnotaire.com for Mtre Ana Pac, and to slabetis@apnotaire.com for Mtre Stéphane Labetis.

REMINDER TO SELLER

On the day of the sale, don't forget to bring certified copies of the following documents to give to the buyer:

- Up to date certificate of location**
- Old title deeds**
- Declarations of co-ownership** (in the case of a condo)

EXPECTED TIMEFRAME

- Please allow **at least 15 business days** for the processing of files, subject to receipt of **instructions from the bank at least 10 business days** before the scheduled date of sale.
- The timeframe may be longer in the case of condos, virtual lenders and commercial transactions.

SCHEDULE AN APPOINTMENT

If you are purchasing your property with a mortgage financing, **two appointments** with the notary are necessary, as the mortgage security deed must be signed a few days before the purchase date.

Our team will take care of scheduling all appointments. We will contact the buyers and sellers roughly two weeks before the expected date of signing the deed of sale, provided that the buyers' mortgage instructions have been sent by the bank.