

# Peter J. Dudzic

LAW OFFICE

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## SALE (VENDOR) INFORMATION FORM

Please email to [reception@dudziclaw.ca](mailto:reception@dudziclaw.ca), or fax this form back to us as soon as possible. We look forward to assisting you.

### VENDOR (SELLER) INFORMATION:

**Client A:** (circle one) Mr/Mrs/Ms/Miss/Other

Last Name(s) \_\_\_\_\_

First and Middle name(s) \_\_\_\_\_

\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Spousal Status:** (circle one) Married – Separated –  
- Divorced - Single – Widowed-Common Law Relationship

If Married, spouse's name: \_\_\_\_\_

**Residency Status in Canada: (circle one)** Citizen/  
Permanent Resident/Other

**Telephone:**

**Home:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

Best Number to reach during the Day:

Circle One: Home Work Cell

Email Address: \_\_\_\_\_

**Client B:**(circle one) Mr/Mrs/Ms/Miss/Other

Last Name(s) \_\_\_\_\_

First and Middle name(s) \_\_\_\_\_

\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Spousal Status:** (circle one) Married – Separated  
- Divorced - Single – Widowed-Common Law Relationship

If Married, spouse's name: \_\_\_\_\_

**Residency Status in Canada: (circle one)** Citizen/  
Permanent Resident/Other

**Telephone:**

**Home:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

Best Number to reach during the Day:

Circle One: Home Work Cell

Email Address: \_\_\_\_\_

**EXISTING MORTGAGE INFORMATION**

First Mortgage/Secured Line of Credit – Branch, Telephone Number AND Contact Person:

\_\_\_\_\_

Mortgage Reference Number: \_\_\_\_\_ Approximate Balance: \_\_\_\_\_

Second Mortgage – Branch, Telephone Number AND Contact Person: \_\_\_\_\_

\_\_\_\_\_

Mortgage Reference Number: \_\_\_\_\_ Approximate Balance \_\_\_\_\_

**REALTY TAXES**

Paid by (circle one): - You – Mortgage Company – Pre-authorized Payment Plan with the City

If you pay the City by Pre-authorized Payment Plan – please indicate if you are on a 10 month or 12 month Plan - \_\_\_\_\_ Month Plan and if withdraw occurs on the 1<sup>st</sup>/15<sup>th</sup> of month \_\_\_\_\_.

Amount of Realty Taxes Paid per MONTH: \$ \_\_\_\_\_ Date of Last Statement: \_\_\_\_\_

**\*Please provide a current Property Tax Invoice\*.**

Monthly Common Element Expense \$ \_\_\_\_\_

Name of Management Company - \_\_\_\_\_

Common elements have been paid until \_\_\_\_\_

Is this a rental property: Yes \_\_\_\_\_ No \_\_\_\_\_

Water (circle one) Metered – No Meter -Well or Cistern

How is the house heated (circle one) Gas – Electric - Oil

Is there any rental equipment in the house? (circle all that apply) **water heater/ Hvac/furnace/air conditioner/water purification/propane tank**

If yes, Provide Name of Rental Company(s): \_\_\_\_\_

Your Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

**Mandatory Identification:** Please be advised that you will need to produce two pieces of identification: Photo Id (Valid Driver’s License or Passport) and either SIN card, birth certificate or credit card. **\*This is mandatory.\*** Please come to our office asap to present this identification (we will photocopy it for the file). **\*Please check our website under Resources for a list of suitable Identification. \* If you do not have the required identification, please telephone us immediately to discuss.**

**Checklist:**

- **Ensure you have completed & provided all information required on this form (Current Property Tax Invoice). Ensure all sections are completed!**
- **Ensure you have the Mandatory Identification and please come to our office to present this PRIOR to the Closing (we will photocopy your ID for the file).**
- **Please email to [reception@dudziclaw.ca](mailto:reception@dudziclaw.ca), or fax this form back to us as soon as possible. Thank you.**

**PROPER IDENTIFICATION**

Please note that for all Real Estate Transactions, we will require 2 pieces of unexpired identification from the list below. Please bring the original 2 pieces of identification to your appointment so we can make colour copies for our file. One piece of the identification must be proof of citizenship or confirm permanent resident status and/or one must be photo identification.

If you do not have a valid piece of photo identification, please go to Service Ontario and obtain an Ontario Photo Card. The cost is approximately \$35.00 and can take several weeks to be processed. Please contact our office for additional information

**\*\*Note: The Ontario Health Card is NOT a valid or acceptable piece of identification.\*\***

Acceptable ID

**Primary Identification**

Photo Identification  
Driver's Licence  
Passport  
Permanent Resident Card  
Canadian Citizenship Card  
Ontario Photo Card  
Nexus Card  
Firearms License C

**Secondary Identification**

Social Insurance Card  
Credit Card (with signature)  
Canadian Birth Certificate  
Original CNIB Card