

STEWART AND STEWART

BARRISTERS AND SOLICITORS

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- Open file and search the title from the Calgary Land Titles Office and obtain the tax information from either the City of Calgary or other municipal district office;
- Obtain from owner a current Real Property Report with Compliance; if not, we order a new or updated Real Property Report;
- Obtain Loan/Mortgage Number so that we can order a payout statement from the bank and obtain the correct address and information regarding the Loan or Mortgage on title;
- Prepare the Transfer of Land, Statement of Adjustments, Direction to Pay, etc. and all other necessary documents regarding file;
- Correspond with the lawyer for the other Purchaser/Vendor regarding certain issues that may arise and send/receive documents to or from the other law firm;
- When the Sale Proceeds are paid to our office we deposit same into our trust account and we then pay the mortgage(s), taxes, balance of real estate commission and finally deposit the money into the seller's bank account;
- If the client is going to be away, we prepare a Power of Attorney which appoints another person to sign all of the necessary documents on their behalf, and allows that person to be away at the time of closing;
- Receive Mortgage Instructions and then prepare (type) the Mortgage and other required documents; correspond with the Mortgage Company if they have not yet sent us the final mortgage instructions;
- The clients attend at our office to sign the necessary documents in order to buy/sell their property; when attending, the lawyer explains the process and all of the documents involved; if purchasing, clients bring a bank draft to our office to cover the cash down payment and all fees and disbursements payable;
- We receive Mortgage Proceeds into our trust account and forward together with any other cash required to the Seller's Lawyer;
- At the conclusion of the file, we write a reporting letter to the clients, including all documents involved in the transaction.