



Yvonne Lee Law Office  
 15A Main Street West  
 Smiths Falls, Ontario, Canada, K7A 1M4  
 yvonne@yvonneleelaw.ca  
 Telephone: (613) 283-3863 • Fax: (613) 283-8135

**Real Estate Sale Form**

**Personal Details**

Name in Full (First, Middle, Last)			
Date of Birth			
Marital status			
Citizenship			
Present Address			
Telephone Home and Cell			
Email		OK to contact by email?	

Name in Full (First, Middle, Last)			
Date of Birth			
Marital status			
Citizenship			
Present Address			
Telephone Home and Cell			
Email		OK to contact by email?	

Mortgage Company Name (or secured line-of-credit institution)			
Mortgage Company Branch Address			
Contact & Reference Number of Mortgage Company or Institution (or copy of last statement)			
Is this property owner-occupied or rental?			
If rental, details including name of tenant, lease terms, deposit, notice given, etc.			
Forwarding address of tenants (if applicable)			

**What is the heat source?**

Oil		Propane		Gas		Electricity		Other (specify)	
-----	--	---------	--	-----	--	-------------	--	-----------------	--

**Water and Waste**

Municipal & Sewer?		Well & Septic?		Water Potability Report?		Use Permit?	
--------------------	--	----------------	--	--------------------------	--	-------------	--

Is this a waterfront property?					
Tax Information (annual or interim billing, copy roll number, paid through mortgage)					
Is there other special information about property I should know eg. road fees, agreements, rentals?					
Is there a current & accurate building location survey?					
Current use of the property? (specify residential, recreational, commercial, farmland or vacant property)					
Do you receive garbage tags?		How many?		Cost for additional tags?	