



Civic Address of Property to be bought or sold:

Legal Description of Property: *This information can be obtained from a tax notice or documentation that the seller may have from when they purchased this property*

Amount of Deposit: \$ \_\_\_\_\_

*(minimum \$100.00) The deposit is security for the Seller. It is an indication of good faith by the Buyer. If the offer is conditional and conditions are not removed, the deposit is returned to the Buyer. If the offer is unconditional and the deal does not go through, the deposit is released to the Seller. A check for the Deposit should accompany the offer payable to the Seller's solicitor unless otherwise indicated in the offer.*

Amount being financed (total Mortgage amount): \$ \_\_\_\_\_

Name of Financing Institution:

Total Purchase price: \$ \_\_\_\_\_

GST Applicable?: Y/N / Not Sure (choose which)

*GST is applicable on all transactions unless the transaction is exempt. Residential properties are normally exempt. If the property has been used commercially by the Seller, GST will be applicable to the value of the commercial portion of the property. The Seller is responsible to collect GST if applicable. The Seller will need to seek advice from the GST office if not sure. 1-800-959-8287*

Conditions of Buyer:

*Any condition that may need to be fulfilled in order for the Buyer to fully agree to purchase this property.*

Choose:

- Subject to financing satisfactory to Buyer
- Subject to home inspection satisfactory to Buyer
- Subject to review of condominium documents
- Subject to sale of Buyer's home
- Specific inspections – water, sewer, fireplace etc.
- Other:

Buyer's Condition Date: \_\_\_\_\_

*Ideally 2 – 3 weeks from the date offer is accepted, even if pre-approved – **CAN NOT BE CLOSING/ POSSESSION DATE** You need to allow time for the bank to process the request, get instructions to the lawyers, and for the lawyers to prepare documents.*

Conditions of Seller: *Sellers don't often have conditions, but could be for example, subject to being able to arrange purchase for new house)*

Seller's Condition Date: ( **CAN NOT BE CLOSING/ POSSESSION DATE**)

Specific chattels *Any moveable items that are not permanently affixed to the permanent buildings, ie fridge, stove, washer dryer, dishwasher, window coverings, sheds. etc. that you want to be included in the purchase price. If it is not included in contract and it is not permanently affixed to the property, then it is assumed that it will go with the sellers.*

Move in Date/Date of Closing: \_\_\_\_\_  
*(ideally minimum 2 weeks from the condition date to allow sufficient time for transaction to go through:*

Offer open for acceptance until:-----  
*How much time do you want the other side to have to decide if they agree or not? Usually 24-48 hours. If they want to consult their own lawyer, perhaps more.*

Additional Terms \* *What other things have you agreed to? What other things have been discussed. Everything you've agreed to needs to be in the offer for it to be binding.*

For Example:

\_\_\_ Real Property Reports/compliance/title insurance (see next page for details)

\_\_\_ Water Potability Certificate (if acreage, buyers mortgage will need.

\_\_\_ Septic System permits (if acreage, buyers mortgage will need)

\_\_\_ Repairs to be made:

\_\_\_ Other:

Seller's Lawyer name:

Buyer's Lawyer's name:

**ADDITIONAL INFORMATION TO ASSIST:**

Has this property ever been used for commercial property? Yes No

Is there a house, mobile home or other buildings on this land or bare land?  
DESCRIBE:

Is there a Renter that will be staying on the property?

DETAILS:

\_\_\_ If renter to vacate, proper notice given? Seller's responsibility  
<http://www.servicealberta.gov.ab.ca/housing-property-utilities.cfm>

- \_\_\_ If the Renter is staying is there a copy of the Rental Agreement and is a  
damage deposit being held? Yes No Damage Deposit \$\_\_\_\_\_

Real Property Report and proof of Municipal Compliance

*This is a drawing that shows where the buildings, fences, shed, decks and other fixed objects (improvements) on the property are located. Municipal Compliance is an indication from the municipality that confirms whether or not the improvements are located properly in accordance with the bylaws. The offer will have the Seller warrant (promise and be responsible) that the improvements comply with the municipal bylaws. The Real Property Report and compliance are proof that the Seller has met their responsibility. The Buyer needs this document so they know that they are not buying into problems. It is normally a requirement of Buyer financing that one be obtained.*

*Where a Seller does not have a Real Property Report (RPR) and Compliance or where perhaps things have changed since the Seller's RPR was drawn, the parties may negotiate that one party or the other provide Title Insurance. Title insurance is a policy to protect the Buyer and their bank if they buy the property but later find that improvement does not comply with municipal bylaws and it needs to be fixed. On most residential properties the cost of title insurance is about \$250.00. Commercial Properties (where GST is applicable) can be much more. If a home value exceeds \$500,000 the prices can increase. The following are websites you may find useful for further information:*

<https://chicagotitle.ca>

<https://fct.ca/>

Will seller be providing new or existing Real Property Report & Compliance?

Is it current and accurate? Yes No

Has anyone drawn any amendments on the RPR to show any additions such as a deck or fence after it was prepared? Yes No

Is it legible? Yes No