

Part A - Tell us about You

1. Name

| | | | | |
|----------------|--|-------------|---------------|--|
| | Title Mr., Ms. ... | Family Name | Given Name(s) | |
| Legal Name | | | | |
| Preferred Name | <input type="checkbox"/> Same <input type="checkbox"/> → | | | |

2. Occupation

| | | |
|----------------------|--------------------|----------|
| Title or Profession: | Additional Details | Company: |
| | | |

3. Date and Place of Birth

| | | | | |
|-------------------|------------|---------|--|---|
| Date (mm/dd/yyyy) | Prov/State | Country | 4. Gender | 5. Canadian Residency |
| | | | <input type="checkbox"/> Female <input type="checkbox"/> Male | <input type="checkbox"/> Canadian Resident <input type="checkbox"/> Non-Resident |

6. Phone Numbers

| | |
|------|----------|
| Home | Business |
| Cell | Fax |

7. Email Addresses

| | | |
|-----------|--|--|
| Primary | <input type="checkbox"/> Use for file specific | <input type="checkbox"/> Use for general purpose |
| Alternate | <input type="checkbox"/> Use for file specific | <input type="checkbox"/> Use for general purpose |

8. Current Mailing Address

| | | | | | |
|---------------------------------|--------------------|------|--------------|-------------|---------|
| Building Number and Street Name | Apt/Unit/Suite/RR# | City | Prov / State | Postal Code | Country |
| | | | | | |

9 Current Spousal Status

Are you currently living in a spousal relationship? Yes No

If yes, your current spouse's name? _____

If yes, are you married to him or her or common-law? Married Common-Law

Do you have a marriage contract or cohabitation agreement with him or her? Yes No

10. Past Spousal Relationships

Have you ever ceased living in a spousal relationship? Yes No

Status of that relationship or those relationships (choose all that apply): Divorced Separated from common-law spouse
 Widowed Separated from married spouse but not divorced

Do you have a separation agreement or court order affecting a subject property? Yes No

11. Post-Closing Address

| | | | |
|---------------------------------|--|--|--------------------------------------|
| | <input type="checkbox"/> Current Mailing Address | <input type="checkbox"/> Subject Property (Purchase) | <input type="checkbox"/> Enter below |
| Building Number and Street Name | Apt/Unit/Suite/RR# | City | Prov / State |
| | | | Postal Code |
| | | | Country |

Part B - Tell us about your Sale Not Applicable Enter details below

1. Property being Sold Current Mailing Address See my spouse's form Enter below

| | | | | |
|--------------|--|--------------------|------|-------------|
| Closing Date | Building Number and Street Name or other Description | Apt/Unit/Suite/RR# | City | Postal Code |
| | | | | |

Current Use of Property being Sold: Choose all that apply

| | | |
|--|---|--|
| <input type="checkbox"/> Primary Residence | <input type="checkbox"/> Commercial for own use | <input type="checkbox"/> Residential Rental (short or long term) |
| <input type="checkbox"/> Secondary Residence | <input type="checkbox"/> Commercial Rental | <input type="checkbox"/> Other Use (specify): |

Does the property include a substantially renovated or newly constructed home? Yes No

Part C - Tell us about your Purchase Not Applicable Enter details below

| | | | | | | |
|--|--|--|------|---|--------------------------------------|-----------------------------|
| 1. Property being Purchased | | | | <input type="checkbox"/> See my spouse's form | <input type="checkbox"/> Enter below | |
| Closing Date | Building Number and Street Name or other Description | Apt/Unit/Suite/RR# | City | Postal Code | | |
| Intended Use of Property being Purchased: Choose all that apply | | | | | | |
| <input type="checkbox"/> Primary Residence | <input type="checkbox"/> Commercial for own use | <input type="checkbox"/> Residential Rental (short or long term) | | | | |
| <input type="checkbox"/> Secondary Residence | <input type="checkbox"/> Commercial Rental | <input type="checkbox"/> Other Use (specify): | | | | |
| Is the property a substantially renovated or newly constructed home? | | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Information for Land Transfer Tax Act and Non-Resident Speculation Tax Reporting

| | | | | | | | |
|---|--|--|---------------------------------------|---|----------------------------------|---|---|
| (a) Have you been (or will you be) physically present in Canada for 183 days of the 365 days before the title transfer? | | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| (b) What is the Property Type (immediately before you acquire it)? | | | | | | | |
| (c) What percentage of the value of the property is: | | Residential (non-Farm) Use? | | | | | % |
| | | Farm (including residences on farm) Use? | | | | | % |
| | | Other Use? | | | | | % |
| (d) Will the property be occupied as a principal residence, if yes, by whom? | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> You | <input type="checkbox"/> Family Member(s) | |
| (e) Are you a Canadian Citizen or Permanent Resident? If Neither, state your citizenship and status in Canada. | | | <input type="checkbox"/> Cdn. Citizen | <input type="checkbox"/> Perm. Resident | <input type="checkbox"/> Neither | Citizenship Status in Canada | |
| (f) Are you acquiring the property as trustee for the benefit of any other person(s)? If yes, we need a form from every owner of a beneficial interest. | | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

3. Information for Land Transfer Tax First-Time Homebuyer Rebate

| | | | | | | |
|--|-----------------------------|--|--|-----------|------------------------------|-----------------------------|
| (a) Have you ever owned a home anywhere in the world at any time? If Yes, skip to Part D. | | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Did your spouse or a former spouse ever own a home anywhere in the world at any time while you were spouses? If Yes, skip to Part D | | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Did your spouse or a former spouse ever own a home anywhere in the world at any time before you were spouses? If No, skip to Part D. | | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Give details of that spouse's or former spouse' ownership: | | | | | | |
| That Person's Name | Address of that Former Home | | | Date Sold | Date became spouses | |

Part D - Tell us about your Mortgage Not Applicable Enter details below

| | | | | | | |
|---|---|--|--------------------|--|---|--------------------------------------|
| 1. Property being Mortgaged | | | | <input type="checkbox"/> Current Mailing Address | <input type="checkbox"/> Property being Purchased | <input type="checkbox"/> Enter below |
| Building Number and Street Name or other Description | | | Apt/Unit/Suite/RR# | City | Postal Code | |
| Use of Property being Mortgaged: Choose all that apply | | | | | | |
| <input type="checkbox"/> Primary Residence | <input type="checkbox"/> Commercial for own use | <input type="checkbox"/> Residential Rental (short or long term) | | | | |
| <input type="checkbox"/> Secondary Residence | <input type="checkbox"/> Commercial Rental | <input type="checkbox"/> Other Use (specify): | | | | |

Part E - Certification

I certify that the information contained herein is true to the best of my knowledge and belief, knowing that McMaster, McIntyre & Smyth, LLP will rely upon this information to complete and submit documents and information returns on my behalf. If submitted electronically, either check the certification box below or enter a digital signature below. Alternatively print and sign in the box below.

| | | | | |
|------|--|--|------------|----|
| Date | | <input type="checkbox"/> Certification | Signature: | X. |
|------|--|--|------------|----|

Instructions:

The by-laws, rules and regulations of our regulatory body, the Law Society of Upper Canada, require that we obtain certain personal information from you. Further, if you are a purchaser, both the land registration system as well as the Ministry of Finance require that we obtain certain personal information. Even if you are a returning client, we need this information to ensure that the information that we have about you is up-to-date. Please see our privacy policy at www.mmslawyers.com/Privacy-Policy.shtml

Part A – Tell us about You

1. Names

As part of our professional obligations, we need to conduct searches for actual or potential conflicts of interest. We need details of your names to assist in these searches.

Title: If you leave this blank, we will assume Mr. for men and Ms. for women.

Legal Name: Your current name as it is recognized by the government.

Preferred Name: The name that you would prefer that we call you. For example, you may prefer that we refer to you by a middle name or a nickname or a married name that is not your legal name.

2. Your Occupation

If you have more than one occupation, please use the occupation with which you most identify.

If you are retired, please include the word retired in the Additional Details box and indicate the occupation from which you are retired.

3. Date and Place of Birth

Please provide details as they appear on your birth certificate.

4. Gender:

Please specify.

5. Canadian Residency

Will you be Canadian Resident for Canadian income tax purposes on Closing?

6. Phone Numbers

Sometimes we have a short timeline to contact you to obtain instructions. Please provide all numbers that we can use to contact you.

Use the tick box to indicate the number that you prefer that we use.

7. Email Addresses

Please provide all email addresses that you use. Also indicate whether we can correspond with you using that address.

Use for file specific: We can correspond with you to these email addresses regarding your legal matters.

Use for general purpose: We can correspond with you to these email addresses for matters that do not relate solely to your legal matters.

Note, if you send us an email, unless you provide instructions to the contrary in that email, you authorize us to reply, forward and copy emails to that email address regarding your legal matters.

8. Current Mailing Address

Please use the address that we are to use before the closing of the transaction.

9. Spousal Status

Provide us with your current spousal status. If you have a marriage or co-habitation agreement, provide us with a copy.

10. Past Spousal Relationships

Advise us if you have ever had a spousal relationship other than your current spousal relationship. If there is a

separation agreement or court order that affects a subject property, provide us with a copy.

11. Post-Closing Address

Indicate if your address after the transaction closes will be the same as your mailing address or the same as the property address, or provide us with a different address.

Part B – Tell us about your Sale

If you are not selling a property, choose Not Applicable and proceed to Part C.

1. Property being Sold

Provide a description of the property being sold. If details are on your spouse's form, then indicate so and proceed to section 3. Choose all applicable property uses. If you choose other, specify the use.

Part C – Tell us about your Purchase

Fill in this part if you are purchasing or otherwise acquiring (including being gifted) title to real property or a beneficial interest in real property. If you are not purchasing or acquiring real property, choose Not Applicable and proceed to Part D.

Also, see the **Warning** on Page 5.

1. Property being Purchased

Provide a description of the property being Purchased. If details are on your spouse's form, then indicate so and proceed to section 3. Choose all applicable property uses. If you choose other, specify the use.

2. Information for LTT and NRST

If you are purchasing a property, you must complete this section.

Choices for Property Type include: Detached, Semi-Detached, Duplex, Resid. 3-6 Units, Apartment Building (>6 Units), Condominium, Townhouse (freehold), Townhouse (condominium), Mobile Home, Cottage, Farm, Mixed uses.

Canadian Citizen/Permanent Resident: if you are a Canadian Citizen or a Permanent Resident of Canada, we will require proof. Please see Proof requirement on page 4.

Choices for Status in Canada are: Non-resident, Student Visa, Work Permit, Ontario Immigrant Nominee Program, Convention Refugee, Person in Need of Protection, Other.

Trustee: If you are acquiring the property as a trustee for any other person (including for both you and in trust for another person), then we need a copy of this form for every person that is to acquire a beneficial interest in the property.

3. First-Time Homebuyer

If you think that you may qualify for a First-Time Homebuyer Land Transfer Tax Rebate, then complete this section. Otherwise proceed to Part D.

Part D – Tell us about your Mortgage

Complete this section whether you intend to mortgage an existing property or a property that you are intending to purchase. If you are not mortgaging a property, choose Not Applicable and proceed to Part E.

1. Property being Mortgaged

If you are mortgaging the property being purchased, indicate so and proceed to Part E. If you are mortgaging the

same property as your current mailing address, proceed to indicate all applicable property uses. Otherwise enter the property details and use information.

Part E - Certification

Date and sign your certification. If printing and returning a hard copy or a fax copy, then sign in the box. If submitting electronically, tick the certification box or enter your digital signature.

General Identification Requirements

We require that you provide two pieces of identification, one from Class A and another from either Class A or Class B. If you are not resident in Ontario, we may require different identification from you, in which case please contact us in this regard. If you do not have the required identification, please contact us as soon as possible to make alternative arrangements. If you send us a copy of your identification, you will need to bring the original identification documents with you when you attend at our office.

| Class A (Photo Identification) The following are only acceptable if they bear your photo (otherwise they are only acceptable as Class B identification). | Class B |
|--|---|
| <ul style="list-style-type: none"> • Valid driver's licence issued in Canada • An Ontario Photo Card • A current Canadian passport • A Certificate of Canadian Citizenship or Certification of Naturalization • A Permanent Resident card issued by Citizenship and Immigration Canada • A Certificate of Indian Status issued by the Government of Canada | <ul style="list-style-type: none"> • Any Class A Identification • A Canadian Social Insurance Number card • An Old Age Security card issued by the Government of Canada • A signed banking card or client card issued by a member of the Canadian Payments Association • A signed credit card issued by a member of the Canadian Payments Association • A birth certificate issued in Canada • A signed CNIB client card with a photograph • A current foreign passport |

An Ontario Health Card is not acceptable identification even if it bears a photo.

Proof of Canadian Citizenship/Permanent Resident Status

The following is required if you are purchasing or acquiring (including being gifted) title to real property or a beneficial interest in real property. If you claim to be a Canadian Citizen or Permanent Resident of Canada, we require proof. If you send us a copy of the document(s) evidencing that you are a Canadian Citizen or Permanent Resident of Canada, you will need to bring the original document(s) with you when you attend at our office.

| Canadian Citizen Provide any one of the following: | Permanent Resident of Canada Provide the following: |
|---|--|
| <ul style="list-style-type: none"> • Canadian Passport • Ontario Enhanced Driver's Licence • Certificate of Canadian Citizenship • Certification of Naturalization • Certificate of Indian Status issued by the Government of Canada • Birth certificate issued in Canada | <ul style="list-style-type: none"> • Permanent Resident Card issued by Citizenship and Immigration Canada |

If the name on the Proof of Canadian Citizenship/Permanent Resident Status document does not match the name by which you will be taking title to the property, then provide the following additional document(s) to support the change in name:

- Change of Name Certificate
- Marriage certificate
- Divorce Order

If you are missing a required document, please advise us as soon as possible.

Warning

The following applies if you are purchasing or acquiring (including being gifted) title to real property or a beneficial interest in real property. Tax and information returns will be filed by us on your behalf relating to Land Transfer Tax based on the information and documents that you provide to us. Sections 6 and 6.1 of the Land Transfer Tax Act, provide as follows:

- 6.(1) Every person is guilty of an offence who,
- (a) makes, participates in, assents to or acquiesces in the making of false or deceptive statements in a statement, affidavit, return or other document prepared, submitted or filed under this Act;
 - (b) destroys, alters, mutilates, hides or otherwise disposes of any records or books of account, in order to evade payment of tax under this Act;
 - (c) makes, assents to or acquiesces in the making of false or deceptive entries, or assents to or acquiesces in the omission to enter a material particular, in any records or books of account;
 - (d) wilfully, in any manner, evades or attempts to evade,
 - (i) paying tax under this Act, or
 - (ii) complying with this Act; or
 - (e) conspires with any person to commit an offence described in clauses (a) to (d).

(2) A person convicted of an offence under subsection (1) is liable to one or both of the following penalties, in addition to any other penalty provided by this Act:

1. A fine that is,
 - i. a minimum of \$1,000 or 50 per cent of the amount of tax that should have been remitted as collected or payable or that was sought to be evaded, whichever is greater, and
 - ii. a maximum of twice the amount of tax that should have been remitted as collected or payable or that was sought to be evaded, if the maximum so calculated is greater than \$1,000.
2. Imprisonment for a term of not more than two years.

6.1 In addition to any penalty otherwise payable under this Act, every person who fails to deliver a return as required by subsection 5 (7) or (8) [transfer of beneficial interests in land] or who fails to remit the tax payable is guilty of an offence and on conviction is liable to a fine of not less than 25 per cent of the tax payable and not more than twice the amount of the tax payable.