



**Purchase Instruction Sheet – Québec<sup>1</sup>  
on titreplus.lawyerdonedeal.com**

**Insurance Representative: HUB International Québec Limitée (“HUB International”):  
1-800-561-2137 or 514-284-8086**

**For deals over \$1 million, call the TitlePLUS® Customer Service Centre at 1-800-410-1013 for special requirements**

|  | Completed                |
|--|--------------------------|
| <b>1. Confirm that:</b> <ul style="list-style-type: none"> <li>• neither you nor anyone at your firm is mortgage broker for mortgage;</li> <li>• purchasing right of ownership in residential property (four-plex or smaller); <b>Note:</b> commercial, leasehold, farm, time share, and co-operative properties not eligible;</li> <li>• purchase price is \$5 million Cdn or less; and</li> <li>• certificate of location coverage will typically be available. For details, see “TitlePLUS Quick Facts” chart.</li> </ul>   | <input type="checkbox"/> |
| <b>2. Send retainer letter</b> to client, enclosing sample TitlePLUS policy. Include wording in letter confirming client’s consent to release of personal information to comply with applicable privacy legislation. <sup>2</sup>  | <input type="checkbox"/> |
| <b>3. Obtain and review title search</b> (including deleted documents, if any) and conduct letter searches. For details of required searches, see “TitlePLUS Quick Facts” chart. <ul style="list-style-type: none"> <li>• If search reveals <b>any transfers or mortgage discharges within the past six months</b>, add details to application or call the TitlePLUS Customer Service Centre.</li> <li>• <b>Judgments</b> found on title will be exceptions to policy coverage unless TitlePLUS Department approves otherwise or notary/lawyer handles payout and removal of the judgment from title.</li> </ul> | <input type="checkbox"/> |
| <b>4. Complete Purchase application</b> on titreplus.lawyerdonedeal.com. Note: once you complete the eligibility questions, click on the “Send to HUB” button. Then complete the rest of the application. <p>Provide details of all relevant information, including:</p> <ul style="list-style-type: none"> <li>(a) servitudes in favour of and against the property;</li> <li>(b) new and/or assumed mortgages;</li> <li>(c) judgments against vendor; and</li> <li>(d) legal hypothecs, priorities and real rights.</li> </ul>   | <input type="checkbox"/> |
| <b>5. Submit application</b> for approval prior to closing.  | <input type="checkbox"/> |
| <b>6. Prepare closing documents.</b> For divided co-ownership, ensure parking/locker/other units or exclusive use areas are conveyed/created, as per Promise to Purchase.  | <input type="checkbox"/> |
| <b>7. Receive mortgage instructions</b> and prepare mortgage documents. Confirm that lender will accept TitlePLUS coverage (check Confirmed Lenders Chart <sup>3</sup> or contact lender).   | <input type="checkbox"/> |
| <b>8. Send Confirmation to Mortgage Lender</b> (if required by lender) and obtain sign-off on any exceptions that are not “pre-approved” by lender for TitlePLUS purposes. For more information, please see Confirmed Lenders Chart.   | <input type="checkbox"/> |
| <b>9. Meet with purchaser(s)</b> and have them sign TitlePLUS Acknowledgment and Direction and mortgage documents. Get <b>photo identification</b> . If not divided co-ownership, review certificate of location (if any) with purchaser(s). Advise TitlePLUS Department immediately if any problems noted.  | <input type="checkbox"/> |
| <b>10. Closing:</b> <ul style="list-style-type: none"> <li>(a) You are responsible for handling and exchange of all requisite closing documents and funds.</li> <li>(b) You <b>must:</b> <ul style="list-style-type: none"> <li>i. sub-search title;</li> </ul> </li> </ul>  | <input type="checkbox"/> |

(continued...)

|  |                          |
|--|--------------------------|
|  | <b>Completed</b>         |
| ii. register documents; and<br>iii. obtain keys and deliver to purchaser(s).   |                          |
| <b>11. Notify all utilities and municipality</b> of change of ownership, as required.  | <input type="checkbox"/> |
| <b>12. Complete balance of Purchase application</b> and issue policy. Print policy and invoice (Policy Issuance Summary).  | <input type="checkbox"/> |
| <b>13. Send Final Reports</b> to purchaser and lender, enclosing policy to purchaser and following lender's instructions (see Confirmed Lenders Chart or lender's instructions). | <input type="checkbox"/> |

<sup>1</sup> The TitlePLUS policy is underwritten by Assurance LAWPRO<sup>®4</sup>.

<sup>2</sup> Please include wording in your retainer letter confirming the client's consent to the release of personal information to comply with the applicable privacy legislation. For example, you may wish to include the following:

*In order to protect your interests through TitlePLUS coverage, we require your consent to disclose to Assurance LAWPRO all necessary personal information required for purposes of applying for a TitlePLUS policy and to consent on your behalf to the collection, use and disclosure by Assurance LAWPRO of such personal information.*

<sup>3</sup> Consult [http://www.titreplus.ca/Lawyers/Confirmed\\_Lenders.asp](http://www.titreplus.ca/Lawyers/Confirmed_Lenders.asp) for Confirmed Lenders Chart.

<sup>4</sup> Assurance LAWPRO is a registered name used in Québec by Lawyers' Professional Indemnity Company.

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