





Step	Action
1.	➤ Realtor sends contract to Buyer's lawyer
2.	➤ Lawyer and Buyer communicate in order to move transaction forward
3.	➤ Buyer's lender sends mortgage instructions to lawyer ➤ Lawyer prepares mortgage and related documents (ex. Assignment of Rents)
4.	➤ Buyer's lawyer receives Transfer documents from Seller's lawyer under trust conditions ➤ Buyer signs all purchase, mortgage and other documents ➤ Brings in any additional cash required (certified funds)
5.	➤ Lawyer submits documents to the Alberta Land Titles Office ("LTO") ➤ Transfer of Land gets registered, plus any other documents (ex.

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6.	<ul style="list-style-type: none"> <li>➤ After confirmation received from LTO, Buyer's lawyer requests mortgage money from lender</li> <li>➤ Certified Cheque, direct deposit</li> </ul>
7.	<ul style="list-style-type: none"> <li>➤ Buyer's lawyer sends purchase funds to Seller's lawyer</li> <li>➤ Undertakings provided by Seller's lawyer (ex. discharge mortgage, RPR)</li> </ul>
8.	<ul style="list-style-type: none"> <li>➤ Interim Report to Buyer</li> <li>➤ Copies of documents</li> <li>➤ +/- excess funds</li> </ul>
9.	<ul style="list-style-type: none"> <li>➤ Buyer's lawyer receives clean title from Seller's lawyer, showing old mortgage discharged</li> <li>➤ Buyer's lawyer provides final report to Buyer</li> </ul>

Step	Action
1	Realtor sends contract to Seller's lawyer
1a	Real Property Report gets delivered to Seller's lawyer Timing – as early as possible
2	Lawyer and Seller communicate in order to move transaction forward
3	Seller's Lawyer prepares Transfer of Land, Statement of Adjustments and other documents Seller signs all sale documents
4	Seller's lawyer delivers Transfer documents to Buyer's lawyer under trust conditions

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5	<ul style="list-style-type: none"><li>➤ Seller's lawyer received purchase funds from Buyer's lawyer</li></ul>
6	<ul style="list-style-type: none"><li>➤ Seller's lawyer uses funds to pay out any mortgage(s) +/- other necessary items (ex. taxes, builders liens)</li><li>➤ Seller's lawyer reports to Seller +/- balance of sale proceeds</li></ul>
7	<ul style="list-style-type: none"><li>➤ Seller's lender(s) provides discharge(s) of mortgage(s) to Seller's lawyer</li><li>➤ Seller's lawyer registers discharges at LTO</li><li>➤ Seller's lawyer provides copy of clear title to Buyer's lawyer</li></ul>