

**Welcome to KMB Law**,

Thank you for making the decision to work with us and for agreeing to retain our legal services through the PropertyGuys.com legal program enrollment.

Please click on the links below to access and download the following documents and to submit the completed forms to realestate@kmblaw.com:

1. **Client Intake Form** [https://www.kmblaw.com/legal-program-enrolment-forms/](https://protect-eu.mimecast.com/s/vGq2CLJpjFlgjLuBoGEi?domain=kmblaw.com)

– kindly fill out and return to us at your earliest opportunity so we can proceed with opening our file.

2. **Client Introductory Letter & Retainer Agreement** [https://www.kmblaw.com/legal-program-enrolment-forms/](https://protect-eu.mimecast.com/s/vGq2CLJpjFlgjLuBoGEi?domain=kmblaw.com)

– please read through the letter as it outlines the services we provide as well as the process of closing. We ask that you:

* insert your initials beside the “Electronic Messages” paragraph; and
* sign on the bottom of page 5 and return to us

Once in receipt of the Client Intake Form, Page 5 of the Client Introductory Letter together with copies of two (2) pieces of acceptable ID for each registered owner and, if applicable, the consenting spouse (ie. the home is a matrimonial home and the spouse is not listed as a registered owner on title of the property you intend to sell), we will open your file and our firm’s involvement in your selling journey will begin.

Because you’ve decided to opt-in the legal program via the PropertyGuys.com website, you will receive from our firm legal advice and guidance throughout your private sale journey from listing to SOLD. We are excited to be partnering with you through this process and we look forward to working together.

To assist you in completing the sale transaction, and to ensure that your experience remains a smooth one throughout the process, we will be there to:

* assist you in reviewing Offers presented by the Buyer(s)
* help you to prepare your Agreement of Purchase and Sale
* guide you through the Closing process
* meeting with you (in person or via a virtual meeting) to sign the required sale documentation
* complete the sale transaction with the purchaser’s solicitor which includes exchange of documentation, monies and registration of Transfer/Deed

The hours of operation are Monday to Friday from 9 a.m. to 7 p.m. and Saturday from

10 a.m. to 4 p.m.

The best way to connect with KMB Law is by email at [**realestate@kmblaw.com**](mailto:realestate@kmblaw.com) or by telephone at **(905) 766-5005**.

We thank you for the opportunity to be of service to you herein.

Yours truly,

**Real Estate Department – Customer Service**

**Keyser Mason Ball LLP**