

IMPORTANT NOTE: In addition to your normal corporate due diligence, it is a requirement of Stewart Title that you obtain Government issued PHOTO ID's for all private individuals and corporate signing officers for private corporations, that you review and confirm the validity to the best of your ability, and that you keep a legible photocopy in your file. We will not insure a transaction for which acceptable PHOTO ID is not obtained. If you are unable to obtain acceptable PHOTO ID please contact a Stewart Title underwriter PRIOR to closing.

It is imperative that you order your title insurance policy prior to the closing date. This ensures all underwriting matters can be considered in the coverage provided for the Insured. Please inform Stewart Title immediately if your deal has been delayed over 30 days.

Where coverage is provided, title insurance can eliminate the need for certain off-title searches. Please note that this document is for information only. For further information please contact Stewart Title. The Stewart Title residential policies can be delivered in English and in French.

Title Search Requirements

Purchase Transactions: A 10 year title search is required, as well as a 30 year search for priorities and other charges and a search up to the cadastre for servitudes.

Refinances: Only a Sub-search from the last arm's length deed is required

NOTE: the sub-search should be conducted in the ten days prior to signature of the hypothec deed.

Off Title Searches

(1) **Hydro-Québec or Gaz Métropolitain Certificates/Arrears.**

A verbal confirmation is sufficient. However, if the verbal confirmation cannot be obtained we will require the certificate.

(2) **Municipal Realty Tax and School Board Certificates/Arrears.**

A verbal confirmation, a receipted tax bill or a vendor's Statutory Declaration is sufficient; however, if any of the foregoing cannot be obtained we will require the certificate.

(3) **Zoning and municipal by-laws Compliance.**

The policy will insure that the Property will be permitted to continue its present use. If the land is vacant or if a change of use is contemplated, the client or notary should confirm that zoning corresponds with future plans for development/improvements.

(4) **Septic system compliance with by-laws**

If the governmental authority having jurisdiction over the regulation of the septic system would respond to requests for certificates of compliance, use permits and/or work orders, if requested and if a by-law existed at the time of the system building, a certificate of compliance doesn't need to be obtained.

(5) **Corporate Profile Report or Certificate of Status** is required against the vendor(s), and the purchaser(s)/mortgagor(s). They are not required against prior corporate owners.

Items Not Covered By Commercial Policies

The following searches may reveal title or other defects which are of relevance to your client and are NOT covered by our residential title insurance policies:

- (1) Environmental Clearance.
- (2) Act respecting the *Régie du Logement* and the payment of the rents by lessees.
- (3) Water Potability and Quantity (however, it is covered for Lenders).
- (4) PPSA Re: Chattels.
- (5) Co-ownership Declaration for Condominium.
- (6) Fire Department Compliance.
- (7) Bank Act Issues.
- (8) Bankruptcy Act.
- (9) Elevator Issues.
- (10) Public Health Department Issues.
- (11) Electrical Safety Authority.
- (12) Technical Standards and Safety Authority.

NOTE: Stewart Title Residential Policies do not provide coverage for the foregoing matters. This list is for guidance only and is not intended to be an exhaustive list of searches that notaries should consider. Notaries should determine if any of the above or other searches are relevant to the subject transaction and if so, which of the above or other searches need to be conducted to adequately protect their client's interests. Please review the actual policy documents for full particulars of coverage.