

**Non-Resident Disposition Checklist**

Application for Clearance Certificate

Property Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Owner's Information**

Name (Last, First) \_\_\_\_\_ SIN \_\_\_\_\_ Ownership \_\_\_\_\_ %

Email \_\_\_\_\_ Mobile No. \_\_\_\_\_ Home No. \_\_\_\_\_

Birth Date (yyyy/mm/dd) \_\_\_\_\_ Departure Date (yyyy/mm/dd) \_\_\_\_\_

Present Address \_\_\_\_\_ Country of Residence \_\_\_\_\_

Name (Last, First) \_\_\_\_\_ SIN \_\_\_\_\_ Ownership \_\_\_\_\_ %

Email \_\_\_\_\_ Mobile No. \_\_\_\_\_ Home No. \_\_\_\_\_

Birth Date (yyyy/mm/dd) \_\_\_\_\_ Departure Date (yyyy/mm/dd) \_\_\_\_\_

Present Address \_\_\_\_\_ Country of Residence \_\_\_\_\_

*If you do not have a Canadian social insurance number (SIN) or individual tax number (ITN), you will need to apply for one. Please mail us the original signed T1261 form and certified supporting documents as indicated on the form instructions.*

**Related Disposition Information**

Completion Date (yyyy/mm/dd) \_\_\_\_\_ Selling Price \$ \_\_\_\_\_

Realtor \_\_\_\_\_ Contact Person \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Lawyer/Notary Public \_\_\_\_\_ Contact Person \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Purchaser Name \_\_\_\_\_

Purchaser Address \_\_\_\_\_

Do you hold or contemplate holding a mortgage as result of the disposition?

Have you received any income, incl. rents, royalties or lease payments, from the property?

If yes, was non-resident tax withheld?

If not, please state the use of property during the period of ownership.

Name & address of individual who withheld your tax:

Do you have any outstanding balances for taxes, incl. income/excise taxes, custom duties or GST?

Have you filed a Canadian income tax return?

If yes, please provide the last tax year you filed the return:

	Y	N
Do you hold or contemplate holding a mortgage as result of the disposition?		
Have you received any income, incl. rents, royalties or lease payments, from the property?		
If yes, was non-resident tax withheld?		

Do you have any outstanding balances for taxes, incl. income/excise taxes, custom duties or GST?		
Have you filed a Canadian income tax return?		

	Prepared	Reviewed
Date		
Initial		

**Application for Clearance Certificate  
Documents Required**

Y	N	
		Copies of T2062
		Copies of T2062A
		Copies of T1261 ( <i>ITN Application</i> ): original signed form
		Copies of T1261 ( <i>ITN Application</i> ): original certified ID documents
		Offer to Purchase
		Purchaser's Statement of Adjustment
		Calculation of Adjusted Cost Base ( <i>if known</i> )
		Calculation of Disposition
		List of Names and Addresses of All Owners ( <i>if more than 1 owner</i> )
		Section 216 Returns for Last 3 Years
		CCA Schedules for All Years
		Copies of T1013 Consent Form
		Copies of Property Tax Assessment Notice
		Copies of Residency Determination Letter
		Capital Addition ( <i>if necessary</i> )
		Fax Transmission from CRA: Clearance Certificate is ready ( <i>Rec'd on _____</i> )
		Vendor's Statement of Adjustment
		Authority/Order to Pay
		Mortgage Pay-out Statement

Order Received	
Information Received	
Filed with CRA by Fax/Mail	
Invoice Issued	
Certificate Received	
S.115 Return Filed	

	Prepared	Reviewed
Date		
Initial		