

Starts with the
**File Opening
Team**

- We open your real estate file within our Client Management Systems and send you a file opening email requesting initial intake documents.
- Once all documents requested from the File Opening Team, consisting of Hilary Nixon & Cassandra Tu, are sent back and your Unity C portal profile complete with the required information ...



Moves to the
**Law Clerks
Team**

- Our Law Clerks, Lisa Esposito & Erica Coates will be in contact with you, and work with you, to obtain your mortgage information, tax documents, etc.
- This team works on preparing the final signing package for your closing by working with third party vendors involved in your transaction and the rest of the team.
- When Lisa & Erica have received all the required documents ...



Onto the
**Real Estate
Team**

- Behind the scenes, Owner & Lawyer Ryan Carson, our Real Estate Lawyer & Manager, Stacey Staios & Real Estate Clerks, Crystal Liberty and Reshanna Persuad, are working with the law office representing the other party and the financial institutions involved in your transaction.
- With these third parties, they are preparing and coordinating all closing documents and ensuring funds and keys end up in the right place at the right time.
- At the same time our Conveyancers, Jennifer Thomas & Melissa Ball, will be working to make sure everything is in order from perspective of title on the property. They work closely with the Real Estate lawyers to avoid any problems or fix errors found. Jennifer will send you the title acknowledgements and help answer any questions you have about property title.



Then to the
**Administration
Team**

- Our Receptionist, Nadine Chisnall, will then contact you to schedule your final signing appointment with one of our lawyers a few days before your scheduled closing; as she manages all the lawyers' calendars this is why you would hear from her. When your final signing package is ready, depending on if your final appointment is in-person or virtual, the package will be emailed to you, couriered, or ready for your arrival at the office.



Now with the
**Real Estate
Lawyer**

- At the signing appointment, the real estate lawyer will witness you signing all documentation needed to close your transaction.
- Here, any remaining questions can be answered by the lawyer.
- When your appointment is complete and all paperwork signed ...



Back to the
**Real Estate
Team for
Closing day**

- The team can now work on completing your transaction the day of closing. They are working with your financial institution and the other solicitor to make sure all funds are properly moved and received.
- They are completing the process of registering you on title (for a purchase) or discharging you off title (for a sale).
- On closing day, the Real Estate Manager & Lawyer will provide you with an Account, Trust Ledger and Statement of Adjustments for your file. Stacey will also keep you informed on the status of your closing and be your main point of contact on this day.
- The closing of a real estate transaction takes up a good part of the day. Expect this to be completed, and ready for you to move anytime between 2:00pm – 6:00pm.
- Once closed ...



Finally, the
**Bookkeeping
Team & Final
Reporting
Team**

- These are the last members of the Carson Law team that you will hear from.
- A member of our reporting team will send you a final report of all your transaction documents for your records.
- When our bookkeeper has completed the back-end accounting you will receive a final account and trust ledger.