

Basic Personal Information

1. Full Name of non-resident(s)
2. DOB of non-resident(s)
3. Current address and country of residence
4. SIN or ITN of non-resident(s)
5. Date of departure from Canada
6. Copy of the departure return when leaving Canada
7. If no SIN, we can apply for ITN – in addition to the other info required please provide scans/pictures of government issued photo ID for non-resident(s) Phone # for non-resident(s)
8. % of ownership of Canadian property

Canadian Property Information

1. Please provide the purchase agreement (from when the property was acquired)
2. Please provide the sales documents
3. If you did not file a departure return, please provide professional relator report with 3-4 comparatives with a recommended value/fair market value of the property on the departure date
4. Is the disposition of property to a person with whom you are dealing with at arm's length or a gift inter-vivos?
5. Do you have any outstanding balances for taxes? If so, provide the identification or accounts number of the outstanding balance
6. Is this disposition a transfer of property to a company?
7. If this was a rental property, please provide:
 - *Dates of when it was rented*
 - *Rental income and expenses for current year/year of sale*
 - *Copies of the Canadian personal income tax returns filed while it was a rental property*
 - *An appraisal of the property to provide supporting documentation of the value of the building and the land separately*
 - *Was non-resident tax withheld? If so, please provide the name and address of the person who withheld tax*