

Non-Resident Checklist. Sale of Property

To assist in the preparation of your Non-Resident Tax Return, please complete this form for each property and attach the supporting documentation as listed below. Each owner must file a separate application with CRA.

If you do not have a Social Insurance Number (SIN), an application for an Individual Tax Number must be made. It is beneficial to do this in advance of the sale due to the time required for processing.

You may file a proposed disposition application (in advance of the sale) as this will speed up the release of your funds to you.

Penalties for Not Filing

If you are giving notice of a completed disposition, you must file a T2062 and a T2062A by registered mail not later than 10 days after the date of disposition. The penalty for failing to file on time is \$25 a day. There is a minimum penalty of \$100 and a maximum penalty of \$2,500.

Client Information

<input type="checkbox"/>	Name	_____
<input type="checkbox"/>	Street	_____
<input type="checkbox"/>	City	_____ Postal _____ Phone _____
<input type="checkbox"/>	Email	_____ Cell _____
<input type="checkbox"/>	Social Insurance Number or Individual Tax Number	_____ Birthday (m/d/y) _____ / _____ / _____
<input type="checkbox"/>	Foreign Tax Identification Number	_____

Co-owners

<input type="checkbox"/>	Are you a Co-Owner?	Y N	(If YES, please provide the following information)
<input type="checkbox"/>	Co-Owner	_____	SIN _____ Percentage _____ %
<input type="checkbox"/>	Co-Owner	_____	SIN _____ Percentage _____ %
<input type="checkbox"/>	Co-Owner	_____	SIN _____ Percentage _____ %

Residency

<input type="checkbox"/>	Have you ever been a resident of Canada?	Y N	If yes, provide date of departure _____
<input type="checkbox"/>	Did you emigrate to Canada?	Y N	If yes, provide date of entry _____
<input type="checkbox"/>	Have you ever filed a Canadian Tax Return?	Y N	If yes, what was the last year you filed? _____
<input type="checkbox"/>	If yes, do you have an outstanding balance of taxes?	Y N	_____

Purchase Documents Required

<input type="checkbox"/>	Date of purchase	_____
<input type="checkbox"/>	Contract of Purchase	_____
<input type="checkbox"/>	Statement of Adjustments	_____
<input type="checkbox"/>	Registered deed on purchase (State of Title Certification)	_____
<input type="checkbox"/>	Renovation Receipts	_____

Sale Documents Required

<input type="checkbox"/>	Date of sale	_____
<input type="checkbox"/>	Contract of Sale	_____
<input type="checkbox"/>	Statement of Adjustments	_____
<input type="checkbox"/>	Registered deed on sale (Form A Freehold Transfer)	_____

