

Thank you!

Congratulations on the completion of your real estate transaction! Enclosed you will find some information that we hope you find helpful.



## Did You Know?

*Not only can you subscribe to Mail Forwarding via Canada Post, but as part of this service they can also automatically notify businesses of your new address!*

For more information please visit: [canadapost.ca](http://canadapost.ca)



## Community Mailbox?

If you've just moved to a new residence where you'll receive mail at a community mailbox, complete Canada Post's [online form](#) to request new keys. You'll receive a notice card when your keys are ready. Bring it along with government-issued photo identification to the post office indicated on your notice card.

## ManitobaAddressChange.ca

If you are moving within the Province, this is a simple way to notify multiple organizations of your change of address. Save time and avoid duplicating your efforts as you update your address for **The City of Winnipeg Water and Waste Department, Manitoba Hydro, Manitoba Government, and MTS.**

## Additional Companies to Contact

In addition to the above, please make sure to directly contact the following companies to notify them of your address change:

- Manitoba Public Insurance (Drivers License and Vehicle Insurance). *Please note that if you are staying in Manitoba, you are required to notify Manitoba Public Insurance or your Autopac agent within 15 days of any change in your name or address.*
- Manitoba Health Card
- Cable / Satellite Services
- Internet Services
- Canada Revenue Agency (Income Tax, GST Credit, Child Tax Benefit)
- Retirement Pensions (Canada Pension Plan, Old Age Security Pension/Guaranteed income supplement, Veterans Affairs)
- Major Credit Card Companies
- Canadian Firearms Centre/RCMP (firearms licenses)

*On the first day or last day of possession of your home, it is important to submit a gas and electricity meter reading to Manitoba Hydro so you aren't billed for usage that isn't yours.*

## Natural Gas Meter

1. Use the dials shown below to determine the exact position of each dial hand on your meter.
2. From the position of the dial hands, record the meter reading. If the dial hand is between two numbers, record the lower number. If the dial hand is between 9 and 0, then 9 is the lower number. (See example)
3. Phone Manitoba Hydro's 24-hour recording line at 204-453-6712 (Winnipeg) or 1-800-652-4490 and follow the prompts to provide your meter numbers (found on the front of your meters) and your meter readings. That's all there is to it!

**Meter Number:**

This dial may not be present on your meter



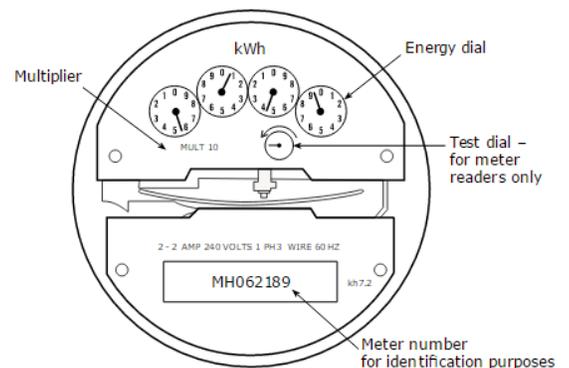
*If the dial hand is between two numbers, please record the lower number. If the dial hand is between 9 and 0, then 9 is the lower number.*

**Meter Reading:**

## Electricity Meter

Many electricity meters have four dials, like the one shown to the right (although meters with five dials or digital read-outs are also common). Record the meter number shown on your meter, but do not include the letters MH and start with a zero (i.e. the meter number above would be 0062189).

If you have a digital meter, wait for the electricity meter display to show the letters "kWh" along with the reading.



**Meter Number:**

This dial may not be present on your meter



**Meter Reading:**

**Manitoba Hydro's 24-Hour Reading Service:**  
**204-453-6712**  
 (Winnipeg)  
 or 1-800-652-4490

## How to Read Your Water Meter:

1. Locate your water meter. They are normally found in basements or crawl spaces. (If your meter has a lid, lift it).
2. When you read your meter, write down every number from left to right exactly as it appears on the "odometer style" display of your meter's dial. This includes all zeros at the beginning and the black number(s) at the end.



## Transfer or Start of Service: (City of Winnipeg)

Let the City of Winnipeg you are moving. They will stop your account for your former home (if applicable) and start it for your new home based on the possession start and end dates. Your account number will remain the same, if you already have one. You can provide information to the City:

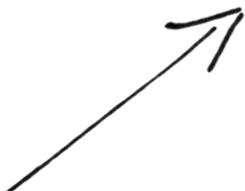
1. By email using the online contact form: <https://myutilitybill.winnipeg.ca/UtilityPortal/contactUs>
2. By phone with a billing representative at **(204) 986-BILL (2455)**

To ensure they can accurately bill you for service, you will need to take a final water meter reading when you leave your former home and an initial water meter reading when you arrive at your new home. The City does not turn water on and off between customers, so no appointment with them is needed. Information they will ask for includes (but is not limited to):

- Service address (**former** home): \_\_\_\_\_ Postal Code: \_\_\_\_\_
- Meter number: \_\_\_\_\_
- Meter reading: \_\_\_\_\_ Date taken: \_\_\_\_\_
- Service address (**new** home): \_\_\_\_\_ Postal Code: \_\_\_\_\_
- Possession dates: \_\_\_\_\_
- Any other changes to your contact information (phone number, etc.)

Please note: Beginning January 1, 2016, you must phone in your water meter reading at least once per year.

For more information visit: <https://myutilitybill.winnipeg.ca>





## Quick Reference Guide

Name	Phone Number	Website
Canada Post	1-866-607-6301	<a href="http://canadapost.ca">canadapost.ca</a>
Canada Revenue Agency	General: 1-800-267-6999 Address Change: 1-800-959-8281	<a href="http://cra-arc.gc.ca">cra-arc.gc.ca</a>
City of Winnipeg	311	<a href="http://winnipeg.ca">winnipeg.ca</a>
Ethos Realty Inc.	204-888-3393	<a href="mailto:info@ethosrealty.ca">info@ethosrealty.ca</a>
Goodwill Industries	204-943-6435	<a href="http://canadiangoodwill.ca">canadiangoodwill.ca</a>
Manitoba Health	204-786-7101	<a href="http://gov.mb.ca/health">gov.mb.ca/health</a>
Manitoba Hydro	204-480-5900	<a href="http://hydro.mb.ca">hydro.mb.ca</a>
Manitoba Public Insurance	204-985-7000	<a href="http://mpi.mb.ca">mpi.mb.ca</a>
MTS	204-225-5687	<a href="http://mts.ca">mts.ca</a>
Red River Collage	204-632-2327	<a href="http://rrc.mb.ca">rrc.mb.ca</a>
Red River Co-op	204-631-4600	<a href="http://rrcoop.com">rrcoop.com</a>
Rogers Wireless	1-855-381-7834	<a href="http://rogers.com">rogers.com</a>
Service Canada / EI	1-800-622-6232	<a href="http://www.canada.ca">www.canada.ca</a>
Shaw Cable	1-888-472-2222	<a href="http://shaw.ca">shaw.ca</a>
Social Insurance Number	1-800-206-7218 (option "3") <a href="http://www.canada.ca/en/employment-social-development/services/sin.html">www.canada.ca/en/employment-social-development/services/sin.html</a>	
Telus Mobility	1-866-558-2273	<a href="http://telus.com">telus.com</a>
University of Manitoba	204-474-8880	<a href="http://umanitoba.ca">umanitoba.ca</a>
University of Winnipeg	204-779-8946	<a href="http://uwinnipeg.ca">uwinnipeg.ca</a>
Winnipeg Free Press	204-697-7001	<a href="http://winnipegfreepress.com">winnipegfreepress.com</a>
Winnipeg Sun	204-694-2022	<a href="http://winnipeg.sun.com">winnipeg.sun.com</a>

## As soon as possible:

- Hire a moving company: Be sure to get written confirmation of dates, times and all the costs and details related to your move. Make sure to find out all the services that each company offers before selecting one (i.e. some companies will provide moving boxes and packing supplies for a reasonable fee); *or*
- Rent a moving truck/van/trailer: Be sure to research the details regarding costs and book early to be sure you get the type and size of vehicle you need. Often it is better to rent the largest vehicle you can afford in order to minimize trips, fuel costs and kilometer charges.
- Rent a Storage Unit: If you require short-term or long term storage, be sure to research and book a storage unit early so that it is available when you need it.



## Two (2) months before moving day:

- Insurance: Contact your insurance company to discuss the details of your move, and find out if your possessions will be insured while in transit.
- Purge: Go through your home and determine what you want to keep and what you want to throw out or donate.
- School Transfer: If you have children and are moving to a new school or school district, start arranging the transfer process.
- Supplies: Order boxes and moving supplies (packing tape, bubble wrap, tissue etc.)

## One (1) month before moving day:

- Packing: Start packing items you do not use regularly and can live without for awhile. Make sure to label your boxes with their contents and/or the room it belongs in.
- Insurance: Obtain homeowner's insurance for your new home, and inform your insurance company when you will be vacating your current home and when the new owners take possession. Note that you may need special insurance if your home will be vacant for a period of time, and prepaid insurance may be transferable or refundable.
- School Registration: If you have children, complete the registration process at their new school(s).
- Service Contracts: Notify any home maintenance service contracts that you are moving (i.e. snow removal, lawn care, etc.), as well as your alarm company.
- Change of Address: Please see the "Changing Your Address" section of this information booklet



### One (1) week before moving day:

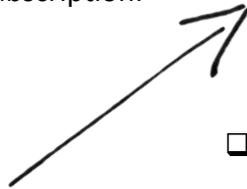
- Hazardous Material Disposal:** Properly dispose of flammable items such as paint, aerosol cans, etc. (unless you are transporting these items to your new home).
- Moving Company/Rental:** Re-confirm arrival time of your moving company or your reservation with a rental truck company.
- Packing:** Packing should be mostly complete except for the day-to-day essentials.
- Lawyer:** Confirm date and time to meet with your lawyer to discuss closing details and exchange of keys.
- Newspaper:** Update / cancel your subscription.

### Moving day:

- Meter Readings:** Please see the "Meter Readings" sections of this information booklet
- Appliances:** Final check on any appliances remaining (furnace, air conditioning, etc.).
- Keys:** Label and leave behind any *extra* keys for the new owners, and remember to lock all doors when leaving and make sure the home is secure.
- Moving Company:** If you have hired a moving company, check your belongings and note on the paperwork any damaged items *before* they are moved.



- Cleaning:** You are responsible for leaving your home empty and in good condition for the new owners. Many cleaning companies charge reasonable rates for move in/move out cleans.
- Vacant House:** If your home will be vacant for a period of time before the new owners take possession, you will need to contact your insurance company and advise them, and should arrange for someone you trust to check on the house periodically.



*You will have many options when it comes to choosing a mortgage. Your lender or broker will help you find the mortgage that best matches your needs. Become familiar with the following terms and options to help with your decisions.*



**Amortization period:** The length of time you agree to take to pay off your mortgage (usually 25 years).

**Payment schedule:** How often you make your mortgage payments (i.e. weekly, bi-weekly, monthly).

### Types of interest rates:

- **Fixed rate:** The rate doesn't change for the term of the mortgage.
- **Variable rate:** The interest rate fluctuates with market rates.
- **Protected (or capped) variable rate:** The rate fluctuates but will not rise over a preset maximum rate.

**Mortgage term:** The length of time that the options and interest rate you choose are in effect. It can be anywhere from 6 months to 10 years. When

the term is up, you can renegotiate your mortgage and choose the same or different options.

### Open and closed mortgages:

- **Open mortgage:** Lets you pay off your mortgage in full or in part at any time without any penalties.
- **Closed mortgage:** Offers limited (or no) options to pay off your mortgage early in full or in part, but it usually has a lower interest rate.

### Conventional and high-ratio mortgages:

- **Conventional mortgage:** A loan that is equal to or less than 80% of the lending value of a home. This requires a down payment of at least 20%.
- **High-ratio mortgage:** A loan that is over 80% of the lending value of a home. This means the down payment is less than 20% and will likely require mortgage loan insurance.

**Pre-payment options:** The ability to make extra payments, increase your payments or pay off your mortgage early without incurring a penalty.

**Portability:** An option that lets you transfer or switch your mortgage to another home with little or no penalty when you sell your existing home. Mortgage loan insurance can also be transferred to the new home.

*Source: CMHC*

*Homebuying Step by Step: Your Guide to Buying a Home in Canada*

<https://www.cmhc-schl.gc.ca/odpub/pdf/60946.pdf>

## What is the role of the lawyer in a typical real estate transaction?

*Lawyers, or "Solicitors," play a vital role in your real estate transaction, and hiring the right lawyer can save you time, risk and money. Once your transaction becomes "firm" (i.e. all conditions have been satisfied), the responsibility of administering your real estate transaction shifts to your Lawyer.*



When choosing a lawyer, keep in mind that they should:

- Have real estate experience, including understanding real estate laws, regulations and restrictions;
- Be experienced with condominiums, if that's what you are selling and/or purchasing; and
- Be able and willing to explain everything in language you can easily understand.

Your Lawyer's responsibilities include (but are not limited to):

- Reviewing the Offer to Purchase document and all related transactional documentation (as provided to them by Ethos Realty once your transaction has become firm);
- Reviewing the Property Title to ensure it will be transferrable upon closing (i.e. there are no claims listed against the property), and to review and discuss any other notable items (i.e. easements, rights-of-way, etc.);
- Arranging for Title Insurance (Buyers);
- Ensuring property taxes are up to date;
- Calculating the Land Transfer Tax due on Possession (Buyers);
- Drawing up the Mortgage Documents (Buyers);
- Ensuring all legal and financial conditions are completed;
- Exchanging legal documents and keys with the other party's lawyer;
- Closing the transaction and releasing all remaining funds to the Seller once all of the above is complete, and all related fees and commissions have been paid.

Your REALTOR® is always available to answer your questions and provide guidance. However, if you have any major concerns about the property after the possession date, you should contact your lawyer so that they can provide you with the appropriate legal advice.

## What are typical closing costs in a real estate transaction?



*Closing costs are fees paid at the closing of a real estate transaction. This point in time called the closing is when the title to the property is conveyed (transferred) to the buyer.*

**Downpayment:** If you are borrowing to buy a home, the minimum downpayment you can make is 5% of the purchase price.

**Mortgage Insurance:** If you have to borrow more than 80% of the money you need, you'll be applying for a high-ratio mortgage and it must be insured by an insurer such as CMHC. The insurer will charge a fee for this insurance, typically ranging from 1.00% to 3.25% of the principal amount of your mortgage.

**Mortgage Application Fees:** Most lenders charge a mortgage application fee ranging from \$100 to \$500. If you require an "insured" mortgage, there may be a further application fee of \$75 to \$175, plus insurance premiums.

### **Mortgage Discharge Fees:**

If you have a "closed" mortgage and sell your home before the mortgage matures, there may be penalties and discharge fees can be quite costly so it's important to discuss these charges with your mortgage professional.

### **Legal Fees:**

Legal fees vary based on the complexity of the real estate transaction.

### **Property Tax Adjustment:**

Property taxes are adjusted according to the possession date. If the current tax year has been fully paid, the Buyer will reimburse the Vendor for the number of days remaining in the tax year.

### **30 Day Interest Holdback:**

Interest accrued on your mortgage between possession date and when Land Titles Office registers the transfer.

### **Disbursements:**

Disbursements are out-of-pocket expenses that your lawyer will typically pay on your behalf and recover later.

### Insurance:

You will be required by the mortgage lender to have home insurance effective at the time you legally take possession of your new home. Insurance rates are variable depending on the insurance company, policy and coverage you obtain.

**GST:** GST is payable to some degree on the purchase price on all newly constructed homes, although partial rebates are available on the purchase of most homes. Resale homes are exempt.

### Moving Costs:

There are always costs involved in from your old place into your new home, particularly if you are using the services of a moving company.

### Utility Hook-ups:

You may have to pay installation or "hook-up" charges for appliances and services such as telephone, cable, hydro and other utilities.

### Cleaning, Decorating and Upgrade Costs:



Most buyers will incur cleaning costs upon taking possession. The home may also need new paint, professional cleaning (i.e. carpet cleaning), minor repairs, new furniture, etc. Some homeowners may also choose to do more significant upgrades right away, such as replacing windows, roofing, etc. It is a good idea to estimate these extra costs before purchasing a home.

### Land Transfer Tax:

Please refer to the next page for details on the Land Transfer Tax.

### Did you know?

Did you know that it can take up to six (6) weeks after the possession date for title to transfer to the new owners of a property? The City of Winnipeg will not issue building permits until the title of the property has transferred to the new owners, and therefore any planned renovations cannot commence until the transfer is completed. If you are planning to undergo any renovations that require permits, please contact your lawyer to ensure the title transfer has taken place before commencing. For more information on what projects require permits, please refer to the "Renovations and Permits" page in this booklet.



In Manitoba, The Property Registry keeps all records of land ownership and survey plans. They provide a registry where interests in land (such as a mortgage or caveat) may be recorded, and they register the documents that change ownership of the real estate property and guarantee the results.

Transferees are required to pay land transfer tax, and a registration fee, upon registration of transfer of title at the nearest land titles office—**Your lawyer will likely do this for you as part of the services that he/she provides (as part of your “closing costs”).** The registration fee is \$70, and the land transfer tax is calculated based on the fair market value of realty on the date of registration and is calculated as follows:

Home Value	Land Tsf. Tax
\$ 150,000	\$ 900
175,000	1,275
225,000	2,150
275,000	3,150
325,000	4,150
375,000	5,150
425,000	6,150
475,000	7,150
525,000	8,150
575,000	9,150
625,000	10,150
675,000	11,150
725,000	12,150

## How is it calculated?

### Property Value / Rate

On the first \$30,000: 0%

On the next \$60,000 (i.e. \$30,001 to \$90,000): 0.5%

On the next \$60,000 (i.e. \$90,001 to \$150,000) : 1.0%

On the next \$50,000 (i.e. \$150,001 to \$200,000): 1.5%

On amounts in excess of \$200,000: 2.0%

To calculate the Land Transfer Tax on your specific property, please visit:

[www.ratehub.ca/land-transfer-tax-manitoba](http://www.ratehub.ca/land-transfer-tax-manitoba)\*

For more information on the land transfer tax, please contact:

**Teranet Manitoba** (formerly known as “The Property Registry”)

500-200 Graham Avenue, Winnipeg, Manitoba, R3C 4L5

Phone: 1-844-737-5684

Fax: (204) 948-2140

Email: [clientservice@teranet.ca](mailto:clientservice@teranet.ca)

[teranetmanitoba.ca](http://teranetmanitoba.ca)

\* Ethos Realty does not guarantee the accuracy of this calculator, and it should be used for approximation purposes only.

## Planning a Renovation in the City of Winnipeg?

A Residential Building permit is required for the construction, demolition or alteration of a one or two-family dwelling or accessory structure (detached garage, deck or shed). They are not only important for your protection as a consumer, but also help ensure the future value and salability of your property.

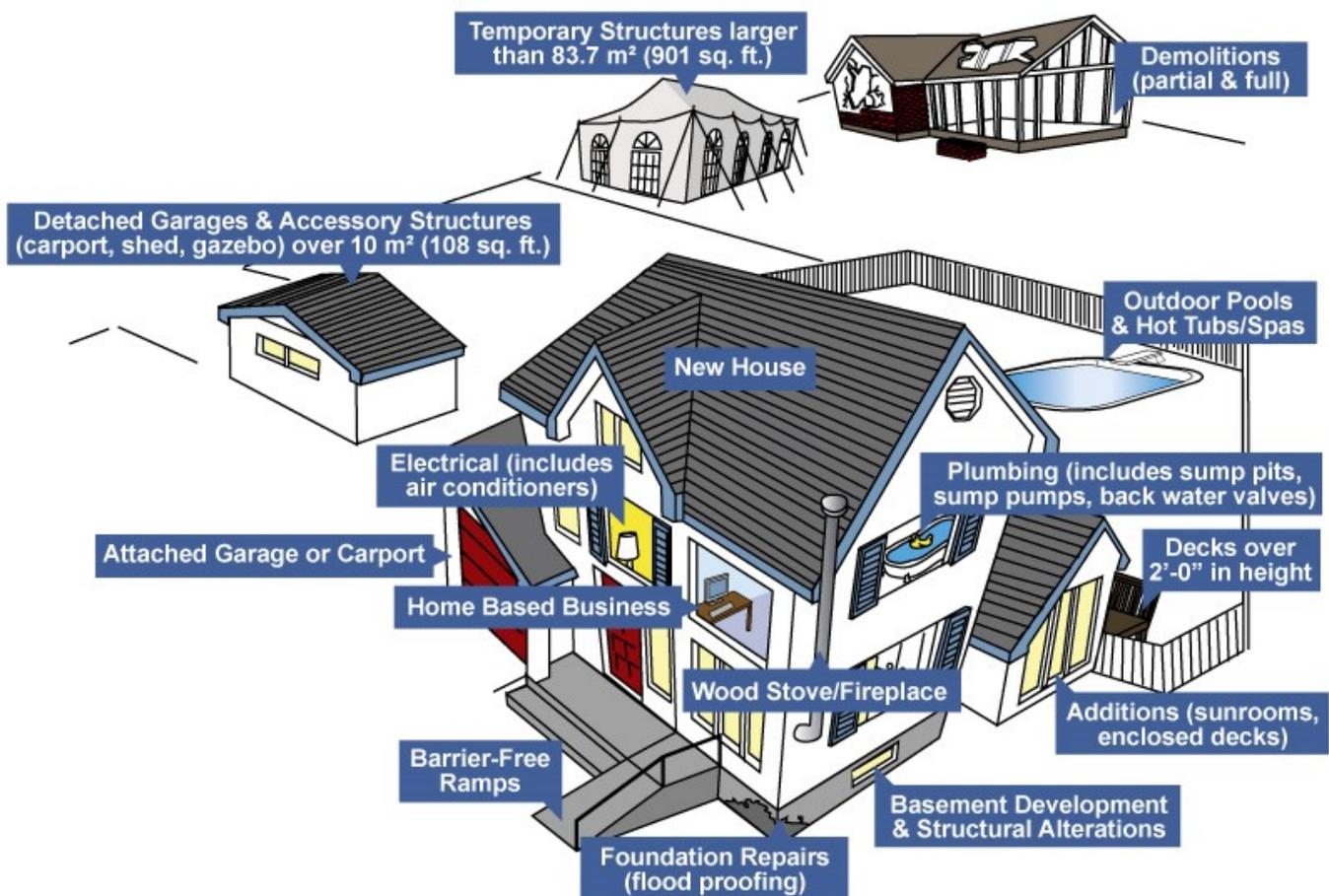
For detailed information on Residential Building Permits, including an interactive image of the one provided below, please visit: <http://winnipeg.ca/ppd/permits.stm>

To look up closed and outstanding permits on a home please visit:

<https://ppdportal.winnipeg.ca/Permits/PropertyPermitSearch/Start.jsp>

For information related to permits outside the City of Winnipeg, please contact your local municipality office.

### Projects that Require a Permit:





If you require any further assistance please do not hesitate to contact your Ethos REALTOR® or our office at [feedback@ethosrealty.ca](mailto:feedback@ethosrealty.ca).

*The contents of this package are for general information purposes only. Ethos Realty does not guarantee the accuracy or completeness of any of the information provided. Readers should always independently verify any material provided in this package before relying on it.*



progressive values

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