

Remote Signing Memo

This memorandum will confirm some key points of your upcoming meeting with your real estate lawyer to review and sign closing documents for a real estate transaction. Because of the social distancing necessity arising from the current COVID-19 situation, this meeting will be conducted remotely by video conference via a signing portal.

**Your lawyer will email you a link to your signing portal
before your scheduled meeting time**

Things you need to do before the meeting

1. Send your lawyer scans or images of current photo ID. If your real estate transaction also involves a new mortgage loan, a second piece of photo identification should also be scanned or imaged and sent to your lawyer. For any card-type ID, please send images of the front and back of the document. If the ID you plan to use is not a driver's licence, passport, citizenship card or current PR card, we suggest you contact your lawyer to confirm that the ID will be accepted.
2. If you do not have a printer available to you before the meeting, please contact your lawyer as soon as possible so that physical documents may be delivered to you.
3. Download and print the documents from the portal. Read everything in advance and prepare any questions you might have about the closing documents and the closing of the transaction.
4. Confirm which application (Facetime, Skype, etc.) you will be using for the video conference with your lawyer.

What you'll need for the meeting

1. A computer or mobile phone with audio and streaming video capabilities
2. A high-speed internet connection or mobile data plan (Note: dial-up internet may have inadequate bandwidth for streaming video)
3. Pens. ***Please do not sign any documents in pencil.***
4. Originals of the ID that you previously scanned and sent to your lawyer.
5. Hardcopies of documents sent to you electronically by your lawyer. Print as many copies of each document as your lawyer instructs.
6. A quiet room for the video conference.

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What you can expect during the meeting

1. Your lawyer will meet with you during the video conference.
2. At the start of the meeting, you and your lawyer will need to do some video quality tests to ensure that there is a good connection.
3. Please do not mute audio at any time during the meeting.
4. Your lawyer will ask you to hold up your ID to the camera, and also ask you to rotate your camera around the room to show whether anyone else is in the room with you.
5. Your lawyer will explain each document to you, and you will have the opportunity to ask questions about their contents.
6. For the signature of some documents, you may be asked to angle your camera toward your signature, so that your lawyer may witness it.
7. For some documents that require an oath or declaration, your lawyer will ask you a formal question, to which you will be required to answer "Yes" or "I do".
8. Your lawyer may give you a unique identifier or phrase to be written on some documents. This identifier is to facilitate the chain of evidence of the document. Please follow the lawyer's instruction, and ask for clarification if the identifier is unclear.

Things to do after the meeting

1. After the meeting, scan all signed documents for return to your lawyer. If you do not have a scanner, the app **Adobe Scan** may be downloaded through the [Apple App Store](#) for IOS devices or the [Google Play Store](#) for Android devices. This app produces more legible images of your signed documents.
2. Follow your lawyer's instructions for returning the hardcopy original documents to the firm's office, if required.

Follow your lawyer's instructions for returning signed documents