

Integrated Relocation Program

Volume 1, Issue 2

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Special points of interest:

- Selling your house
- Buying your new house
- Picking a lawyer
- Power of Attorney

Inside this issue:

<i>Selling Your House</i>	1
<i>Buying a House</i>	1
<i>Power of Attorney</i>	2
<i>Picking a Lawyer</i>	4

Selling Your House

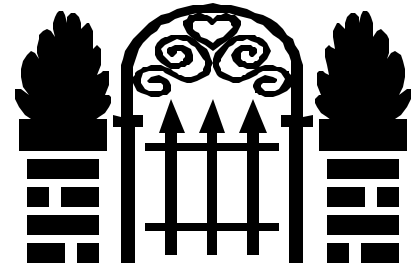
If you have received your posting notice (or you expect to receive it soon), you need to know the Integrated Relocation Program (IRP—formerly known as IRPP) procedures. IRP is very detailed and sometimes confusing.

One of the most important decisions that you have to make is the selection of your Realtor. Although you will be reimbursed for some or all of any loss that you suffer on the sale of your house, you want to make a profit on the sale of your house. Select an experienced Realtor who services the area in which your house is located. Avoid the temptation to select the Realtor who tells you that

your house is worth the most money – they may just be trying to get the Listing for your house. Although Royal LePage Relocation (RLRS) has a list of Realtors who have agreed to follow the IRP Tariff,

you may select any Realtor you want (whether or not their name is on the list). If the Realtor charges you more than the IRP Tariff you will be responsible for the additional cost. You can request a commitment from your Realtor that their fees will not exceed the IRP Tariff.

IRP requires that you have your present house appraised by one ap-



praiser. The appraisal will assist you in determining how to price your house. RLRs maintains a list of 'Participating Accredited Appraisers.' These are qualified appraisers who have agreed to accept the fees set by RLRs to appraise your house. You can use another appraiser provided that they are qualified. If they charge more than the RLRs approved fee,

(Continued on page 2)

Buying a House

The Department of National Defence (DND) provides comprehensive funding assistance to you in the purchase of a house when you are posted (provided that you are going to live in the house), however, these

benefits are not payable if you are posted for a 'tour of duty' or 'course of instruction' for one year or less, unless your posting authority verifies that you will remain at the same place following the original tour of duty for a

further period of more than one year.

Your choice of a Realtor is very important – select an experienced Realtor who is active in the area in which you are purchas-

(Continued on page 2)

Selling Your House (continued)

(Continued from page 1)

you will have to pay the difference.

If you sell your house for less than you paid for it, at least 80% of the loss will be reimbursed (you can recover 100% of the loss if you have room available in your funding envelope). If you made capital improvements to your house after you purchased it, you may also be able to recover this portion of your loss on the resale. **If you sell your house for less than 95% of its**



appraised value, you will require DCBA approval (in advance) to be eligible for repayment of any loss on the resale.

There will be a 'Mortgage Breaking Penalty' if you pay out a closed mortgage on your house. If you move (port) the mortgage to your new house, the penalty will be waived. If you do not buy a new house or you cannot port your mortgage, you will be reimbursed for a 3-month pre-payment penalty to a maximum of \$5000.00. If you have to pay a penalty

because you *choose* to not port your mortgage, the pre-payment penalty may be reimbursed from your Enhanced Core or Customized Funding envelope.

Temporary Dual Residence Assistance is available to cover some of the costs if you are unable to sell your present house before you purchase your new home (maximum of \$1000.00 per month for 6 months). For Professional Cleaning of Residence, IRPP will reimburse you up to \$100.00 for cleaning your house. If the cleaning costs exceed \$100.00 the excess may be reimbursed from your Enhanced Core or Customized

(Continued on page 3)

Buying a House (continued)

(Continued from page 1)

ing. Your House Hunting Trip is brief and you want to make sure that you find a house that will suit you and your family. The Lawyers at Gilmore and Gilmore know the realtors in the area surrounding CFB Borden (Angus, Alliston, Lisle, New Lowell, Barrie). If you are posted to Borden and do not know who to use as a realtor, we can as-

sist you.

You should have your new house inspected by a qualified Home Inspector. Your new house represents a big investment – you will want to know if there are

“You should have your new house inspected by a qualified Home Inspector.”

any problems with the house before you buy it. Make your Offer conditional on a satisfactory building inspection. If there are problems revealed by the inspection that you are not prepared to accept, you can terminate the deal. Alternatively, you can negotiate a re-

(Continued on page 3)

Power of Attorney

Let Gilmore and Gilmore act for you on your Military Purchase or Sale and we will prepare a Power of Attorney for Property for you at no charge.

A Power of Attorney appoints a person to make decisions for you if you, for one reason or an-



other are not able to. Having a Power of Attorney is an important part of your personal and estate planning.

If you would like us to prepare a Power of Attorney, please complete the following information.

Your Full Name: _____

Initial Attorney (Decision Maker): _____

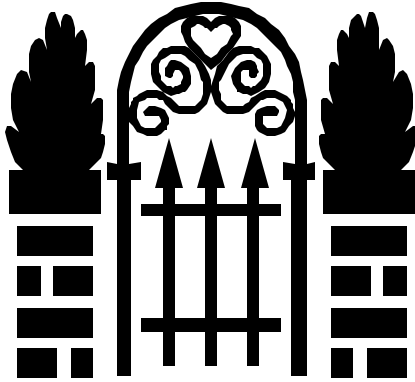
Alternate Attorney: _____

Selling your House (continued)

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Funding envelope.

Marketing incentives (bonus for early closing, mortgage interest rate buy down, decoration bonuses and similar items) may be reimbursed out of your enhanced core or customized funding envelope if they are approved by your Relocation Consultant.



If you do not sell your home, 80% of the real estate commission that you would have paid (to a maximum of \$12,000.00) may be transferred to your customized Funding Envelope. This means that if you do not spend this money on your move, you will receive the cash. If you expect to retire back to the area in which your present house is located, you may want to consider keeping your present house.

To qualify for the benefits payable by IRP in relation to the sale of your home, you must sell your existing house within two years of being posted.

Contact our offices or your Relocation Consultant for more details on your entitlement to benefits on the sale of your existing house when you are posted.

Buying a House (continued)

(Continued from page 2)

duction of the price to compensate you for costs that you will incur in repairing the house. The cost of your Home Inspection will be covered by IRPP provided that the charge does not exceed the Tariff. If additional inspections (furnace inspection for example) are needed they may be paid for out of your Enhanced Core or Customized Funding Envelope.

Legal Fees (and expenses) are reimbursed provided that your lawyer does not charge more than the IRP Tariff. RLRS can provide you with a list of the lawyers who have agreed to accept the Tariff fees. You can select one of these lawyers, or you can select any lawyer you wish. If you select a lawyer not on the list who charges more than the Tariff, you will have to pay the amount of the fees over the Tariff. The Lawyers List maintained by Royal LePage Relocation Services

lists lawyers by their addresses. This does not mean that you have to select a lawyer whose name is on the list for the City in which you are buying. A lawyer whose name is on the list has agreed to the Tariff of fees in the Province in which your house is located.

If you decide to build a house at your new posting location (instead of buying a house), you will generally be reimbursed the same expenses that you would be reimbursed if you bought a home.

To be eligible for reimbursement of your Purchase expenses, you must purchase a home within two years of being posted. **If you take the rental incentive (\$1,000.00) you will not be entitled to be reimbursed for your Purchase ex-**

penses if you subsequently purchase a house.

If you take the rental incentive (\$1,000.00) you will not be entitled to be reimbursed for your Purchase expenses.

There are 'costs' that you might have to pay on closing that you are not entitled to be reimbursed for such as: property tax adjustment, oil adjustment, utilities etc.

