

Glossary & Acronyms

The BGRS Glossary is aimed at helping you understand the terms and phrases that may arise during the relocation process. It is intended for general guideline purposes only. Please refer to the Definition explained in your current policy document

Abstract of Title (*résumé des titres*): A condensed history of the title, consisting of a summary of previous owners, along with a statement of all liens, charges, or encumbrances.

Actual and reasonable expenses (*frais réels et raisonnables*):

- a) the actual expenses incurred, supported by proof of payment, e.g. receipts and vouchers; and
- b) the reasonable amount the employer judges to be both appropriate and justifiable based on experience of what such costs should be in the circumstances, and within the parameters set out in your Policy Document;

Adjustment Date (*date de readjustments*): Date agreed to by both parties to a real property transaction for the adjustment of property taxes, rent, interest, and other items. The adjustment date is also the closing date on the Purchase and Sales Agreement.

Agency (*relation d'agence*): That relationship between principal and agent which arises out of a contract, either expressed or implied, written or oral, wherein an agent is employed and authorized by a principal to carry out certain acts on his behalf in dealing with a third party.

Agreement of Purchase and Sale (*convention ou contrat d'achat et de vente*): A legal document setting out the terms and conditions under which a seller is prepared to sell and a buyer is prepared to buy a property. Generally speaking, if you buy a resale property through a Realtor[®], a standard Agreement of Purchase and Sale form will be used. If, however, you buy a new house from a builder, you will be expected to sign a form prepared by that builder. We recommend that all resale offers be reviewed at least verbally with your lawyer/notary and in the case of builders' offers, physically show the offer to your lawyer/notary before signing.

Agreement to Lease (*bail ou convention à des fins de bail*): A contract by which one party agrees to rent real estate to another party for a fee or other compensation.

Amenities (*commodités*): The benefits, other than monetary, one receives through the ownership or possession of real property. The satisfactions of possession and use arising from architectural excellence, scenic beauty, and social environment.

Amortization Period – Mortgage (*période d'amortissement hypothécaire*): The actual number of years it will take to repay a mortgage loan in full. This may go beyond the term of the loan, such as a mortgage with a five-year term but a 25-year amortization period. The longer the amortization period, the lower the monthly mortgage payment of principal and interest but the greater the total interest paid.

Application Fee (*droit ou frais de demande hypothécaire*): A fee charged by a lender for accepting a loan application. It usually covers only the non-refundable charges (such as appraisals, credit reports, etc.) a lender incurs when deciding whether a loan can be granted. The fee also serves to discourage multiple applications from non-serious applicants. If you ask, some banks will waive this fee if you get your mortgage with them.

Appointee (*personne nommée*): A person recruited from outside the Public Service and appointed on assignment to a department or agency listed in Schedule I of the Public Services Staff Relations Act. On relocation to the first place of employment, a person is deemed not to be an employee for the purposes of this chapter. Members of the Canadian Armed Forces on initial appointment to the Public Service are considered to have the status of appointees.

Appraisal (*évaluation*): An estimate of market value, for a certain purpose and as of a certain date.

Appraised Value (*valeur estimative ou d'évaluation*): For mortgage purposes, the estimated value of the property offered as security for a mortgage loan. This could be less than the purchase price of the home. Appraised values can also be calculated to establish the current market value of the home based on the typical turnover period for a home in a given area.

Arm's length transaction (*sans lien de dépendance*): An arm's length transaction is one that is consummated between two or more non related parties. Conversely, a non-arm's length transaction is a transaction consummated between two or more related parties.

- Related individuals include direct-line descendants, as well as spouse or common law partners, brothers, sisters, and in-laws and;
- Related individuals include non-immediate family members such as cousins, aunts, uncles, nephews and nieces.

Assessed Value (*valeur fiscale ou évaluation municipale*): A value placed on the property by a tax assessor for tax purposes only.

Assessment (*frais d'infrastructure*): A charge to defray the cost of a public improvement which benefits the property it serves and remains as a lien on the property until it is paid in full (such as paving of streets and/or sidewalks, installation of water and/or sewer lines, etc.).

Bachelor Apartment (*appartement-studio ou garçonnière*): A small apartment containing one main room.

Balance Due on Closing (*solde de clôture*): The amount of money that is due to the seller from the buyer after adjustments to the purchase price have been made for items such as deposit, mortgage interest, taxes, fuel oil, etc.

Breach of Contract (*violation du contrat*): Failure without legal excuse to perform any promise, which forms the whole part of agreed terms of the contract.

Bridge/Interim Financing (*prêt-relais*): Temporary financing arranged to allow the buyer to close the new home purchase before sufficient funds have been received either from the mortgagee or from the sale proceeds of the former residence. Confirm entitlements with BGRS.

Builders' Lien (*privège du constructeur*): A claim

registered against the title to the property by a contractor, supplier of materials or workman with respect to work done or materials supplied to improve the property.

Certificate of Location (*certificat de localisation*): [See Survey]

Chattels (*biens meubles*): Chattels are items commonly sold with a property, which are actually the personal property of the seller because they are not attached to the "real property". Drapery tracks, for example which are fastened to the ceiling are considered to be permanent fixtures and remain with the property; the curtains hung from the drapery tracks are considered to be chattels. Prior to signing the Agreement of Purchase and Sale, ensure that all chattels to be included in the purchase price are listed in the Agreement. In fact, it is also advisable to include some items, which are fixtures but could be disputed on closing (e.g.: drapery tracks).

Clear title (*titre incontestable*): Unconditional title to a property as determined by the transferee's solicitor /notary.

Closed Mortgage (*prêt hypothécaire fermé*): A mortgage agreement that does not provide for payout before maturity (the end of the term). A lender may permit a payout under certain circumstances but with a penalty charge. Many closed mortgages these days allow for specific annual prepayment options, without penalty. All mortgages are closed unless otherwise specified in the mortgage agreement.

Closing Date (*date de signature ou de conclusion*): The day agreed to by the seller and buyer on which the seller delivers a Deed or Transfer of Title to the buyer and the buyer pays the seller the agreed purchase price. The Deed or Transfer is then registered. While this date normally coincides with the date the buyer is given possession of the property, this may **not always be the case**.

CMHC (*SCHL*): Canada Mortgage and Housing Corporation – a Crown Corporation established to administer the National Housing Act (NHA) and provides insurance to lenders.

Commitment (*engagement hypothécaire*): The written offer from a mortgage lender to provide a specified loan amount at a certain rate for a definite term. Normally, the lender will not commit to an interest rate until 60 to 75 days prior to the closing date of the purchase. For this to be a binding agreement, the borrower must accept the offer.

Condominium (*copropriété*): A form of property ownership providing for individual ownership of a specific apartment or housing unit, not necessarily on the ground level, and a share of the common elements, such as elevators, hallways and the land.

Consideration (*contrepartie*) : An act of forbearance, or the promise thereof, which is offered by one party to an agreement and accepted by the other as an inducement for that other's act or performance.

Contract (*contrat*): An agreement between two or more parties upon lawful consideration, to do or refrain from doing some act (if affecting real estate, it must be in writing).

Conventional Mortgage (*prêt hypothécaire ordinaire*): A mortgage loan that does not exceed 80% of the lesser of the appraised value or the purchase price of the property. A mortgage that exceeds that limit must be insured.

Conveyance (*cession ou transfert*): The process of transferring an interest in land from one person to another by way of a transfer document.

Counter Offer (*contre-proposition*): A statement by the recipient of the offer, which has the legal effect of rejecting the offer and of proposing a new offer to the offerer (who then becomes the recipient of the "new" offer).

Damage Deposit (*dépôt en cas de dommages*): Tenant's money held by landlord/owner "in trust" until end of lease; earns interest at prescribed rate; is released to tenant after inspection of property on tenant vacating, less any documented repair expense(s).

Damages (*dommages-intérêts*): The compensation recoverable by a person who has sustained an injury, either in his person, property or relative rights, through the act or default of another.

Deed (*titre*): Written legal document of ownership by which title to real property is transferred from one owner to another.

Default (*défaut*): Failure to fulfill a duty or promise or to discharge an obligation; an omission or failure to perform any act.

Deposit (*acompte*): A sum of money paid by a buyer to a seller to show good intentions to complete a sales transaction. The deposit is part of the down payment.

Description (*description légale*): A legal identification of land or premises.

Down Payment (*mise de fonds ou versement initial*): The amount of money put forward by the purchaser. It represents the difference between the purchase price and the mortgage loan. Typically, the buyer must put up 5% to 25% of the purchase price of a house, in cash, before a lender will offer a mortgage for the rest.

Duplex (*duplex ou propriété à deux logements*): A two-family dwelling or house.

Dwelling (*logement*): Self-contained living quarters that have the normal amenities necessary for continuous year-round occupancy, and that have one or more private entrances from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The term includes houses, condominiums, apartments, mobile homes and those portions of a multiple unit residential building that are owned and occupied by the transferee.

Easement (*servitude*): When someone other than the owner of a property has the right to use a specific part of the property, an easement exists. For example, an easement would allow a non-owner to walk or drive across a part of the property, have access to a well, hang overhead electrical wires, etc. Public utility easements are common; however, any other easements should be taken into consideration when evaluating the property and should be reviewed with your lawyer/notary prior to signing an offer to purchase.

Encroachment (*empiétement*): An encroachment exists when a building, fence or other improvement is situated on a lot in such a way that a portion of the building, etc. extends onto the neighbouring land. One of the primary reasons for obtaining an up-to-date survey is to determine if there are any such encroachments.

Encumbrance (*charge*): A term, which refers to any type of lien, mortgage, charge, etc., registered against the title of a property. Your lawyer/notary will examine all encumbrances registered on title before closing and will require the seller to remove any that are inappropriate.

Equity (*valeur acquise*): The homeowner's equity is the value of the property less any debts (mortgages, liens, encumbrances, etc.) registered on title.

Estoppels certificate (*certificat irréfragable ou de*

préclusion): A written certification from an appropriate officer from a condominium corporation setting forth the current state of affairs regarding the common element fees, unit trust accounts, and other monetary matters pertaining to the condominium unit being sold or being purchased. Key items included in the certificate are common expenses, monthly condominium fees and total amount of reserved funds (also known as status certificate).

Exclusive Listing (contrat de courtage exclusif): A contract to sell, lease or rent property as an agent, according to the terms of which the agent is given the exclusive right to sell, lease or rent the property or is made the exclusive agent for its sale, lease or rental.

First and Second Mortgages (prêt hypothécaire de premier et de second rang): The initial mortgage to be registered on title under the registry system is known as the “first mortgage”. In the event of default, this mortgagee has first claim against the proceeds from the sale of the property. A second mortgage is the next mortgage to be registered on title and so on.

Fixed Rate Mortgage (prêt hypothécaire à taux fixe): As the name implies, a fixed rate mortgage features a specific rate of interest over a specific period of time. During the term, which may range from six months to seven or more years, the monthly principal and interest payments remain the same. [See Variable Rate Mortgage]

Fixtures (biens fixes): Items, which are considered, attached to the property and are not to be removed on closing unless specifically allowed for in the offer to purchase (e.g., built-in dishwasher, drapery tracks, etc.) [See Chattels]

Genworth (Formerly G.E. Capital Mortgage Insurance Company of Canada): A private mortgage insurer.

Good Faith (bonne foi): Honesty of intention, abstention from taking unconscionable advantage of another and freedom of knowledge of circumstances which ought to cause a reasonable man to investigate.

Grantee (cessionnaire): Person named in a Deed as the buyer.

Grantor (cédant): Person named in a Deed as the seller.

Gross Debt Service Ratio (GDSR) (ratio

d'endettement brut ou taux d'effort partiel): The percentage of gross annual income required to cover payments associated with housing (mortgage principal and interest, secondary financing, heating, and 50% of condominium fees, if any). This should not exceed 32% of your gross annual income. [See also Total Debt Service]

Guarantor (garant): Giver of guaranty or security. Give or serve as guarantee for - provide with guarantee. A guarantor is a financially secure person with a good credit rating who can sign a lease assuming responsibility of payment of rent. This situation arises when a prospective tenant who can otherwise afford the rent required but has a poor credit rating cannot be accepted as a tenant. A guarantor must fill out all relevant documents and be prepared for a credit check, just as if he/she were to be the actual tenants of the unit.

Guaranty (garantie): Undertaking, usually written, to answer for payment of debt or performance of obligation by the person primarily liable.

High Ratio Mortgage: (prêt hypothécaire à quotité majorée) A mortgage loan that exceeds 80% of the lesser of the appraised value or purchase price of the property. This mortgage must be insured and borrowers must pay an application fee and the insurance premium (which may be added to the mortgage) to the insurer. [Refer to the Mortgage Primer section under the Buy Smart tab]

Home Equity Loan (prêt sur la valeur acquise): A loan, which is given to a homeowner that is based on the value of the property, less any debts (mortgages, liens, encumbrances) registered on title.

Interest Adjustment Date (*date définitive de calcul des intérêts*): A date, usually one month before the monthly mortgage payments begin, when interest on funds advanced before that date is calculated and must be paid by the borrower.

Interest Rate (*taux d'intérêt*): The percentage, which is charged for the use of borrowed money.

Irrevocable (*irrévocable*): Incapable of being recalled or revoked; unchangeable, unalterable.

Landlord (*propriétaire-bailleur*): The owner of houses, condominiums or apartments, who rents or leases to tenants.

Last Month's Rent (*loyer du dernier mois*): Tenant's money held by landlord/ owner “in trust” until end of lease; earns interest at prescribed rate;

can only be used for payment of last rental period (month) - may not be used for repairs/damages.

Lease (*bail*): Contract between landlord (lessor) for the occupation or use of the landlord's property by the tenant for a specified time and for a specified consideration (rental).

Lessee (*locataire ou preneur à bail*): Tenant under a lease.

Lessor (*bailleur*): A person who grants use of property under lease to a tenant.

Lien (*privilège*): A lien is an encumbrance as previously defined. A common kind of claim is a mechanic's lien, which can be registered against title by a company, or individual who provides services, materials or labour that are incorporated into the property but for which he/she has not been paid. It is your lawyer's/notary's responsibility to discover these on searches of title and requisition appropriate discharges prior to closing.

Listing (*contrat de courtage*): A written agreement between a property owner and an agent authorizing the agent to offer for sale or lease real property.

Listing Price (*prix demandé*): The value at which a property is advertised for sale.

Loan Origination Fee (*commission ou frais de montage*): A fee charged by a lender for processing a mortgage.

Loan-to-Value Ratio (*quotité de financement*): The ratio, or percentage, of the mortgage loan to the lesser of the appraised value or purchase price of the property.

Market Value (*valeur marchande*): Means in respect of a residence, the value at the time of sale.

- The highest price estimated in terms of money which the property would bring if exposed for sale or for lease on the open market by a willing seller allowing a reasonable time to find a willing buyer or tenant, neither buyer or tenant acting under compulsion, both having full knowledge of the uses and purposes to which the property is adapted and for which it is capable of being used, and both exercising intelligent judgment.

Maturity Date (*échéance*): The last day of the term of a mortgage agreement. The mortgage agreement must be renewed or the mortgage balance paid in full.

M/E (M/E): Member or Employee

Mortgage (*hypothèque*): The money borrowed to purchase property and is registered as a claim against the property. The property then becomes the security for the lender until the debt is fully repaid.

Mortgage Broker (*courtier en prêts hypothécaires*): An independent, licensed mortgage specialist retained by the client to shop the mortgage market (including banks, trust companies and other financial institutions). The mortgage broker will provide independent advice in choosing a mortgage commitment to fit their particular needs. It is a similar service as that of an insurance broker or travel agent in that a professional mortgage broker is a highly trained specialist within a very complex industry. They can often obtain mortgage commitments with better terms, options and interest rates than the client can obtain on their own, thereby saving them considerable time and effort, as well as potentially thousands of dollars over the term of a mortgage. The mortgage broker is typically paid a fee by the lender upon the successful funding of a mortgage. The transferee must confirm if the mortgage broker will charge a fee, as this cost would be the personal responsibility of the transferee.

Mortgage Discharge (*quittance hypothécaire*): When the mortgage has been paid off in full, the lender provides the borrower with a "discharge" document, which is registered on title. Unless the discharge is registered, the mortgage continues to be an encumbrance on title. [See also Prepayment/Discharge Penalty]

Mortgage Interest (*intérêt hypothécaire*): The cost of borrowing mortgage money. Mortgage interest rates vary with the term and type of loan required. An open mortgage, for example, will come with a higher interest rate than will a closed mortgage.

Mortgage Interest Differential (MID) (*différenciel d'intérêt*): Difference between the new mortgage rate and the existing (old) mortgage rate, multiplied by the time remaining on the existing mortgage term.

Mortgagee (*prêteur ou créancier hypothécaire*): The company or individual, the lender, who lends money to the homebuyer on the security of the mortgage.

Mortgagor (*Emprunteur hypothécaire*): The borrower of money used to purchase property, giving back a mortgage as security to a lender.

Mortgage Life Insurance (*assurance vie hypothécaire*): Most mortgage lenders offer life insurance to borrowers so that the loan is automatically paid off in the event of death of one of the borrowers. This should not be confused with high ratio mortgage insurance, which is designed to repay the loan in the event of a default.

Mortgage Loan (*prêt hypothécaire*): A loan for which the security is the real estate owned by the borrower.

Offer to Purchase (*promesse d'achat*): A formal, legal agreement that offers a certain price for a specific real property. The offer may be firm (no conditions attached) or conditional (certain conditions must be fulfilled).

Offer and Acceptance (*promesse d'achat et acceptation*): The basic requisite of any contract is a proposal by one party (called the offeror) to another party (called the offeree) to accept the basic terms of the Agreement. If the offeree indicates his assent to the proposal, there is an acceptance and the contract will bind both parties to its terms.

Open Mortgage (*prêt hypothécaire ouvert*): An open mortgage permits for prepayment/repayment at any time, without penalty. Read your mortgage contract carefully, before signing, to ensure you understand all terms and conditions.

Option (*option d'achat ou de location*): A right given by the owner of property to another (for a value consideration) to buy or lease a certain property within a limited time at an agreed price.

Personal Property (*biens ou effets personnels*): All property, except land, and the improvements thereon. Generally moveable items not permanently affixed or a part of real estate.

PIT (Principal/Interest/Taxes) (*C.I.T. - Capital, intérêts et taxes*): The monthly cost to service the mortgage and keep the property taxes up to date. Some mortgage institutions, wishing to pay the taxes themselves, will ask that the monthly installments include the tax portions.

Portable Mortgage (*prêt hypothécaire transférable ou portable*): A type of mortgage, now the norm, which allows the homeowner to port, or transfer, an existing mortgage, together with all its terms and conditions, to a "replacement" residence, thereby eliminating penalty charges. This option is particularly desirable when the interest rate on the remaining term is more favourable than the

current rate.

Caution: portability varies significantly from lender to lender. Some lenders will allow mortgages to be ported with a specific "gap" between the closing dates of the two homes, whereas others will allow only a few days. It is therefore important to verify the conditions relating to portability when entering into a mortgage contract.

Power of Attorney (*procuration*): Delegated written authority to a person to legally act on behalf of another.

Prepayment (*remboursement anticipé*): The early prepayment/repayment of part, or all, of the principal of a mortgage loan, over and above the regular, blended, monthly mortgage payments. Typically, annual prepayment privileges of 10% or more are written into the mortgage contract. Be sure this clause is included in your contract, even if you will not have the money to prepay the mortgage. If you have to discharge your mortgage early, the prepayment option can be applied before the mortgage discharge penalty is calculated on the remaining balance.

Prepayment Privilege (*privilège de remboursement anticipé*): Typically, a percentage of the mortgage balance that can be paid every year, in addition to regular payments, without penalty. The prepayment clause contained in a mortgage document could save thousands of dollars over the term of a mortgage. This should be considered as important as obtaining the best possible interest rate when comparing mortgages.

Prepayment Penalty Clause (*clause prévoyant l'indemnité de remboursement anticipé ou de quittance anticipée du prêt*): A clause in your mortgage agreement that defines the amount that you must pay as a penalty for breaking the mortgage contract and paying the mortgage off early. The standard prepayment penalty clause is the greater of either 3 months' interest or an interest rate differential (IRD), which represents a loss of revenue to the lender.

Prepayment Penalty/Discharge Penalty (*indemnité de remboursement anticipé*): Any costs charged by the mortgage lender to discharge a mortgage prior to the end of its term. Before committing yourself to a lending institution when buying your new home, check carefully to see what mortgage penalties will apply.

Prescribed Rate (*taux d'intérêt prescrit*): The interest rate set by the Canada Revenue Agency

(CRA) on a quarterly basis. Employers can offer this rate to relocating employees to “buy down” their negotiated mortgage interest rate. This would be non-taxable providing the mortgage interest rate buy down (MIB) does not go below the prescribed rate. Should an employer “buy- down” the mortgage interest rate below the prescribed rate, the employee would be taxed on the difference.

Principal (*capital*): Initially, the total amount borrowed and subsequently, the balance of the loan remaining unpaid at any given point during the term of the mortgage.

Purchase Price (*prix d'achat*): Means in respect of a principal residence, the actual amount paid for the residence including applicable federal or provincial sales tax.

Pro-Rate (*prorata*): To apportion between seller and buyer their proportionate share of an obligation paid or due (such as pro-ration of taxes, condominium fees, etc.), usually fixed by varying local customs.

Rate Commitment (*garantie de taux*): How long a lender is willing to guarantee the prevailing interest rate? The rate at time of “pre-approval” would be fixed for the commitment term (usually 30-90 days, but may be as long as 120 days). If interest rates go down, however, your lender may automatically reduce the rate. If rates go up, you are protected. Note: If your lender is not willing to match the lowest prevailing rate one to two weeks prior to your closing date, you may move to another lender. Transferees should try to negotiate a rate commitment for 120 days, to give maximum flexibility.

Real Property Report (*rapport sur les biens fonciers*): A Real Property Report is a legal document that clearly illustrates the location of all pertinent visible public and private improvements relative to property boundaries. [See also Survey/Certificate of Location]

Realtor® (*courtier*): A registered word, which may only be used by an active member of a real estate board affiliated with the Canadian Real Estate Association.

Renew (*renouvellement*): To extend a mortgage agreement with the same lender for another term. The length of the term and the conditions, such as interest rate, may be changed.

Rent (*loyer*): The compensation paid for the temporary use and/or occupation of real estate.

Rental Deposits (*dépôts de location*): See Summary of Provincial Landlord / Tenant Legislation, under the Rent Smart tab, for specifics.

Right of Way (*droit de passage*): A right to cross over someone else’s land by an individual, utility, railroad, etc., to whom the right of way is given. It may restrict your use of the property. If you do not have good access to your property, you may need to obtain a right of way from someone else to get to your property.

Sale Price (*prix de vente*): Means in respect of a principal residence, the final selling price.

Security Deposit (*dépôt de garantie*): Tenant’s money held by landlord/owner “in trust” until end of lease; earns interest at prescribed rate; is released to tenant after inspection of property on tenant vacating - less any documented repair expense(s); in certain cases, can also be used at end of lease to replace lost rent.

Seller Take Back Mortgage (*prêt accordé par le vendeur*): Sometimes, the person selling the house will have sufficient capital to provide the buyer with mortgage funds to buy the house. This is known as having the seller “take back” the mortgage. In many cases, the seller is willing to accept a lower rate of interest on the mortgage than a financial institution might. Speak with your Realtor® for further details.

Single-family dwelling (*logement unifamilial*): Living quarters, containing the normal amenities, typically occupied by one family unit.

Statement of Adjustments (*état des répartitions ou des rajustements*): A reconciliation prepared by lawyers/notaries on closing to allocate the adjustable items between the seller and buyer. Most commonly, adjustments are made for taxes, fuel oil, mortgage interest, insurance premiums, rents, etc.

Strata Council (*conseil de gestion ou d'administration de copropriété*): The governing body of a condo complex made up of unit owners elected by the other owners. The council handles the day-to-day operation of the complex either directly or through the use of a property management company. The council receives its direction from the other owners at regular scheduled meetings.

Studio Apartment (*appartement-studio ou garçonnière*): A small apartment containing one main room.

Sublease/Sublet (*sous-location*): An agreement conveying the right of use and occupancy of a property in which the lessor is the lessee in a prior lease.

Survey (*certificat de localisation*): A map or plot made by a licensed surveyor showing the results of measuring the land. Often required by the lender to assure that a building is actually located on the land according to its legal description.

Tenant (*locataire*): One who occupies land or tenement under a landlord.

Term (*durée*): The period of time over which the lender is willing to lend money at the prevailing interest rate. Typically, terms range from one to seven years. At the maturity date, the outstanding balance is due and payable. Normally, the mortgage is renewed for a new term, at the then current interest rate. "Term" is often confused with amortization. [See Amortization Period]

Time is of the Essence (*les délais sont de rigueur*): Requires punctual performance of a contract on closing date and is indicated by so stating, as in an Offer to Lease or Purchase and Interim Agreement.

Title (*titre*): A document that indicates rights of ownership and possession of a particular property. However, title in the real estate context means the sum of the benefits from deeds, wills, easements, and other conveyances. It is not normally a document by itself, but is the result of getting a correct, legally enforceable deed with adequate protection from defects in the history of the title.

Title Insurance (*assurance des titres*): Title Insurance is essentially an insurance policy issued by an insurance company to provide compensation in the event that there are defects in title on your home

Title Search (*recherche ou examen des titres*): A process conducted by your lawyer/ notary whereby official title documents are examined prior to closing your purchase. The lawyer/notary obtains an "abstract of title" from the local registry office, which is a chronological history of all instruments and events affecting title. This process enables the lawyer/ notary to determine whether or not the title to your new property is free and clear of any

inappropriate mortgages, liens, rights-of-way, encroachments, by-law infractions or other encumbrances.

Total Debt Service Ratio (TDSR) (*ratio d'endettement total ou taux d'effort total*): The percentage of gross annual income required to cover payments associated with housing (mortgage principal and interest, taxes, heating and 50% of condominium fees, if any) and all other debts and financial obligations, such as payments on a car loan or credit card. Typically, the maximum TDSR allowed by mortgage lenders is 40% of gross income. [See also Gross Debt Service]

Transfer (Excise) Tax (*droit de mutation immobilière*) [Also known as Land Transfer Tax]: Tax charged by some provinces when title passes from one person to another. Local law or custom usually defines who is charged for this tax.

Trust Account (*compte en fiducie ou fidéicommiss*): An account separate and apart from one's personal monies, as required by law in the case of an agent.

Variable (Floating) Rate Mortgage (*prêt hypothécaire à taux variable, fluctuant ou référentiel*): A mortgage where the interest rate changes from time to time as money market conditions change, usually not more than once a month. Normally, the monthly payment remains constant. If interest rates go down, more of the monthly payment is applied against the principal. Conversely, if rates go up, more of the monthly payment is applied against the interest. If rates rise too high, the lender is usually entitled to increase the monthly payment. Some variable rates are capped at a maximum rate to protect you if rates rise above a certain amount.

Witness (*témoin*): To subscribe one's name to a deed, will or other document for the purpose of attesting its authenticity and proving its execution by testifying, if required.

Zoning (*zonage*): The means by which a municipality controls the use of land. These controls are contained in municipal by-laws. Check the zoning restrictions carefully if you are contemplating any changes to the house you wish to buy or if you are buying a house adjacent or close to vacant land. Ask your lawyer/ notary to determine if the location of the house you wish to buy complies with existing municipal by-laws

Acronyms/Acronymes

English	English Acronym	French Acronym	French
Canadian Forces Housing Agency	CFHA	ALFC	Agence de logement des Forces canadiennes
Canadian Forces Integrated Relocation Program	CFIRP	PRIFC	Programme de réinstallation intégré des Forces canadiennes
Capital Improvements	CI	AI	Amélioration des immobilisations
Group Mortgage Plan	GMP	RCPH	Régime collectif de prêts hypothécaires
Canada Mortgage & Housing Corporation	CMHC	SCHL	La Société canadienne d'hypothèques et de logement
Central Materiel Transport Terminal	CMTT	SCTM	Section centrale du transport du matériel
Crown Owned Housing	COH	LE	Logements de l'État
Change of Report (Date)	COR	No acronym	Changement de date d'entrée en fonction
Change of Strength	COS	CE	Date du changement d'effectif
Canada Pension Plan	CPP	RPC	Régime de pensions du Canada
Canada Revenue Agency	CRA	ARC	Agence du revenu du Canada
Compulsory Retirement Age	CRA	ARO	Âge de la retraite obligatoire
Central Removal Services	CRS	SCD	Service central de déménagement
Dependant Allowance Element	DAE	IPC	Indemnité pour personne à charge
Dependants Household Goods & Effects	(D)HG&E	AM et EP	Déménagement des personnes à charge et des articles de ménage et effets personnels
Destination Inspection Trip	DIT	VID	Voyage d'inspection à destination
Electronic Funds Transfer	EFT	TEF	Transfert électronique de fonds
Employment Insurance	EI	AE	Assurance-emploi
Estimated Time of Arrival	ETA	No acronym	Arrivée estimée
Financial Worksheet	FW	GF	Grille financière
General Briefing Session	GBS	BG	Séance de briefing général
Gross Debt Service	GDS	ABD	L'amortissement brut de la dette
Government of Canada	GOC	GC	Gouvernement du Canada
General Relocation Information Packages	GRIP	PRGR	Pochette de renseignements généraux sur la réinstallation
Home Equity Assistance	HEA	GRPI	Garantie de remboursement des pertes immobilières
Home Equity Line of Credit	HELOC	No acronym	ligne de crédit de capitaux propres à la maison utilisée
Household Goods and Effects	HG&E	AM et EP	Articles de ménage et effets personnels
Household Goods Removal Service	HGRS	SDEM	Services de déménagement des effets mobiliers
House Hunting Trip	HHT	VRD	Voyage à la recherche d'un domicile
Home Loans Canada	HLC	HLC	Hypothèques Logis Concept
Interim Lodging, Meals & Miscellaneous	ILM&M	ILRPDD	Indemnité de logement, repas et dépenses diverses en cours de déplacement
Isolated Post	IP	PI	Poste isolé
Intended Place of Residence	IPR	DP	Domicile projeté
Imposed Restriction	IR	RI	Restriction imposée
Interest Rate Differential	IRD	DTI	Différentiel de taux d'intérêt
Integrated Relocation Program	IRP	PRI	Programme de réinstallation integer

Acronyms/Acronymes

English	English Acronym	French Acronym	French
It's Your Move	IYM	CVD	C'est votre déménagement
Long Term Storage	LTS	ELT	Entreposage à long terme
Member/Employee	M/E	M/E	Membres/Employés
Market Activity Report	MAR	No acronym	Rapport sur l'état du marché
Mortgage Loan Insurance / Mortgage Default Insurance	MLI	APH	Assurance prêt hypothécaire
Military Foreign Service Regulations	MFSR	RSME	Reglement sur le service militaire a l'etranger
Mortgage Interest Buy-down	MIB	ARI	Achat d'une réduction d'intérêt
Mortgage Interest Differential	MID	No acronym	Différence entre les taux d'intérêt hypothécaires
Multiple Listing Service	MLS	SIA	Service Inter-Agence
Married Quarters	MQ	LR	Logement résidentiel
National Capital Region	NCR	RCN	Région de la capitale nationale
National Joint Council	NJC	CNM	Conseil national mixte
Needs and Services Destination Package	NSDP	No acronym	Trousse des besoins et des services sur mesure à destination
Posting Allowance	PA	IA	Indemnité d'affectation
Private Motor Vehicle	PMV	VP	Véhicule personnel
Power Of Attorney	POA	No acronym	Procuration
Public Works and Government Services Canada	PWGSC	TPSGC	Travaux publics et Services gouvernementaux
Quebec Parental Insurance Plan	QPIP	RQAP	Régime québécois d'assurance parentale
Quebec Pension Plan	QPP	RRQ	Le Régime de rentes du Québec
Relocation Checklist	RCL	FCR	Feuille de contrôle de réinstallation
Realtor's Pricing and Marketing Report	RPMR	No acronym	Rapport de l'agent immobilier sur la valeur et la mise en marché
Registered Retirement Savings Plan	RRSP	REER	Régime enregistré d'épargne-retraite
Rental Search Assistance	RSA	AL	Agence de location
Return to Assist	RTA	RAD	Retour – aide au déménagement
Reverse Temporary Dual Residence Assistance	RTDRA	IOTDR	Inverse de l'indemnité pour l'occupation temporaire de deux résidences
Recreational Vehicle	RV	VR	Véhicule de plaisance
Service Couple	SC	No acronym	Couples membres des FC
Special Commuting Assistance	SCA	ASTQ	Aide spéciale au transport quotidien
Social Insurance Number	SIN	NAS	Numéro d'assurance sociale
Storage in Transit	SIT	ECD	Entreposage en cours de déménagement
Single Quarters	SQ	LC	Logement pour célibataire
Shared Travel Service Initiative	STSI	ISVP	Initiative des services de voyages
Travel Authorization Number	TAN	NAV	Numéro d'autorisation de voyage
Treasury Board of Canada Secretariat	TBS	SCT	Secrétariat du Conseil du Trésor
Temporary Duty	TD	ST	Service temporaire
Temporary Dual Residence Assistance	TDRA	IOTDR	Indemnité pour l'occupation temporaire de deux résidences

Acronyms/Acronymes

English	English Acronym	French Acronym	French
Travel to New Location	TNL	VNLT	Voyage jusqu'au nouveau lieu de travail
Third Party Service Provider	TPSP	TFS	Tiers fournisseur de services
Unaccompanied Baggage	UAB	BNA	Bagages non accompagnés
Years of Service	YOS	AS	Années de service
Ministerial Authority	No acronym	AM	Autorité ministérielle