

# Using RealtiWeb to create your Ontario Standard Closing Documents

Working with Ontario Standard Closing Documents from the [Working Group on Lawyers and Real Estate](#) is extremely efficient in [RealtiWeb®](#). A simple checkbox indicates use of these docs and will add appropriate clause(s) to your Requisition Letter. Using the pre-built templates means that any necessary data is only entered once then included in the applicable document. Most of the information required is entered as part of the file opening.

## Instructions

1. Set up RealtiWeb to use the Ontario Standard Closing Documents as your default option through a checkbox on your **Firm Settings** screen under **Document Options**. Alternately this can be selected on the **Basic Screen** after you open your file.
2. The following clause is added to your **Requisition Letter**.

We support and will be using the Ontario Standard Closing Documents of the Working Group on Lawyers and Real Estate posted on the [www.lawyersworkinggroup.com](http://www.lawyersworkinggroup.com) website. Unless otherwise advised in writing, you agree to the use of these Closing Documents with any changes made to them being clearly visible.

3. Ontario Standard Closing Documents are in their own category on the Documents Screen. Click on those you wish to merge.

#### ☐ 4. Closing Letters and Documents

##### ☐ Ontario Standard Closing Documents

- Ontario - Lawyer's Direction Re Funds (PS)
- Ontario - Lawyer's Undertaking (PS)
- Ontario - Lawyers' Delayed Closing Escrow Agreement (PS)
- Ontario - Purchaser Lawyer's Undertaking (Non-Residency) (PS)
- Ontario - Purchaser's Undertaking & Direction Re Title (PS)
- Ontario - Vendor's Closing Certificate (PS)

4. The docs are merged using data from your RealtiWeb file. Changes can be made to the merged document on the RealtiWeb screen. Deletions are to be indicated with ~~strikethrough~~ text and additions formatted with **bold** or **bold and underline** text.

**SURVEY:** If the Vendor has agreed in writing to deliver a ~~plan or~~ survey, then, to the best of my knowledge and belief, the building(s) and any other structures, fences and other boundary markers on the Property are accurately shown on the attached copy of the ~~plan or~~ survey prepared by John Surveyor, O.L.S., dated March 15, 2019, except: **double garage on southwest corner of lot.**

5. Documents can be printed for signing, sent via email or shared electronically through the LDD inbox.
6. If you need more help, don't hesitate to contact our free support desk at 1-800-363-2253 or [support@ldd.ca](mailto:support@ldd.ca).

## Keeping your closing documents up to date

As the Working Group on Lawyers and Real Estate updates the Closing Docs (or adds new documents), the versions in RealtiWeb are modified to match. This ensures you're using the most up to date versions.



/LawyerDoneDeal

**LDD.ca**  
1-800-363-2253  
[support@ldd.ca](mailto:support@ldd.ca)

