

Please complete this questionnaire and email it to order@separationagreementontario.ca and we will contact you within one business day with a flat-rate quote to draft, edit, sign and finalize your separation agreement.

To assist us in representing you, please complete the following information, which will be kept completely private and confidential.

This is a generic questionnaire, not all questions will be applicable to your particular situation. **To help us serve you better please complete ALL questions. If a question is not applicable to your situation, please write N/A.**

Today's Date (mm/dd/yyyy)

How were you referred to our firm?

CONTACT INFORMATION

Name (in full)

Date of Birth (mm/dd/yyyy)

First name

Middle name

Last name

Address

City

Province

Postal Address

Home Telephone #

Cell #

Email

REQUIRED INFORMATION AS PER LAW SOCIETY OF ONTARIO

Employment Occupation* (MANDATORY)

Employer Name* (MANDATORY)

Employer Address* (MANDATORY)

Employer Phone Number* (MANDATORY)

Your Annual Income

SPOUSE'S/PARTNER'S CONTACT INFORMATION:

Name (in full)

Spouse's/Partner's DOB (mm/dd/yyyy)

First name

Middle name

Last name

Address

City

Province

Postal Address

Home Telephone #

Cell #

Email

Spouse's Employment Position

Spouse's Employer

Spouse's Annual Income

Please find below the information that we require in order to start the drafting process. If you have any questions or concerns, please add comments at the end of this document.

BACKGROUND

Date of Marriage (or date you became common law)* (mm/dd/yyyy)

Date you started living together (mm/dd/yyyy)

Date of Separation (mm/dd/yyyy)

Information about children, including full names and date of birth

| Full Name | Date of Birth (mm/dd/yyyy) | Currently Residing With |
|-----------|----------------------------|-------------------------|
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Terms**Please write n/a over any section that does not apply to your situation**

Physical Custody of Children: This section can be as detailed or as general as you agreed upon with the other party. Some parties have a very detailed schedule with regards to weekdays, weekends, holidays, summer break, etc. Please provide details about the schedule below. If you prefer, you can give us the desired schedule for the weekdays, weekends, and major holidays of importance and we can split the remaining holidays equally.

Decision making power for Children: Most parties agree to a joint decision making power agreement. Both parties are involved in major decisions for the child and the day-to-day decisions are made by the party that has custody of the child at the time. Please advise.

Child Support: Child support is mandatory in Ontario. It is based on the payor's income and the living arrangements of the child. If the child is living with one of the parties for 60%+ of the time, the other party should be paying child support in the full table amount. Please indicate the arrangements that are currently in place for child support.

Special and Extraordinary expenses for children: These may include expenses other than food, shelter and clothing (already covered by child support) such as extra-curricular activities, camps, dental or health care costs not covered by insurance, etc. Under the child support guidelines, these costs should be split proportionate to your incomes. However, some parties split these costs 50/50. Please advise how these expenses will be split.

Spousal Support: this type of support is not mandatory in Ontario, but is based on an advisory guideline. Indicate whether spousal support will be paid, to which party, and the amount being paid. If you are in agreement that no spousal support will be sought or paid, please confirm this.

Life Insurance: This section includes all the important information with regards to life insurance that is required to be arranged in your agreement. It is common practice for the party that is paying either child support or spousal support to get a life insurance policy for the duration of the payment period.

Joint Debts: Please provide a list of joint debts that are currently payable, the amount, and how the debt will be divided. You may also provide deadlines by which the debt will be paid and accounts closed. Include specifics about bank name or credit card company. **Use the Assests/ Debts schedule under section 11.**

Sole Debts: We would leave this as each party is responsible for their sole debt. Please confirm. **Use the Assests/ Debts schedule under section 11.**

The matrimonial home: Please provide details about the sale or transfer of the home and the percentage of funds that each party will receive. If being sold, when will the home be listed? If there is a transfer of title for money, when will the transfer happen? Lastly, who will be responsible for the legal costs associated with the above transaction?

If the home/property is being transferred or sold, are you interested in our Real-Estate services to complete the transaction?

If the home is being sold, are you interested in our referral to a trusted Real-Estate agent in our network that would provide you with a lower commission fee schedule?

Property Division: Please provide a list of properties, if any, that are or will be divided. Indicate if the property has already been divided or is scheduled. With regards to any vehicles, provide the make and model. Provide dates by which each transfer or division will occur. This section includes any cash or bank accounts to be divided.

Assets

(List all assets including Land; General Household Items & Vehicles; Bank Accounts and Savings, Securities and Pensions; Life and Disability Insurance; Business Interests; Money Owed to Party; and Other Property)

| | Present Value | Ownership Joint or Sole | Division Upon Separation |
|--|---------------|-------------------------|--------------------------|
| Example: TD Chequing Account 968***909 | \$8000.00 | Jointly | 50/50 |
| Example: Honda Civic 2012 | \$17000.00 | Sole – Wife | Wife – 100% |
| Example: Sunlife Pension 9750***57578 | \$250000.00 | Sole – Husband | 50/50 |
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DEBTS

(List all debts and liabilities)

| | Present Value | Ownership Joint or Sole | Division Upon Separation |
|---|---------------|-------------------------|--------------------------|
| Example: Mortgage on Matrimonial Home | \$567000.00 | Jointly | 50/50 |
| Example: RBC Credit Card – Account 958588**** | \$120000.00 | Sole – Husband | Wife – 100% |
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Independent legal advice: Independent legal advice is always recommended as this is an indication that the agreement has been negotiated in a fair manner if the agreement does end up in court in the future. Indicate whether your ex-partner will be seeking independent legal advice. If not, can we prepare a waiver of independent legal advice for him/her?

This is the information that we currently require. Please provide the information in the corresponding sections and leave comments/questions below. Thank You.

COMMENTS

Response:

PROVIDE ANY ADDITIONAL TERMS YOU WOULD LIKE INCLUDE BELOW THIS LINE

Response:
