



Separation Agreement Intake Worksheet

General Information

Person 1

Full Legal Name: _____

SIN: _____

Occupation: _____

Phone Number: _____

Mailing Address: _____

Email: _____

Person 2

Full Legal Name: _____

SIN: _____

Occupation: _____

Phone Number: _____

Mailing Address: _____

Email: _____

Relationship History

Date Married: _____
Location of Marriage: _____
Date Began Cohabiting: _____
Address Where First Lived Together: _____ _____
Was This First Home Rented, Owned Jointly, or Owned Solely (if solely, by whom): _____
Date of Separation: _____

Matrimonial Home

Address
<i>(For Urban Properties)</i>
Street Name: _____ Number: _____
City: _____ Province: _____
<i>(For Rural Properties)</i>
Town [] Village [] Township [] or County []
Of: _____
Lot and Concession: _____ Province: _____

Matrimonial Home Continued

If Owned

Who is On Title? _____

Fair Market Value: _____

Mortgage Balance (if any): _____

Line of Credit Balance (if any): _____

Will the matrimonial home be sold on the market? Yes [] No []

OR

Does one spouse intend on purchasing the home from the other? Yes [] No []

Describe the arrangement (*price, date of closing, etc.*): _____

If Rented

Describe Arrangement (*is one person moving out, what date, arrangements regarding lease, etc.*): _____

Matrimonial Home Continued

Rented OR Owned: Who will pay the occupancy costs and utilities? Until when?

General Household Items

Have all other property and household furnishings been divided? Yes [] No []

If no, explain how property will be divided: _____

Describe any special arrangements regarding vehicles or other assets not addressed above: _____

Spousal Support

Describe Any Spousal Support Arrangement: _____

Lump Sum Payment

Is there to be a lump sum cash payment of any kind? Yes [] No []

Amount: _____ Payor: _____

Date of Payment: _____

Method of Payment: Cash [] Personal Cheque [] Certified Cheque / Bank Draft []

Reason for Payment: _____

Release of a Division of Canada Pension Plan Pension Credits

Do you agree that neither of you will apply for a division of Canada Pension Plan Credits? Yes [] No []

If no, explain the pension credit arrangements: _____

Medical and Dental Benefits

Will you each be responsible for your own medical, extended health and dental expenses?
Yes [] No []

If no, explain the arrangement: _____

Children Continued

Special Parenting Times: *Describe frequency and duration of special parenting time, summer vacation, holidays, birthdays, telephone contact, etc.*

Child Support: *If require Table calculation, supply annual income for payor*

Payor: _____ Amount: _____

If require Table calculation, supply **annual income for payor:** _____

The amount of child support is subject to the court's approval even if you and your spouse agree on an amount.

If the child support you have agreed on differs from the Table amount, explain the reason for the difference: _____

Children Continued**Special and Extraordinary Expenses:**

Describe any arrangements regarding costs of extracurricular activities, daycare, tuition, or other special and extraordinary expenses:

Note: Usually each parent would pay a pro-rated share of these expenses based on their comparative incomes. For example, if parent A's income is \$60,000 and parent B's is \$40,000, then parent A would pay 60% and Parent B 40%.

Do you agree that if one parent dies, sole custody of the child(ren) would revert to the surviving parent? Yes [] No []

If no, describe arrangement: _____

Who will be the guardian for the children if both parents die? _____

Do you agree that if one parent dies, the surviving parent will ensure the child(ren) continue to have contact with the family of the deceased parent? Yes [] No []

Assets and Liabilities

Description of Asset	Value	% Person 1	% Person 2

Description of Debt	Value	% Person 1	% Person 2

Assets & Liabilities Continued

Asset Division and Debt Payment

Describe any arrangements regarding division of specific assets or responsibilities over specific debts which you want included in your separation agreement:

Include relevant dates (ex. date by which a debt must be paid or asset transferred/sold)

Pension

Do either of you have a pension?

Describe: _____

Will the pensions be divided? Yes [] No []

If yes, describe how: _____

Dispute Resolution

If there is a future dispute, would you want to mediate?

Yes [] No []

If mediation is not successful, do you want to pursue binding arbitration through The Divorce Centre or have the Family Court resolve the issues?

TDC Arbitration [] Family Court []

Independent Legal Advice

Do either party intend on seeking independent legal advice?
Yes [] No []

If yes, provide details: _____

Please provide any other information that you wish to have included in your agreement.

The undersigned requests The Divorce Centre to prepare a Separation Agreement in accordance with the above information.

Print Name

Signature

Print Name

Signature