



TRANSACTION RECORD SHEET

Please Circle Your Office: Surrey Abbotsford

Deal/ Trade #: MLS #:

Agreement date: _____ Listing brokerage: _____

Completion date: _____ Listing agent: _____

Adjustment date: _____ Selling brokerage: _____

Possession date: _____ Selling agent: _____

Sale price: \$ _____ Referral involved: YES NO Assignment Involved: YES NO

Property Address: _____

Legal Description: _____

(PID): _____

SELLER INFORMATION	
Seller:	
Names in full: _____	_____
Address: _____	_____
Contact No.: _____	_____
Conveyancing	
Lawyer/ notary: _____	_____
Company: _____	_____
Address: _____	_____
_____	_____
Telephone: _____	_____
Fax: _____	_____

BUYER INFORMATION	
Buyer:	
Names in full: _____	_____
Address: _____	_____
Contact No.: _____	_____
Conveyancing	
Lawyer/ notary: _____	_____
Company: _____	_____
Address: _____	_____
_____	_____
Telephone: _____	_____
Fax: _____	_____

Listing commission: \$ _____ + _____ = _____
GROSS GST TOTAL

Selling commission: \$ _____ + _____ = _____
GROSS GST TOTAL

Gross commission: \$ _____ + _____ = _____
GROSS GST TOTAL

Subjects involved

- 1) _____ Removal date: _____
- 2) _____ Removal date: _____
- 3) _____ Removal date: _____
- 4) _____ Removal date: _____

Deposit: \$ _____ Held by: _____ Interest bearing: YES No

Deposit increase: YES NO Increase Amount: \$ _____ Date due: _____

Strata Management Company & Phone No. (if applicable): _____

Please see back page for checklist of file requirements before you submit. Thank you.