

Checklist for File Requirements

	LISTING ONLY	SELLING ONLY	LISTING & SELLING	Check here if complete <input type="checkbox"/>
Working with A REALTOR signed by Seller(s)	●	○	●	<input type="checkbox"/>
Multiple listing contract	●	○	●	<input type="checkbox"/>
Exclusive listing contract (if not a MLS)	●	○	●	<input type="checkbox"/>
Data input Form	●	○	●	<input type="checkbox"/>
Property Disclosure Statement (signed & dated)	⊗	⊗	⊗	<input type="checkbox"/>
Title Search	●	⊗	●	<input type="checkbox"/>
Strata Form B- Information Certificate	⊗	⊗	⊗	<input type="checkbox"/>
Commission Agreement	⊗	⊗	⊗	<input type="checkbox"/>
MLS printout	●	●	●	<input type="checkbox"/>
Working with a REALTOR signed by Buyer(s)	○	●	●	<input type="checkbox"/>
Disclosure of Remuneration	○	●	●	<input type="checkbox"/>
Fee Agreement	⊗	⊗	⊗	<input type="checkbox"/>
Disclosure of Interest in Trade	⊗	⊗	⊗	<input type="checkbox"/>
Limited Dual Agency Agreement	○	○	●	<input type="checkbox"/>
Transaction Record Sheet (Deal sheet)	●	●	●	<input type="checkbox"/>
Clear Copy of Contract of Purchase & Sale & Addendum	●	●	●	<input type="checkbox"/>
Copy of Subject Removal signed & dated by buyer(s) and seller(s)	●	●	●	<input type="checkbox"/>
Bank draft/ Certified Cheque	○	⊗	⊗	<input type="checkbox"/>
Copy of Bank draft/ Certified Cheque	●	●	●	<input type="checkbox"/>
Sales report (office only)	●	○	●	<input type="checkbox"/>
Client Info	●	●	●	<input type="checkbox"/>

● =Required

○ = Not required

⊗ = Required if applicable

Remember to keep a copy of all files for your own record!