

Suite 201

CHECK LIST
TOWER 1



Information Included

- Original Worksheet
- Agreement of Purchase and Sale Addendum X 3
- Acknowledgement (Condo Docs)
- Co-operating Broker Agreement (if applicable)
- (Business cards attached)
- Amendments (if applicable)

Photocopy
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Purchaser Information

- Name
- Address
- Date of Birth (dd/mm/yy)
- S.I.N. (Photocopy of card for file)
- Drivers License (Photocopy both sides for file)

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Contact Information

- Res. Phone Number
- Bus. Phone Number
- Cell Phone Number
- Email

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Solicitors Information

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Deposits

- Cheques Received
 - Cheque # 1 06/09/2008
 - Cheque # 2 07/09/2008
 - Cheque # 3 06/09/2009
 - Cheque # 4

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- Photocopy of Cheques
- Cheques Chronologically Numbered

Prospect'in

- Acknowledgement Noted

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Lonewolf

- Trade Entered/In2ition File Created

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