

CHECK LIST

Information Included

Original Worksheet
 Agreement of Purchase and Sale
 Addendum
 Co-operating Broker Agreement (if applicable)
 (business cards attached)

✓
✓
✓

Purchaser Information:

Name
 Address
 Date of Birth (dd/mm/yy)
 S.I.N
 (Photocopy of card for file)
 Drivers License
 (Photocopy of license for file)
 Contact Information
 Res. Phone Number
 Bus. Phone Number
 Cell Phone Number
 Email

✓
✓
✓
✓
✓
✓

✓
✓
✓

Solicitors Information

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Deposits

Cheques Received
 Cheque # 1
 Cheque # 2
 Cheque # 3
 Cheque # 4

Photocopy of Cheques (of chq. #1)

✓
✓

NOTES

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