

CHECK LIST
TOWER 1

1804



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)

✓
✓
✓
✓

missing

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)

✓
✓
✓
✓
✓

Approvies missing

Contact Information

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

✓

Solicitors Information

NAME AND PHONE# (NOT TYPED INTO PROSPECT)

✓

Deposits

- Cheques Received
 - Cheque # 1
 - Cheque # 2
 - Cheque # 3
 - Cheque # 4
- Photocopy of Cheques
- Cheques Chronologically Numbered

✓
✓

Dates
MAY 06-08
JUNE 13, 08

Intro one 10.08
Missing

Prospect'in

- Acknowledgement Noted

✓

Lonewolf

- Trade Entered/In2ition File Created

NOTES