

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)

✓
✓
✓
✓

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)

✓
✓
✓
✓

MISSING COPY
MISSING

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
- Cheques Chronologically Numbered

✓
✓
✓
✓
✓
✓

Dates

MM 30/08
JUNE 08/08
SEPT 30/08
MM 30/09

Prospect'in

- Acknowledgement Noted

✓

Lonewolf

- Trade Entered/In2ition File Created

NOTES

1805

