

CHECK LIST

Tower 1



Information Included

Original Worksheet
Agreement of Purchase and Sale
Addendum x3
Acknowledgment of Condo Docs
Co-operating Broker Agreement (if applicable)
(business cards attached)
Amendments (if applicable)

photocopy
✓
✓
✓
✓
✓
✓

Purchaser Information:

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

✓
✓
✓
✓
✓
✓

→ Rec'd July 13/08

Contact Information

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

✓
✓
✓
✓

Solicitors Information

✓

Deposits

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

✓
✓
✓
✓
✓
✓

Photocopy of Cheques
Cheques chronologically Numbered

Dates:
May 14/08
June 16/08
Oct 6/08
June 6/09

Prospect'In

Acknowledgment Noted

✓

Lonewolf

Trade Entered/ In2ition File Created

✓
✓

NOTES

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