

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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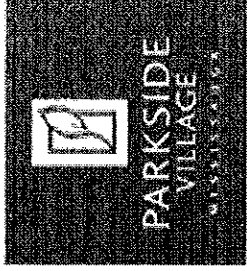
Deposits

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

✓
✓
✓
✓
✓

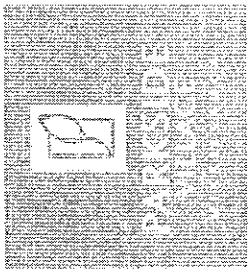
NOTES

P.O.A. For this unit.



2505

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)

✓
✓
✓
✓
✓
✓

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)

✓
✓
✓
✓
✓

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
MAY 25. 08.
JUNE 04. 08.
SEPT. 25. 08.
MAY 25. 09.

Prospect'in

- Acknowledgement Noted

✓

Lonewolf

- Trade Entered/In2ition File Created

NOTES

P.O.A. FOR THIS UNIT.