

2015

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)

✓
✓
✓
✓

Purchaser Information:

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

✓
✓
✓

Contact Information

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

✓
✓
✓
✓

Solicitors Information

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Deposits

- Cheques Received
 - Cheque # 1 June 10/08
 - Cheque # 2 June 20/08
 - Cheque # 3 Oct 10/08
 - Cheque # 4 June 10/09
- Dates:
- Photocopy of Cheques
- Cheques chronologically Numbered

✓
✓
✓
✓
✓
✓
✓

Prospect'In

- Acknowledgment Noted

✓

Lonewolf

- Trade Entered/ In2ition File Created

NOTES

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