

2904

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)

☒
☒
☒
☒
☐

NO PHOTOGRAPHS
11

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
JUNE 5/08
JUNE 16/08
no cash! 3 missing

Prospect'in

- Acknowledgement Noted

☒

Lonewolf

- Trade Entered/In2ition File Created

☐
☐

NOTES

~~NEED~~ COPY OF POA FOR FILE, AMTCON & TARIFF, STAFF