

CHECK LIST Tower 2



Information Included

Original Worksheet
Agreement of Purchase and Sale
Addendum x3 1 Extra's
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
Cheque # 2
Cheque # 3
Cheque # 4
Photocopy of Cheques
Cheques chronologically Numbered

✓
✓
✓
✓
✓

Prospect'In

Acknowledgment Noted

✓

Lonewolf

Trade Entered/ In2ition File Created

NOTES

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