



DEAL # _____

ACCEPTANCE: _____

SALES PERSON'S NAME: _____ SIGNATURE: _____

NATURE OF TRANSACTION RES STRATA BUSINESS & ICI LEASE AGE _____

Property sold Civic Address _____

Legal Description _____

Subject Removal Dates #1 _____ #2 _____ #3 _____

Closing Dates: _____ Completion: _____

Possession: _____ Adjustment: _____

Strata Management Co. **SELLER BUYER** Telephone# _____

SELLER (S) NAME: _____ BUYER (S) NAME: _____

Address: _____ Address: _____

Tel# Res. Bus. Tel# Res. Bus.

SELLER (S) LAWYER: _____ BUYER (S) LAWYER: _____

Address: _____ Address: _____

Tel# Fax# Tel# Fax#

OTHER BROKER

OTHER BROKER::: _____ OTHER BROKER: _____

Sales Person _____ Sales Person _____

Address: _____ Address: _____

Tel# Fax# Tel# Fax#

SALES PRICE DEPOSIT

SALE PRICE \$ _____ DEPOSIT \$ _____ DATE: _____

DEPOSIT HELD BY _____ FUTURE: _____ DATE: _____

TOTAL DEPOSITS: _____ DATE: _____

COMMISSION DISTRIBUTION

LIST SELL LIST & SELL TOTAL GROSS

Co-Broker Commission _____

GST

TOTAL COMMISSION _____

Less: Deal Fees _____

Less: MLS Fees _____

GST

TOTAL DEDUCTIONS _____

NET

SALES PERSON'S NAME

FILE #

RE:

PLEASE PROVIDE WITHIN 24 HOURS OF ACCEPTANCE

Deal sheet completed in FULL & SIGNED - AFTER ACCEPTANCE AS PER RESA RULE 3-2
FINTRAC - for all your clients

Copy of CMA - signed by your clients

Remuneration Disclosure pas per RESA RULE 5-11

Disclosure of Representation in Trading Services

Disclosure of Risk to Unrepresented Parties (If No Agency)

Seller's acceptance date/Open for acceptance date as per RESA RULE 3-2

Copy of MLS printout - FULL REALTOR COPY

Proper Separate Commission Agreement will all signatures (not to be included in CPS) RESA
RULE 5-11

PLEASE PROVIDE WITHIN 24 HOURS OF SUBJECT REMOVAL

Current Title Search as per page 58-61 of the LPM with Buyer Acknowledgement

Form B (Section 59) as per Strata Property Act, LPM pages 101-183

Late deposit form signed by the seller as per RESA RULE 3-1

Property Disclosure Statement - residential or strata - signed by both parties RESA RULE 5013

Signed inspection waiver RESA RULE 5-13

Financial statements signed by buyer or statements under oath by seller

Acknowledgement of receipt of Strata Documentation signed by buyer(s) or buyer's agent

Contract not readable, need original contract

Pages not numbered or dated on contraction/Missing PID as per RESA SEC 8-5

See Manager re:

Your account will be invoiced \$35 for the above missing documents. You are provided with the check list attached to deal sheet so that you will provide all required documents on submission. No remuneration will be paid until all missing documents are submitted to the office.