

CHECK LIST
Tower 2



Information Included

- Original Worksheet
- Agreement of Purchase and Sale
- Addendum x31 Extras
- 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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