

1501

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)

photocopy —
✓
✓
✓
✓
✓
✓

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)

✓
✓
✓
per missing
copy missing

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

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✓
✓
✓
✓
✓
✓
✓

Prospect'in

- Acknowledgement Noted

✓

Lonewolf

- Trade Entered/In2ition File Created

NOTES

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