

CHECK LIST

Information Included

- Original Worksheet
- Agreement of Purchase and Sale Addendum
- Co-operating Broker Agreement (if applicable) (business cards attached)

✓
✓
✓

Purchaser Information:

- Name
- Address
- Date of Birth (dd/mm/yy)
- S.I.N
- (Photocopy of card for file)
- Drivers License
- (Photocopy of license for file)
- 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

///
✓
✓
✓
✓
✓
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NOTES

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