

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

Deposits

Cheques Received
Cheque # 1
Cheque # 2
Cheque # 3
Cheque # 4
Photocopy of Cheques

✓
✓
✓
✓
✓
✓

✓

NOTES

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