

CHECK LIST
Tower 1



Information Included

- Original Worksheet
- Agreement of Purchase and Sale Addendum x3
- 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 file)

Contact Information

- Res. Phone Number
- Bus. Phone Number
- Cell Phone Number
- Email

Solicitors Information

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Deposits

- Cheques Received
 - Cheque # 1 May 20/08
 - Cheque # 2 May 20/08
 - Cheque # 3 June 8/09 *to bank*
 - Cheque # 4 Sept 9/08
- Photocopy of Cheques
- Cheques chronologically Numbered

Prospect'In

- Acknowledgment Noted

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Lonewolf

- Trade Entered/ In2ition File Created

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