

REALTOR'S SOLD CHECKLIST

Property Address:			
MLS #:		DEAL#:	
Seller's Name(s):		Phone:	
		Fax:	
		Other:	
Address:			
Buyer's Name(s):		Phone:	
		Fax:	
		Other:	
Address:			
Listing Agent:		Selling Agent:	
		Co-Listed?	
Commission Split between Kelly & Donna?		NO:	YES:
<i>Please include the following for the office file:</i>			
Copy of Signed Working With A Realtor Brochure			
Septic Report			
Well information			
Title and any attachments			
Zoning			
Market Evaluation			
Disclosures of any latent defects			
Notes on any controversial issues			
Disclosure of Remuneration			
FINTRAC documents			
Report to VREB - faxed report & fax confirmation report			
Report to Royal LePage for Weekly Sold Report? (Y/N)			
SALE PRICE:		DEPOSIT:	
\$		\$	
		Commission Rate:	
		% %	
Contract Date:		Deposit Due Date:	
Completion Date:		Adjustments Date:	
Buyer's Lawyer:		Phone:	
Address:		Fax:	
Seller's Lawyer:		Phone:	
Address:		Fax:	
Special Instructions for Lawyers:			