

DEAL SHEET

Your Name: _____

Transaction Address: _____

City: _____ Postal Code: _____

Other Brokerage's Rep: _____

Other Brokerage: _____

Office Tel: _____

Office Fax: _____

Deal Status:

Firm Conditional Fell Through Expired

Conditional On:

Finance Inspection Lawyer's Approval

Survey Firm Other: _____

Conditional Until (if applicable): _____

Lease/Sale Price: \$ _____

Trust Deposit (our Account): \$ _____

3rd party deposit (not our account): \$ _____

Closing Date: _____

Our Listing Other Agent Listing

Commission:

_____ % _____ %
Ours % Theirs %

Checklist:

- Copy of the listing
- Individual identification record
- Agency Agreement
 - Buyer Representation
 - Listing Authority
 - MLS Data Sheet
- Working with a Realtor
- Agreement:
 - Purchase and Sale
 - Lease
- Schedule B (if we hold the deposit)
- Confirmation of co-operation and representation
- Receipt of funds record (if we are buyer brokerage)
- Cheque Receipt of Deposit Cheque

Notes:

Client/Customer Information:

Seller's Name: _____

Seller 2: _____

Address: _____

City: _____ Postal: _____

Tel: _____

Buyer's Name _____

Buyer 2: _____

Address: _____

City: _____ Postal: _____

Tel: _____

Buyer's Lawyer: _____

Firm: _____

Office Tel: _____

Office Fax: _____

E-mail: _____

Address: _____

City: _____ Postal: _____

Seller's Lawyer: _____

Firm: _____

Office Tel: _____

Office Fax: _____

E-mail: _____

Address: _____

City: _____ Postal: _____

Office Admin Checklist:

Deal ID: _____

Documents to be sent:

Agreement Waiver(s)
 Amendments Other(s) _____

Send Documents to:

Buyer's Lawyer Seller's Lawyer

Other Brokerage

Date Notice/Bill Sent: _____

Who Sent the Notice/Bill? _____

Update Asana