

LISTING RECORD FOR DELIVERY TO BROKER

For office use only	Documents	Included	TO FOLLOW	IF NOT AVAILABLE Please indicate reason
	Brokerage contract with owners' phone numbers			
	Detailed MLS listing			
	Photocopy of certified copy of current owners' Deed of acquisition IF A COMPANY IS SELLING Photocopy of Enterprise Register and Proxy or company resolution for sale.			
	Mortgage deed (Creditor reference and branch address) or most recent bank statement			
	Certificate of location Photocopy of certified copy			
	Photocopy Municipal tax receipts			
	Photocopy School tax receipts			
	Seller's declaration			
	Amendments or Annex G			
	Annex RC Remuneration and Costs			
	Insurance			
	Photocopy of Leases (Fewer than 5 dwellings)			
	Copy of FAX sent to GMREB for listing			
	Others Annexes			
	FOR A CONDO DIVIDED Photocopy Certified copy of declaration of divided co-ownership UNDIVIDED Copy of Indivision Agreement + Letter waiving right of first refusal from undivided co-owners			
	FOR SALE OF A COMPANY OR A BUSINESS Photocopy of Enterprise Register and Proxy or company resolution for sale + Business taxes + Balance sheet + Inventory + License + Franchise....			
	FOR A RENTAL Photocopy of certified copy of current owners' deed of acquisition + Old Lease			
	IF NECESSARY			
	Notice of disclosure or compensation sharing arrangement			
	Photocopy of Power of Attorney, Marriage Contract or Decree of divorce , or Deed of transmission...			
	Photocopy Contract, Agreement and Guarantee (e.g., Hydro rental, roof guarantee) Or Invoices for work			
Reminder	Date	Date	Date	Date

Prepared by _____ Date: _____ Checked by _____