

From: (AGENT'S NAME) _____

Class: Selling

Listing



Property: _____ **Closing Date:** mm/dd/yyyy _____

Type: Residential Commercial

Status at the time the offer was accepted: FIRM SALE / LEASE SOLD / LEASED Conditional upon (please 'tick' where applicable)

<input type="checkbox"/> financing	until	mm/dd/yyyy	<input type="checkbox"/> SPP	until	mm/dd/yyyy
<input type="checkbox"/> inspection	until	mm/dd/yyyy	<input type="checkbox"/> lawyers approval	until	mm/dd/yyyy
<input type="checkbox"/> status certificate	until	mm/dd/yyyy	<input type="checkbox"/> credit check	until	mm/dd/yyyy
<input type="checkbox"/> bldg insurance	until	mm/dd/yyyy	<input type="checkbox"/> Others	until	mm/dd/yyyy

Please complete ALL of the below information

Seller: _____	Buyer: _____
Tel: _____ Fax: _____	Tel: _____ Fax: _____
Seller's Lawyer: _____	Buyer's Lawyer: _____
Tel: _____ Fax: _____	Tel: _____ Fax: _____

Outside Brokerage: _____ Tel: _____ Fax: _____

MUST INDICATE: Do you want the secretary to FAX the offer to the lawyer? Yes No

Payment of Commission (please indicate accurately for any adjustment or rebate)

Source of Business: Office 10% Agent Self 5% Agent's own property ONLY

MUST INDICATE: (Commission) Subject to HST Including HST

Please indicate agent names clearly: (Adjustment includes any marketing fee to deduct)

Deposit: \$	<input type="checkbox"/> Submitted / to be	Commission	Adjustment	Total
Final Price: \$		Total Commission: %/\$	-/+ \$	=\$
Listing Agent A - name:		%/\$	-/+ \$	=\$
Listing Agent B - name:		%/\$	-/+ \$	=\$
Co-op Agent A - name:		%/\$	-/+ \$	=\$
Co-op Agent B - name:		%/\$	-/+ \$	=\$
Referral fee Broker:		%/\$	-/+ \$	=\$
Referring agent's name:		%/\$	-/+ \$	=\$

Documents Check List

<input type="checkbox"/> Copy of MLS listing (if on MLS)*	<input type="checkbox"/> Waivers/Amendments
<input type="checkbox"/> MLS Data Information Form (if on MLS)*	<input type="checkbox"/> Registrant's Disclosure of Interest (if applicable) - please use OREA Form 160 or 161. Don't just write on Co-Op Agreement or elsewhere.
<input type="checkbox"/> Agreement of Purchase and Sale/Agreement to Lease	
<input type="checkbox"/> Confirmation of Co-Operation & Representation	
<input type="checkbox"/> Identification Information Record* (use latest version on JDL website)	
<input type="checkbox"/> Receipt of Funds Record	
<input type="checkbox"/> Copy of Receipt and Cheque	
<input type="checkbox"/> Listing Agreement*/Buyer Representation Agreement	
<input type="checkbox"/> Working with a Realtor*	

PLEASE SUBMIT ALL DOCUMENTS WITHIN 24 HOURS OF OFFER ACCEPTANCE.
ALL DOCUMENTS MARKED WITH * SHOULD BE SUBMITTED WITHIN 24 HRS AFTER A MLS LISTING IS POSTED.
SEND ALL DOC TO jdlrealtyds@gmail.com OR rone.zhoujdltrade@gmail.com OR FAX TO 905-731-8076