

RE: RECEIPT OF FUNDS RECORD

Agents are obligated to complete a Receipt of Funds Record (OREA Form 635) whenever they receive funds, i.e., the funds are deposited into the real estate agent's trust account.

When there are two agents involved in a transaction and the funds are deposited in the listing agent's trust account, the buyer's agent is responsible for completing the receipt of funds record. In the situation where the buyer you are representing provides the fund, be it cash, cheque, money order or bank draft, directly to the listing brokerage, you as the buyer's agent are still responsible for completing the Receipt of Funds Record.

If there is no buyer's agent involved, however, the listing broker would be required to complete a Receipt of Fund Record.

If the funds go directly to a builder or lawyer, not through an agent, then a Receipt of Funds Record does not need to be completed.

Whether the funds are received through electronic transfer within Canada or by other means, Receipt of Funds Record has to be completed.

If the funds you are receiving exceed \$10,000 in cash, then a Large Cash Transaction Report is required. A form for this type of report can be found on the FINTRAC website. In these situations, you would retain a copy of the Large Cash Transaction Report for your records instead of completing a Receipt of Funds Record.

RE: Receipt of Fund Record

每当经纪收到资金款项，而这些资金款项会被存入 real estate brokerage 的信托账户，经纪都要填写完成 Receipt of Fund Record（OREA Form 635）。

当一项交易买卖双方都有经纪代表，而款项存入卖方经纪的信托账户，Receipt of Fund Record 由买方经纪完成。在这种情况下，如果买家直接把款项交与卖方经纪或其公司,你作为买方的经纪也有责任完成 Receipt of Fund Record。

如果买方没有经纪代表，那么，卖方的经纪需要完成 Receipt of Fund Record。

如果资金款项直接付给建筑商或律师，不通过经纪，则不需要填写 Receipt of Fund Record。

无论是通过电子转账或其他方式支付款项，都需要完成 Receipt of Fund Record。

如果收到的资金款项是现金，并超过 CAD10,000，那么你需要填写 Large Cash Transaction Report。你可以在 FINTRAC 网页找到这个表格。在这种情况下，你需要用 Large Cash Transaction Report，代替 Receipt of Fund Record。