



**JVRE CHECKLIST (INCLUDE ON ALL DEALS)**

Email Files (Including This Checklist) To: deals@jvre.ca  
Please Send as 1 Complete Package Within 24-48 Hours of Deal Becoming Firm. Late Fees May Apply to Late Deal Submissions.

**Required Documents on all deals (we cannot process commission without complete paperwork)**

- |  |  |
|--|--|
| <input type="checkbox"/> Agreement & All Amendments/Waivers/Notices/Releases     | <input type="checkbox"/> Copy of MLS Listing               |
| <input type="checkbox"/> Buyer Rep or Listing Agreement + Working With A Realtor | <input type="checkbox"/> Confirmation of Co-operation      |
| <input type="checkbox"/> Form 801: (submitted for each offer made) *Listing Only | <input type="checkbox"/> Copy of Deposit Cheque/Bank Draft |
| <input type="checkbox"/> Your Client's Void Cheque *Listing Only Identification  | <input type="checkbox"/> Receipt of Funds Record (FINTRAC) |
| <input type="checkbox"/> Information Record (FINTRAC)                            | <input type="checkbox"/> Disclosure (If Needed)            |

**Property Address:** \_\_\_\_\_

**Final Sale Price After All Amendments:** \_\_\_\_\_

**Final Closing Date After All Amendments:** \_\_\_\_\_

**Amount of Deposit and any further deposits:** \_\_\_\_\_

**Date of Deposit(s) (Listing Only):** \_\_\_\_\_

**Buyer/Tenant Name:** \_\_\_\_\_

**Seller/Landlord Name:** \_\_\_\_\_

**Listing Commission % +/- Any Mktg Fee (Listing Only):** \_\_\_\_\_

**Buying Commission % +/- Any Mktg Fee:** \_\_\_\_\_

**Listing Agent Name:** \_\_\_\_\_

**Listing Brokerage:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Listing Brokerage Fax # (or deal admin email):** \_\_\_\_\_

**Buyer Agent Name:** \_\_\_\_\_

**Buyer Brokerage:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Buyer Brokerage Fax # (or deal admin email):** \_\_\_\_\_

**Seller's Lawyer:** \_\_\_\_\_ **\*Agent to Fax/Email Copy to Lawyer Directly\***

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax or Email Address:** \_\_\_\_\_

**Buyer's Lawyer:** \_\_\_\_\_ **\*Agent to Fax/Email Copy to Lawyer Directly\***

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax or Email Address:** \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_