



SALES REPORT

TRANSACTION SUMMARY

Email: admin@firstclassrealty.ca

☐ Sale ☐ Lease ☐ Pre-Construction

Address: _____ Agreement Date : _____

Final Price : \$ _____ Deposit : \$ _____ Closing Date : _____

SELLER/LANDLORD/DEVELOPER INFORMATION:

Name: _____

Phone: _____

SELLER'S SOLICITOR:

Co Name: _____

Name: _____

Phone: _____

SELLER/LISTING BROKER:

Company 1: _____

Name: _____ Commission: _____

Company 2: _____

Name: _____ Commission: _____

REFERRAL 1: FEE

Co Name: _____

Name: _____

SIN#: _____

Address: _____

BUYER/TENANT INFORMATION:

Name: _____

Phone: _____

BUYER'S SOLICITOR:

Co Name: _____

Name: _____

Phone: _____

BUYER/CO-OPERATING BROKER:

Company 1: _____

Name: _____ Commission: _____

Company 2: _____

Name: _____ Commission: _____

REFERRAL 1: FEE

Co Name: _____

Name: _____

SIN#: _____

Address: _____

DOCUMENT MUST BE INCLUDED:

For Sale or Lease

- ☐ Agreement of Purchase & Sale or Lease
- ☐ Amendments / Waivers
- ☐ Co-Op & Representation Agreement
- ☐ Fintrac
- ☐ Deposit Receipt & Business Card
- ☐ Buyer ID
- ☐ Authority to Lease or Sale
- ☐ Buyer Representation Agreement / Working with a Realtor
- ☐ Copy of the Listing

For Pre-Construction

- ☐ Agreement of Purchase & Sale or Lease
- ☐ Amendments / Waivers
- ☐ Co-Op & Representation Agreement
- ☐ Fintrac
- ☐ Deposit Receipt & Business Card
- ☐ Buyer ID

Sales Commission Schedule

	Rate	Date
1st		
2st		
3st		
4st		
5st		

BOR Approval:

Date: