


BROKER ASSESSMENT SHEET BROKERAGE CONTRACT TO SELL RECORD IMMOVABLE CONTAINING LESS THAN FIVE DWELLINGS (including divided/undivided co-ownership)

NOTE



The lines preceded by a number refer to a situation described in the explanatory leaflet.

The lines followed by a  represent elements that pose a risk to public protection when errors or omissions are committed.

INFORMATION

File No.:	<input style="width: 95%;" type="text"/>		INTERVENTION REQUIRED
Broker's name:	<input style="width: 95%;" type="text"/>		
1 Broker's licence:	<input style="width: 15%;" type="text"/>	restricted to residential brokerage <input type="checkbox"/>	restricted to commercial brokerage <input type="checkbox"/>
1 Brokers is a beginner:		yes <input type="checkbox"/>	no <input type="checkbox"/>
2 Name of the person who supervised the file:	<input style="width: 95%;" type="text"/>		
3 The file is within the broker's field of practice:		yes <input type="checkbox"/>	no <input type="checkbox"/>  <input type="checkbox"/>
Address of the immovable:	<input style="width: 95%;" type="text"/>		

BROKERAGE CONTRACT

BC form No.:	<input style="width: 95%;" type="text"/>		INTERVENTION REQUIRED			
The broker should have used the form:	N/A <input type="checkbox"/>	BCS <input type="checkbox"/>	BCP <input type="checkbox"/>	BCD <input type="checkbox"/>	BCU <input type="checkbox"/> 	<input type="checkbox"/>
The brokerage contract is on record:				yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
4 The broker was asked to put the contract on record:			N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
One or many pages of the brokerage contract are missing from the record:				yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
The broker's writing is illegible:				yes <input type="checkbox"/>	no <input type="checkbox"/> 	<input type="checkbox"/>

SECTION 1: IDENTIFICATION OF THE PARTIES



1	The agency name is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	in the wrong place <input type="checkbox"/>	<input type="checkbox"/>
	The agency address is:		compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
1	The broker's name is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	in the wrong place <input type="checkbox"/>	<input type="checkbox"/>
	The broker's licence number is:			compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
1	The broker is authorized by the OACIQ to operate within a business corporation:				yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>

	The box indicating that the broker is operating within a business corporation is checked:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>		
1	The name of the business corporation is:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
	The seller's name is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	in the wrong place <input type="checkbox"/>	<input type="checkbox"/>
	The seller's contact information is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>		<input type="checkbox"/>
	- Regarding:		phone No. <input type="checkbox"/>	address <input type="checkbox"/>	email <input type="checkbox"/>		<input type="checkbox"/>
5	The seller is represented:	N/A <input type="checkbox"/>	succession <input type="checkbox"/>	company <input type="checkbox"/>	other <input type="checkbox"/>		<input type="checkbox"/>
	The identification of the representative (name and contact information) is:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>		<input type="checkbox"/>
6	The verification of the identity of the seller or the representative is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	imprecise <input type="checkbox"/>	incorrect <input type="checkbox"/>	ID used <input type="checkbox"/>	<input type="checkbox"/>
		ref. No. <input type="checkbox"/>	place of issuance <input type="checkbox"/>	expiry date <input type="checkbox"/>	date of birth <input type="checkbox"/>	occ./main activity <input type="checkbox"/>	<input type="checkbox"/>
7	The nature of the relationship between the seller and his representative indicated in section 1.2. is:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>			<input type="checkbox"/>
7	The information on the represented seller indicated in section 1.2. is:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>		<input type="checkbox"/>
	- Regarding:		name <input type="checkbox"/>	date of birth <input type="checkbox"/>	occ./main activity <input type="checkbox"/>		<input type="checkbox"/>
7	The seller is a company. The main activity indicated in section 1.2. is:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>			<input type="checkbox"/>



SECTION 2: OBJECT AND TERM OF THE CONTRACT

	The expiry date is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	imprecise <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
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SECTION 3: SUMMARY DESCRIPTION OF THE IMMOVABLE

	The address of the immovable is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>	
8	The cadastral description is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>		<input type="checkbox"/>
	The lot is not renovated. The parish is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>		<input type="checkbox"/>
8	The cadastral or certificate of location is missing from the file:			yes <input type="checkbox"/>	no <input type="checkbox"/>		<input type="checkbox"/>
8	The dimensions are:	compliant with the certificate of location <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>		<input type="checkbox"/>
8	The area is:	compliant with the certificate of location <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>		<input type="checkbox"/>
	The unit of measurement for the dimensions or the area is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>			<input type="checkbox"/>


BCD - DIVIDED CO-OWNERSHIP

9	The cadastral description of the private portion is:		compliant <input type="checkbox"/>	missing <input type="checkbox"/>		<input type="checkbox"/>	
9	The cadastral description of the parking space is:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>	
9	The cadastral description of the storage space is:		compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>	
9	The share of common portions is:		compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>	
9	The cadastral description of common portions is:		compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>	
9	The specifics of parking spaces are:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>		<input type="checkbox"/>
	- Regarding:	common, for restricted use <input type="checkbox"/>	private <input type="checkbox"/>	int./ ext. <input type="checkbox"/>	number <input type="checkbox"/>	<input type="checkbox"/>	
9	The specifics of storage spaces are:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>	
	- Regarding:	common, for restricted use <input type="checkbox"/>	private <input type="checkbox"/>	int./ ext. <input type="checkbox"/>	number <input type="checkbox"/>	<input type="checkbox"/>	

BCU - UNDIVIDED CO-OWNERSHIP

9	The share of the immovable held in undivided co-ownership is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
	The description of the exclusive use is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>
	- Regarding:	apartment No. <input type="checkbox"/>	address <input type="checkbox"/>	yard <input type="checkbox"/>	terrace <input type="checkbox"/>
9	The specifics of parking/storage spaces are:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
	- Regarding:		number <input type="checkbox"/>	No. <input type="checkbox"/>	<input type="checkbox"/>
9	The area of the share is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>
	- Regarding:		gross <input type="checkbox"/>	net <input type="checkbox"/>	<input type="checkbox"/>
	The unit of measurement for the area of the share is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>

SECTION 4: PRICE AND TERMS OF SALE (PLUS TAXES, IF APPLICABLE)

	The selling price is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
	The box indicating whether or not the immovable is subject to taxes has been checked:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>	
	- If the immovable is subject to taxes, the documents are on file:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>		
	The existing loans are:	N/A according to the documents on file <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	imprecise <input type="checkbox"/>	<input type="checkbox"/>
	The inclusions/exclusions are:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	imprecise <input type="checkbox"/>	<input type="checkbox"/>	
	The service, leasing or instalment sales contracts are:	N/A <input type="checkbox"/>	specified <input type="checkbox"/>	missing <input type="checkbox"/>	<input type="checkbox"/>	
	The information in the service contracts is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	<input type="checkbox"/>	
	- Regarding:		name of supplier <input type="checkbox"/>	monthly payment <input type="checkbox"/>	<input type="checkbox"/>	

SECTION 5: SIGNING OF THE DEED OF SALE AND OCCUPANCY

	The date or time frame for the signing of the deed of sale is:	identical to the description sheet <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
	The date or time frame for occupancy is:	identical to the description sheet <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>



SECTION 6: INFORMATION LISTING SERVICE

	The name of the listing service is:	N/A <input type="checkbox"/>	specified <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
	The seller waived his right to use a listing service and the box is:	N/A <input type="checkbox"/>	checked <input type="checkbox"/>	unchecked <input type="checkbox"/>	<input type="checkbox"/>	

SECTION 7: REMUNERATION (PLUS TAXES)

10	The amount or percentage indicated in clause 7.1 is:	different (numbers/letters) <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
11	The remuneration sharing indicated in clause 7.4 is:	different in the description sheet <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	<input type="checkbox"/>	

SECTION 8: DECLARATIONS AND OBLIGATIONS OF THE SELLER**BCD - DIVIDED CO-OWNERSHIP**

	One of the boxes has been checked in clause 8.2 for the special assessment notice:	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>	
	The box of clause 8.2 is checked "no". According to the documents, the information is accurate:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	
	One of the boxes has been checked in clause 8.3 for the notice of violation:	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>	
	The box of clause 8.3 is checked "no". According to the documents, the information is accurate:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	
12	The number of years was specified in clause 8.5:	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>	

BCU - UNDIVIDED CO-OWNERSHIP

The box regarding the pre-emptive right of undivided co-owners has been checked: - If yes, the time period and conditions have been specified:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
The box concerning the waiving of the pre-emptive right has been checked: - If yes, the name of undivided co-owners has been specified:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>

SECTION 11: OTHER DECLARATIONS AND CONDITIONS

Section 11 is completed:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
13 One or more clauses are added to section 11: - If yes, the clause(s) are:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
		compliant <input type="checkbox"/>	imprecise <input type="checkbox"/>	<input type="checkbox"/>
13 The remuneration reduction clause is:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	incomplete <input type="checkbox"/>	imprecise <input type="checkbox"/>
				<input type="checkbox"/>
The broker indicated that the contract cannot be terminated: - If yes, the seller affixed his initials:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
14 The client waived his right of withdrawal: - If yes, the client wrote it with his own hand:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
The sale without legal warranty of quality clause is:	missing from the file <input type="checkbox"/>	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	incomplete <input type="checkbox"/>
				<input type="checkbox"/>

Note: the compliant clause includes: without legal warranty of quality at the buyer's own risk

Other:

SECTION 12: ANNEXES

A form or document should have been annexed:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
The DS form has been annexed:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
A form or document has been annexed, but is missing from the file:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>

SECTION 15: SIGNATURES


The date the brokerage contract was signed is:




YEAR		MONTH		DAY			

15 The seller's signature is:		compliant <input type="checkbox"/>	missing <input type="checkbox"/>	in the wrong place <input type="checkbox"/>	<input type="checkbox"/>
15 The seller's spouse signature is:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	in the wrong place <input type="checkbox"/>	<input type="checkbox"/>
15 The signature of broker is:		compliant <input type="checkbox"/>	missing <input type="checkbox"/>	in the wrong place <input type="checkbox"/>	<input type="checkbox"/>
15 The signature of another broker identified in the BC (section 1 or 11) is:	N/A <input type="checkbox"/>	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	in the wrong place <input type="checkbox"/>	<input type="checkbox"/>
The date and time of signature are:		compliant <input type="checkbox"/>	missing <input type="checkbox"/>	imprecise <input type="checkbox"/>	incorrect <input type="checkbox"/>
16 The broker and the seller have signed at different dates or locations:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>	
The form has been signed electronically:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>	
17 The electronic signature is dynamic:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>	
17 The authentication certificate of the electronic signature is on file:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>	

THE DECLARATIONS BY THE SELLER OF THE IMMOVABLE



18 DS form No.

There is no DS form on file 


The reference to the brokerage contract is:	compliant <input type="checkbox"/>	incorrect <input type="checkbox"/>	missing <input type="checkbox"/>	refers to a previous contract <input type="checkbox"/>	<input type="checkbox"/>
The address of the immovable is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	incorrect <input type="checkbox"/>	<input type="checkbox"/>
One or more sections remained unanswered:			yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
One or more sections indicate that documents are available:			yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
- If yes, the document(s) is or are on file:			yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
According to the documentation, one or more answers are incorrect :			yes <input type="checkbox"/>	no <input type="checkbox"/>	 <input type="checkbox"/>
One or more answers need clarifications in section D14:			yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
The file indicates one or more mortgages or servitudes:			yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
19 - If yes, the lender's name has been entered in section D14:		N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
19 - If yes, the servitudes have been reproduced in section D14:		N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	 <input type="checkbox"/>
19 According to the documents on file, information is missing in section D14:			yes <input type="checkbox"/>	no <input type="checkbox"/>	 <input type="checkbox"/>
	The lack of conformity between the marks of occupation, ownership titles and cadastral plan and, in renovated territory, the cadastral plan before the renovation				<input type="checkbox"/>
	The apparent servitude or charge that should normally be the subject of a servitude and that may affect the immovable property				<input type="checkbox"/>
	The boundaries that have been marked				<input type="checkbox"/>
	Any notice of expropriation and any notice of reserve for public purposes registered in the Land Register				<input type="checkbox"/>
	Any apparent, allowed or exercised encroachment				<input type="checkbox"/>
	Whether the immovable property:				
	is a patrimonial property or is located, in whole or in part, within a protection area or a patrimonial site				<input type="checkbox"/>
	is situated in an agricultural zone				<input type="checkbox"/>
	is located, in whole or in part, within a flood zone mapped out under the Canada-Québec agreement (signed in 1976, as amended)				<input type="checkbox"/>
	is located, in whole or in part, within a protective strip established by the municipal zoning by-law under the Protection policy for lakeshores, riverbanks, littoral zones and floodplains (chapter Q-2, r. 35)				<input type="checkbox"/>
	is located, in whole or in part, within a protected zone, a protective strip of land, a flood zone or a risk zone established by the municipal zoning by-law				<input type="checkbox"/>
	is located, in whole or in part, within an airport zone				<input type="checkbox"/>
	Whether the immovable property has some apparent characteristics of a housing complex within the meaning of the Act respecting the Régie du logement				<input type="checkbox"/>
	The lack of conformity of the position of the structures, buildings and dependencies compared to the boundaries of the property with regards to the municipal zoning by-law				<input type="checkbox"/>
	The zone, within the meaning of the municipal zoning by-law				<input type="checkbox"/>
Other:	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>				<input type="checkbox"/>

	The seller made other declarations, reproduced in section D14:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
	- If yes, they are reproduced correctly:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
	The date and time of signing are:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	imprecise <input type="checkbox"/>	incorrect <input type="checkbox"/>
18	The DS form has been signed after the signing of the BC:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
	The seller's signature is:	compliant <input type="checkbox"/>	missing <input type="checkbox"/>	incomplete <input type="checkbox"/>	in the wrong place <input type="checkbox"/>
	The form has been signed electronically:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
17	The electronic signature is dynamic:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
17	The authentication certificate of the electronic signature is on file:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>

DETAILED DESCRIPTION SHEET

20		There is no description sheet on file <input type="checkbox"/>			<input type="checkbox"/>
	The original sheet when the brokerage contract was taken is on file:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
20	The sheet on file is from Centris®:	No. <input type="text"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
	- If yes, it's the broker version (long version without photo):		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
	- If not, it contains the mandatory statements:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
21	Some information in the description sheet does not correspond to the information in the BC, DS or the documents on file:		yes <input type="checkbox"/>	no <input type="checkbox"/>	 <input type="checkbox"/>
	municipal taxes	<input type="checkbox"/>	school taxes	<input type="checkbox"/>	inclusions/exclusions <input type="checkbox"/>
	dimensions of the immovable	<input type="checkbox"/>	area of the immovable	<input type="checkbox"/>	mortgage details <input type="checkbox"/>
	exclusion of the legal warranty	<input type="checkbox"/>	renovations	<input type="checkbox"/>	expiry date of the BC <input type="checkbox"/>
	visit - 24-hour notice	<input type="checkbox"/>	client exclusion	<input type="checkbox"/>	date or time frame for occupancy <input type="checkbox"/>
	date the BC is signed	<input type="checkbox"/>	assessment roll	<input type="checkbox"/>	other <input type="checkbox"/>
	date or time frame for the notarial deed	<input type="checkbox"/>	cadastre(s)	<input type="checkbox"/>	<input type="checkbox"/>
11	The remuneration sharing indicated in the description sheet corresponds to the one specified in the BC or an AM annex:		yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
11	- If not, it must be IMMEDIATELY changed:	Modified on <input type="text"/>			 <input type="checkbox"/>

RECORD DOCUMENTATION

22	EMPTY FILE: broker was asked to document his record:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	 <input type="checkbox"/>
23	Electronic record and documentation are of good quality:	N/A <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
	Deed of sale:		on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
8	Certificate of location:	unavailable <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
8	Cadastral plan for renovated lot:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>

	Servitude(s):	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
24	Municipal tax statement:	unavailable <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Municipal assessment	unavailable <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
24	School tax statement:	unavailable <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
22	Index of immovables:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
22	Index of immovables for previous lots:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Mortgage statement:	not up to date <input type="checkbox"/>	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>
	Discharge:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Prior notice of exercise:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
22	Renovation invoices:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Appliance warranty included in the sale:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Copy of tests, expert or inspection reports:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	New home warranty copy:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Copy of maintenance contract available according to the DS form:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Contract for leased appliances and equipment or instalment sales contract:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
4	Brokerage contract:		on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Annexe(s)	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
18	DS form:		on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
20	Description sheet:		on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Document showing the proportion in which the immovable is subject to GST/QST:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
25	Agency change notice:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
21	Document for sanitary systems:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
21	Documents for water supply system:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Water quality report:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Leases or detailed list of leases:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	By-laws of the immovable:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Statement of income and expenses:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
5	If the seller is represented, the documents (e.g.: declaration of transmission, proxy, judgment, will) are:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Resolution of the business corporation:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Copy of registration with the Registraire des entreprises:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Amendments forms:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
17	Authentication certificate of electronic signatures:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Other:				<input type="checkbox"/>

BCD - DIVIDED CO-OWNERSHIP					
9	Declaration of divided co-ownership:		on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
9	Amended declaration of divided co-ownership:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
9	Concomitant declaration of divided co-ownership:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
21	Condo fees proof:		on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Financial statements:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
12	Minutes for the number of years indicated in clause 8.5:		on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Co-ownership insurance proof:		on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Proof of registration of the syndicate with the Registraire des entreprises:		on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Additional by-laws of the immovable:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
BCU - UNDIVIDED CO-OWNERSHIP					
	Undivided co-ownership agreement:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	By-laws of the immovable:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>
	Waiver of the pre-emptive right of undivided co-owners:	N/A <input type="checkbox"/>	on file <input type="checkbox"/>	missing from the file <input type="checkbox"/>	<input type="checkbox"/>

**EXPLANATORY LEAFLET
BROKERAGE CONTRACT AND TRANSACTION RECORD
IMMOVABLE CONTAINING LESS THAN FIVE DWELLINGS
(including divided/undivided co-ownership)**

NOTE

This explanatory leaflet contains information concerning the lines preceded by a number in the broker assessment sheet.

- 1 The broker's licence can be checked on synbad.com in the "My record" section under the "Monitoring of my brokers" sub-section, where agency executive officers can see whether the broker holds a restricted licence, if he is a beginner broker or if he is authorized to act within a business corporation. This verification must be carried out during the examination of the file. The agency and broker's name and the licence number must be identical to those appearing on the licence issued by the OACIQ.
- 2 If the broker is a beginner, each of his records must be checked for the entire period when he had the beginner status. For more information, see article 17102 entitled *The agency's duty to supervise the brokers acting on its behalf, and supervision of brokers new to the profession.*
- 3 If the broker is holding a restricted brokerage licence, the agency executive officer must ensure that the broker does not carry out his activities outside his authorized area of practice. For more information, see article 124426 entitled *Supervision of brokers with a restricted licence.*
- 4 If the Brokerage contract or the Promise to purchase is missing from the file, the agency executive officer must ask the broker to document his record immediately.
- 5 If the seller or buyer is represented, his name and his representative's name, as well as their contact information must appear in section 1, and the related documents must be placed on record (e.g. proxy, resolution).
- 6 To verify the identity of the seller or representative, all the fields must be completed and the broker must ensure that the occupation or main activity is entered in clear terms. For more information, please read article 202214 on synbad.com: *Clearly identifying the occupation or the main activity of the individual whose identity is being checked.*
- 7 If the seller is represented, the nature of the relationship between the seller and the representative must be specified in clause 1.2. If the seller is a natural person and he is represented, his name, date of birth and occupation or main activity must be indicated in clause 1.2. If the seller is a corporation and is represented, in addition to the nature of the relationship, the main activity of the corporation must be indicated in clause 1.2.
- 8 The broker must not use the document from the municipality to complete this section. The information about dimensions or area must be taken from an official document, usually the certificate of location or the cadastral plan if the lot is renovated (available on the Online Land Register). For the Promise to purchase, the information can be found in the description sheet. However, if the information on the description sheet seems incomplete, missing or incorrect, it must be checked before inserting it in the Promise to purchase form.
- 9 Most of the information for a divided co-ownership can be found in the declaration of co-ownership, the certificate of location or the Index of immovables. To resell an undivided co-ownership, the information can be taken from the deed of sale, among other things. For the Promise to purchase, the information can be found in the description sheet. However, if the information on the description sheet seems incomplete, missing or incorrect, it must be checked before inserting it in the Promise to purchase form.
- 10 In section 7, the percentage could be incorrect in clause 7.1 if, for example, it was less than the amount indicated in clause 7.4. Clause 7.1 is the total remuneration that the seller must pay, including the portion for the buyer's broker (collaborator).
- 11 The remuneration sharing must be the same in the Brokerage contract and the description sheet. The section must always be completed since, according to the regulations, the remuneration sharing in case of collaboration must be disclosed in writing to the seller.
- 12 In clause 8.5 of the Brokerage contract (BCD), the number of years for which the seller has provided the minutes must be entered. These documents must be on record since they are available.
- 13 If a clause is added, the broker must ensure that it is clear and specific. It is recommended to use or adapt the standard clauses available on synbad.com. For the remuneration reduction clause, the use of the form *Annex RCOM – Reduced compensation* is strongly recommended. When drafting a clause for the Promise to purchase, the following five items must be included: **who must do what**, within what **period**, what are the **consequences** of the condition on the transaction and how should the **notice** be sent?
- 14 If the Brokerage contract is non-cancellable (irrevocable), it is strongly suggested that the client affix his initials to confirm that explanations were given to him about the definition of a non-cancellable (irrevocable) contract.

- 15 The signature of the seller(s) or broker(s) on the contract can be selected as compliant in the tool when it corresponds to the identity of the parties and to what is indicated in the documents on record.
- 16 If the broker(s) and the seller(s) have signed at different dates or locations, several questions arise: Did the seller(s) receive their duplicate, since the client is not bound to perform his obligations under the contract before being in possession of a duplicate of the contract? Was the client's identity verified remotely? If yes, did the broker comply with FINTRAC's procedure and enlist the services of a mandatory?
- 17 If the form or document is signed electronically, in order to validate the authenticity of the signatures on the document, it must be kept on electronic media, as it contains encrypted information which forms an integral part of it and helps validate its authenticity. In addition, it is essential for the broker who initiates the electronic signature process to keep the authentication certificate on record.
- 18 When it is not mandatory to use the BCS form (for example, when the immovable contains five dwellings or more or when the seller is not a natural person), the use of the DS form is not mandatory even if it is highly recommended. If the DS form is not used, the seller's declarations must be made in section 11 of the BCS form or in section 8 of the BCG form. These declarations must then be entered in the description sheet in order to be included in the Promise to purchase form. For more information on how to complete the form, please check the *Interactive tool on forms* available on synbad.com.
- 19 When the certificate of location or other documents on record contain information, including but not limited to mortgages, servitudes, encroachments, derogations to zoning by-laws, etc., this information must be inserted in section D14 of the DS form.
- 20 The record must contain a description sheet even if the seller waived the advertisement of the immovable on Centris®. The in-house description sheet must indicate the following statements:
- the existence of declarations by the owner of the immovable for sale or lease and the availability of substantiating documents, if applicable;
 - that the immovable is being sold with no legal warranty, if applicable;
 - the name of the broker or agency under the Brokerage contract and the licence held, displayed prominently in type of the same colour at least the size of the other information appearing in the document or property description;
 - that the holder under the brokerage contract has a direct or indirect interest in the immovable and that the notice required by section 18 of the *Regulation respecting brokerage requirements, professional conduct of brokers and advertising* is available, if applicable;
 - that the document or property description is not an offer or a promise that may bind the seller to the buyer, but is invitation to submit such offers or promises, if the brokerage contract is for the sale of the immovable;
 - information on the subject of the brokerage contract or the parties to it that is necessary to complete a transaction proposal, unless the owner of the immovable gives written instructions regarding non-disclosure of the his or her identity.
- 21 The description sheet prepared by the broker contains the necessary information to describe the immovable. **ALL** this information must have been checked by the broker and confirmed by the documents on record. If the broker is not able to verify a piece of information, it cannot be inserted in the description sheet. Any statement intended for the collaborating broker (e.g.: visit restriction or 24-hour notice) must be included in the brokerage contract or in an annex.
- 22 A brokerage contract record must not only contain the Brokerage contract and its annexes, but also all the documents used to perform the contract, including those showing the accuracy of information provided. For example, the Index of immovables, renovation invoices (if they are available according to the DS form or if the broker entered information in this regard in the description sheet), etc. The documentation of a transaction record for an unrepresented seller (FSBO) is identical to a listing record and meets the broker's duty to verify. If the record is poorly documented, the broker should be asked to document it immediately.
- 23 If the records are held electronically and documents are not properly digitized, digitization must be redone. In addition, the person who has not properly digitized the file must be reminded of the rules pertaining to document quality control. The agency instructions in this regard must be clear to avoid the destruction of paper documents before verification, among other things.
- 24 Sometimes information on municipal or school taxes is not available, for example for new homes. But these are usually exceptions.
- 25 If the Brokerage contract was signed while the broker was acting on behalf of another agency, the agency change notice indicating the client's choice to follow the broker to his new agency must be on record to show that the contract is still valid.
- 26 Clause 2.1 of Annex RCOM should be used by the broker to enter in detail any other remuneration that the client undertakes to pay, specifying whether it will be added or deducted from the remuneration set out in the Brokerage contract identified in section 1, as well as the method of remuneration used (e.g.: hourly rate, additional lump sum, object of remuneration, frequency of execution, etc.). Similarly, in clause 2.2, the costs (expenses incurred by the broker) that the client undertakes to pay must be entered in details (e.g.: type of costs, frequency, date incurred, etc.).
- 27 Once section 3 of the annex RCOM is completed, the broker must provide the agency with the disbursements or remuneration advance cheque. The agency must then deposit the cheque immediately in the trust account, making sure that it is strictly managed as prescribed by regulations (i.e. compliance with the fiduciary clause, issuance of a trust receipt, etc.). Moreover, the administrative documents (copy of cheque, costs or remuneration invoice, etc.), used as a proof of deposit or withdrawal, must be kept on record. For more information on managing trust sums, please check the *Reference Guide - Managing Trust Accounts* available on synbad.com.

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- 28** Managing trust sums must be carried out rigorously. If an amount to be deposited in the trust account is indicated in a promise to purchase or an Annex RCOM or in any other attached document (AM or CP), make sure that the said amount is received by the agency and that the different actions were taken without delay in accordance with the regulations (i.e. compliance with the fiduciary clause, issuance of a trust receipt, etc.). Moreover, the administrative documents (copy of cheque, costs or remuneration invoice, etc.), used as a proof of deposit or withdrawal, must be kept on record. For more information on managing trust sums, please check the *Reference Guide - Managing Trust Accounts* available on synbad.com.
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- 29** The broker must avoid mentioning the certificate of location in section 9 of the Promise to purchase in order to allow the buyer to avail himself, where appropriate, of the possibility of obtaining a certificate of location describing the current state of the immovable or of the provisions of clause 10.7 should a defect or irregularity be detected during the examination of the documents by the notary. Should the buyer wish to get a certificate of location to check it out before visiting the notary, the broker must include a condition under section 12 – Other declarations and conditions of promise to purchase forms without the buyer having to declare himself satisfied with it. It is recommended to use the wording of the standard clause 3.20 – Obtainment of the certificate of location within the specified time frame.
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- 30** The document placed on record to confirm the undertaking of the mortgage lender to grant the amount of the loan applied for must meet certain requirements. For more information on the form of the document that the buyer must provide to the seller under clause 6.2, please read article 200783 on synbad.com: *Mortgage approval: The required document*.
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- 31** Where appropriate, it is recommended to keep a proof on record showing that the buyer has obtained the requested documents within the specified time period (for example: acknowledgement of receipt, email, fax or other means). If the seller fails to remit to the buyer the required documents within the time period specified in clause 9.1, the buyer could render his promise to purchase null and void.
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