

**QUICK REFERENCE GUIDE – RESIDENTIAL BROKERAGE
BROKERAGE CONTRACT / LISTING / LEASE AND SUBLEASE RECORD
MISSING DOCUMENTS**

This document is to serve as a reminder for brokers about the documents that must be included in each record. **It is not an exhaustive list.** Other documents may need to be included in brokerage contract or transaction record, depending on the particulars of the transaction itself.

Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies

Art. 1: A broker or agency must keep and maintain the registers and records prescribed by this Chapter. Where a broker acts for an agency, the obligations related to the keeping of registers and records are delegated to the agency. The broker must send all the information required for that purpose to the agency without delay.

Art. 11: The record for a brokerage contract contains:

- 1° the brokerage contract;*
- 2° any document currently or previously used in the performance of the contract, including any document used to demonstrate the accuracy of the information provided; and;*
- 3° the content of the record provided for in section 13, where applicable.*

Art. 13: The record for a transaction contains the transaction proposal accepted and any other document used to complete the transaction.

Regulation respecting brokerage requirements, professional conduct of brokers and advertising

Art. 5: A licence holder must verify, in accordance with generally accepted practices, all information provided to the public or to another holder, and be able at all times to prove the accuracy of the information.

NAME OF BROKER: _____

FILE NO. OR ADDRESS: _____

NOTICE GIVEN TO THE BROKER ON _____ REMINDERS, ON _____

TO THE BROKER: Please send without delay or before _____, the following documents:

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Exclusive brokerage contract – Residential lease <input type="checkbox"/> Amendments (AM) form (if applicable) <input type="checkbox"/> Document used to describe the immovable (detailed description sheet) <input type="checkbox"/> Deed of sale (complete) <input type="checkbox"/> Proxy, judgment, will, declaration of transmission (if applicable) <input type="checkbox"/> Company resolution (if the lessor is a company) <input type="checkbox"/> Registration copy with the <i>Enterprise Registrar</i> <input type="checkbox"/> Current lease and related documents (example: Notice of non-renewal of lease) <input type="checkbox"/> Invoices for expenses to be borne by the lessee or sub-lessee | <ul style="list-style-type: none"> <input type="checkbox"/> Co-ownership documents <ul style="list-style-type: none"> • The immovable by-laws • Declaration of co-ownership • Indivision agreement <input type="checkbox"/> Deposit in Trust (Advance) <ul style="list-style-type: none"> • Copy of deposit-in-trust cheque • Copy of receipt issued to depositor for any sum received in trust • Copy of the cheque, bill of exchange or transfer slip used for a withdrawal from the trust account • Copy of invoicing evidencing disbursement accepted by depositor <input type="checkbox"/> Refused promises to lease or sublease (if applicable) |
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Requested by: _____ Date: _____

NOTE : All the documents that the broker has in his possession, to which he had to refer or that support the accuracy of the verbal or written information that he disclosed must be included in the broker's records.