

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 practice, 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:

- Content of brokerage contract record (if listing broker)
- Proof of identity
- Detailed Description Sheet
- Original of promise to purchase or a copy
- Amendment forms (if applicable)
- Counter-proposal
- "Declarations by the seller" form (or copy, if collaborator)
- Deposit in-trust:
 - Copy of in-trust deposit 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
- Any other document pertaining to the transaction, including any correspondence
- Remuneration sharing agreement (OACIQ form for referral to another real estate broker, financial institution or service provider)
- Undertaking by a hypothecary lender
- Inspection report
- Conformity of septic tank
- Result of water analysis
- Invoicing (to notary or listing broker or listing broker's agency)
- Copy of the notary's check
- Copy of cheque or proof of payment to brokers and other agencies
- Other: _____

Requested by: _____ Date: _____

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