

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:**

- Original of Brokerage Contract
- Amendments Form (if applicable)
- Company resolution if the seller is a company
- Copy of the registration submitted to the enterprise registrar
- Document used to describe the immovable (description sheet)
- Act of sale (complete): the only document that establishes the owner's identity. You can get it from the online land register
- Proof of identity
- Document re: servitudes
- Certificate of location (complete): must be recent and reflect current state
- Municipal taxes
- School taxes
- Insurance
- Statement of account (if debt)
- Prior Notice of Exercise - Sale by Judicial Authority
- Invoices for renovations mentioned on description sheet or verbally
- Invoices: electricity, oil, gas
- Co-ownership documents:
  - declaration of co-ownership
  - ownership agreement
  - building by-laws
  - condo fees
  - financial statements
  - contingency Fund
  - minutes
  - formal demands
  - waiver of right of first refusal of undivided co-owners
- Deposit in Trust (Advance):
  - 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
- Leases (if applicable)
- Proxy, judgment, will, declaration of transmission (as applicable)
- Copy of water quality test report (if not municipal)
- Document describing sewage disposal system (invoice from septic tank emptying service, soil absorption field, etc.)
- Compensation sharing agreement (OACIQ form for referral to another real estate broker, financial institution or service provider)
- Refused transaction proposals
- "Declarations by the Seller" form and any other document, including in accordance with "Declarations by the Seller"
- Copy of warranty for any appliance included in sale
- Copy of leasing contract for any appliance included in sale
- Statement of income and expenses
- 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.