



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

This document is to serve as a reminder for agents 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.

147. *The agent shall, without delay, send the documents that the broker requires to create his record. (Section 147 of the By-Law of the ACAIQ)*
131. *The record for each brokerage contract shall contain the following documents:*
- (3) *a copy of any document that a certificate holder referred to in section 130 has in his possession to attest to the accuracy of the information that he provides concerning the object of the brokerage contract. (Section 131 of the By-Law of the ACAIQ)*
145. *The holder of an affiliated real estate broker's certificate or of a chartered or affiliated real estate agent's certificate shall report to the establishment to which he is assigned, so that the natural person who manages that establishment will be aware of his availability and the state of advancement of his work. (Section 145 of the By-Law of the ACAIQ)*
11. *A member shall verify, in accordance with generally accepted practice, the information that he provides to the public or to another member. He shall be in a position to prove the accuracy of that information at all times. (Section 11 of the Rules of Professional Ethics of the ACAIQ)*

NAME OF AGENT: \_\_\_\_\_ FILE NO. OR ADDRESS: \_\_\_\_\_

\_\_\_\_\_ NOTICE GIVEN TO THE AGENT ON: \_\_\_\_\_ REMINDERS, ON: \_\_\_\_\_

**TO THE AGENT: 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;
- Copy of the Detailed 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 (according to FINTRAC requirements);
- Document re: servitudes;
- Certificate of location (complete): must be recent and reflect current state;
- M.L.S.;
- Photo album;
- Municipal and school taxes;
- Insurance;
- Statement of account (if debt) [Refer to article no.10842 on the ACAIQ website];
- Invoices for renovations mentioned on description sheet or verbally;
- Invoices: electricity, oil, gas;
- Co-ownership documents:
  - declaration of co-ownership,
  - co-ownership agreement,
  - building by-laws,
  - condo fees,
  - financial statements,
  - minutes,
  - formal demands,
  - waiver of right of first refusal of undivided co-owners,
  - any other document;
- Declaration of family residence;
- Leases (if applicable);
- Proxy, judgment, will (if applicable);
- Copy of water quality test report (if not municipal);
- Compensation sharing agreement (ACAIQ form for referral to another real estate broker, financial institution or service provider);
- Refused transaction proposals;
- Declarations by the seller;
- Any other document, including in accordance with "Declarations by the Seller";
- Document describing sewage disposal system (invoice from septic tank emptying service, soil absorption field, etc.);
- Copy of warranty for any appliance included in sale;
- Copy of leasing contract for any appliance included in sale;
- Statement of income and expenses;
- Fax transmittal sheet of any request for information concerning the immovable (electricity, municipal taxes, etc.)
- Other: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_