



**QUICK REFERENCE GUIDE – RESIDENTIAL BROKERAGE
TRANSACTION 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:

- Content of brokerage contract record;
- Detailed Description Sheet;
- Individual transaction register signed by representative or manager;
- Original of promise to purchase or a copy;
- Proof of identity (according to FINTRAC requirements);
- Amendments forms;
- Counter-proposal;
- "Declarations by the seller", or, if the broker does not have them in his possession, copy thereof;
- Copy of in-trust deposit cheque;
- Copy of receipt issued to depositor for any sum received in trust;
- Copy of cheque, bill of exchange or cash transmittal slip used to withdraw funds from the trust account (unless such copy is kept at the broker's principal establishment);
- Any other document pertaining to the transaction, including any correspondence;
- Compensation sharing agreement (ACAIQ form for referral to another real estate broker, financial institution or service provider);
- Notice of disclosure (ACAIQ form in case of purchase or sale by the agent or related person);
- Undertaking by a hypothecary lender (Refer to article no. 10842 on the ACAIQ website);
- Inspection report;
- Conformity of septic tank;
- Result of water analysis;
- Pyrite report;
- Invoicing (to notary or listing broker);
- Copy of the notary's check;
- Copy of check or proof of payment to agents and other brokers.
- Other: _____

Requested by: _____ Date: _____