

TRANSACTION RECORD SHEET

Transaction # _____ Date _____

Property Sold

Address _____
 Legal Description Lot _____ Block/Unit _____ Plan _____
 ATS _____

Date of Offer _____	Subject to Condition _____	Removal Date _____	Done <input type="checkbox"/>
Completion Date _____	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> MLS®# _____	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Exclusive _____	_____	_____	<input type="checkbox"/>

Initial Deposit \$ _____ held in trust by _____
 Additional Deposit \$ _____ held in trust by _____
 Held in an interest bearing account? Yes No
 Interest in favour of _____ SIN _____
 Balance due _____

LISTING

Sellers

Name _____
 Address _____

 Phone _____
 Name _____
 Address _____

 Phone _____

Seller's Lawyer

Name _____
 Address _____
 Phone _____ Fax _____

Seller's Agent(s)

Brokerage _____
 Phone _____ Fax _____
 Associate _____
 Associate _____
 Broker/Brokerage Code _____
 GST # _____

SELLING

Buyers

Name _____
 Address _____

 Phone _____
 Name _____
 Address _____

 Phone _____

Buyer's Lawyer

Name _____
 Address _____
 Phone _____ Fax _____

Buyer's Agent(s)

Brokerage _____
 Phone _____ Fax _____
 Associate _____
 Associate _____
 Broker/Brokerage Code _____
 GST # _____

Referral Fee: _____ % \$ _____
 Referral: Associate _____ Phone _____
 Brokerage _____ Address _____

Commission Breakdown	Total	Listing Commission Associate:	Selling Commission Associate:	Referral/Other
1. Selling Price	_____			
2. Commission Rate (%)	_____			
3. Gross Commission	_____	+ _____	+ _____	+ _____
4. GST on Commission (5%)	_____	+ _____	+ _____	+ _____
5. Franchise Fee	_____	- _____	- _____	- _____
6. GST on Franchise Fee (5%)	_____	- _____	- _____	- _____
7. Deal Fee	_____	- _____	- _____	- _____
8. GST on Deal Fee (5%)	_____	- _____	- _____	- _____
9. Board Listing Fee	_____	- _____	- _____	- _____
10. GST on Listing Fee (5%)	_____	- _____	- _____	- _____
11. Other Fees	_____	- _____	- _____	- _____
12. GST on Other Fees (5%)	_____	- _____	- _____	- _____
13. Net 3 + 4 - 5 - 6 - 7 - 8	_____	_____	_____	_____