

File Number



SALE CONTROL SHEET

Enclose signed offer and any related documentation

Lead Agent

Submitted Date

Offer Date

PROPERTY

Name	Type	Zoning
Address	Building Size	
City	Province	Land Size

SALE

Sale Price	Asking Price	NOI (\$/Yr)	Value If True	
Listing Comm.		Cap Rate Owner/	Y	N
Selling Comm.		User (Y/N)		

VENDOR

Company	Company
Phone	Phone
Contact	Contact
Address	Address
City	City
Province	Postal
Email	Email
Business Source	Business Source

PURCHASER

Company	Company
Phone	Phone
Contact	Contact
Address	Address
City	City
Province	Postal
Email	Email

Agency Disclosure

COMMISSIONS

Invoice To	Deposit Held By
Contact	Deposit Amount
Address	Type Interest Non-interest
City	Closing Date
Province	Postal

Listing Company	Listing Commission
Agent:	
Agent:	
Agent:	
Agent:	

Leasing Company	Leasing Commission
Agent:	
Agent:	
Agent:	
Agent:	

Referral Company	Referral Commission
Agent:	
Address:	<i>proof</i>
Total Commission	

Special Instructions

- Offer/Sale docs signed and dates
- All conditions removed and documents enclosed
- Deposit(s) payable to Cushman & Wakefield Edmonton
- Deposit amount(s) correct
- Deposit(s) on time
- Late Deposit Letter (if required)
- Agency Disclosure
- Commission Agreement
- Initials

Associate Broker

STATS CONTROL SHEET

Lead Agent

Off-Market Date _____

Close Date

PROPERTY

Name
Address
Suite
City
Province

Type
Building Size
Land Size

SALE

Asking Price
Sale Price

NOI (\$/Yr)
Cap Rate
Owner User (Y?N) Y N

PEOPLE

Vendor

Company
Phone
Contact
Address
City
Province
Postal Code

Purchaser

Company
Phone
Contact
Address
City
Province
Postal Code

Listing Company

Company
Agent
Agent
Agent
Agent

Selling Company

Company
Agent
Agent
Agent
Agent

Referral Company

Company
Agent