

File Number



# SALE CONTROL SHEET

Enclose signed offer and any related documentation

Lead Agent	Submitted Date	Offer Date
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### 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	Province	Postal	Postal
Email	Email		
Business Source	Business Source		

### SOLICITOR

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

**Agency Disclosure**

### COMMISSIONS

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

Listing Company \_\_\_\_\_ Commission \_\_\_\_\_ Initial \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Selling Company \_\_\_\_\_ Commission \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent: \_\_\_\_\_

Referral Company \_\_\_\_\_ Commission \_\_\_\_\_

Agent: \_\_\_\_\_

- Checklist**
- 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

Approved

Associate \_\_\_\_\_ Broker \_\_\_\_\_

Address: \_\_\_\_\_ Total Commission \_\_\_\_\_ Board Date \_\_\_\_\_

# STATS CONTROL SHEET

Lead Agent

Off-Market Date \_\_\_\_\_

Close Date

## PROPERTY

Name  
Address  
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  
Agent  
Agent

### Selling Company

Company  
Agent  
Agent  
Agent  
Agent  
Agent  
Agent

### Referral Company

Company  
Agent