

File Number



# SALE CONTROL SHEET

Enclose signed offer and any related documentation

Lead Agent	Submitted Date	Offer Date
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Property Name:

Unit/Suite:

Address:

City:

Province:

Type:

Building Size:

Land Size:

NOI(\$/Yr.):

Cap Rate:

Zoning:

Owner

User

Sale Price:

Asking Price:

Listing Commission:

Selling Commission:

VENDOR:

Phone:

Contact:

Address:

(unit/city/province/postal)

Email:

Business Source:

PURCHASER:

Phone:

Contact:

Address:

(unit/city/province/postal)

Email:

Business Source:

SOLICITOR:

Phone:

Contact:

Address:

(unit/city/province/postal)

Email:

SOLICITOR:

Phone:

Contact:

Address:

(unit/city/province/postal)

Email:

FINTRAC:

Required

Provided/Complete

FINTRAC:

Required

Provided/Complete

Agency Disclosure:

Vendor

Purchaser

\*\*\*MANDATORY INVOICING INSTRUCTIONS\*\*\*

Listing Company

Commission

Agent:

Agent:

Agent:

Agent:

Agent:

Agent:

Selling Company

Commission

Agent:

Agent:

Agent:

Agent:

Agent:

Agent:

Referral Company

Commission

Agent:

Address:

**TOTAL COMMISSION**

*proof*

Deposit Held By

Deposit Amount

Interest Bearing

Closing Date

Invoice To:

Vendor's Lawyer

Other - Provide Address Below

Company:

Contact:

Address:

Checklist & Approval

- Offer/Sale docs signed and dated
- 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

Associate

Broker

Board Date

\*\*SPECIAL INSTRUCTIONS (if applicable)\*\*

# STATS CONTROL SHEET

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Lead Agent

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

Close Date

Property Name

Unit #

Address

City

Province

Asking Price

Sale Price

NOI (\$/Yr)

Cap Rate

Owner User (Y?N)      Y      N

Type

Building Size

Land Size

**VENDOR**

Phone

Contact

Address

**PURCHASER**

Phone

Contact

Address

**LISTING SIDE**

Agent

Agent

Agent

Agent

Agent

Agent

**SELLING SIDE**

Agent

Agent

Agent

Agent

Agent

Agent

**REFERRAL COMPANY**

Agent