



SALE CONTROL SHEET

Attach signed offer and any related documentation

File Number

Lead Agent (*Only 1)	Offer Date (*Last date signed/initialled)
-----------------------------	--

Property Name:	Type:	Zoning:
Unit/Suite:	Building Size:	
Address:	Land Size:	
City:	NOI(\$/Yr.):	Owner
Province:	Cap Rate:	User
Sale Price:	Listing Commission:	
Asking Price:	Selling Commission:	

VENDOR:	PURCHASER:
Phone:	Phone:
Contact:	Contact:
Address: <small>(unit/city/province/postal)</small>	Address: <small>(unit/city/province/postal)</small>
Email:	Email:
Business Source:	Business Source:

SOLICITOR:	SOLICITOR:
Phone:	Phone:
Contact:	Contact:
Address: <small>(unit/city/province/postal)</small>	Address: <small>(unit/city/province/postal)</small>
Email:	Email:
FINTRAC Required: Yes No	FINTRAC Required: Yes No

Agency Disclosure:	Vendor	Purchaser
<small>*COMM TO BE INVOICED BY CW ONLY!</small>		
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

Assistant/Mentor Splits Applicable proof
 SPECIAL INSTRUCTIONS (if applicable)

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

Deposit Held By

Deposit Amount **Interest Bearing**

Closing Date

Invoice To:
 Vendor's Lawyer
 Other - Provide Address Below

Company:
Contact:
Address:

Contact Email:

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
- FINTRAC

Board Date

Broker Approval Attached

STATS CONTROL SHEET

Lead Agent

Board Date

Close Date

Property Name

Unit #

Address

City

Province

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