



## DELIVERY OF DOCUMENTS – REAL ESTATE BROKERAGE

**Summary: All documents required in a real estate transaction must be completed accurately, properly signed and initialed and delivered to all parties to the agreement. [See: *Real Estate Act* Rules, s.61]**

*Note: For the purposes of this Information Bulletin, and where the context permits, “real estate broker” refers to all four categories of real estate licence i.e. brokerage, broker, associate broker and associate.*

All documentation required in a transaction must be filled out accurately by the real estate broker, properly signed and initialed, and copies delivered to all parties in a timely manner so that no misunderstandings result as to what the parties have agreed upon.

In any written contractual agreement for a trade in real estate, the real estate broker must provide to the parties to the agreement or trade a true copy of:

- the listing contract (agreement to lease contract);
- any amendments to the listing (lease) contract;
- any addendums to the listing (lease) contract;
- any disclosure forms;
- all offer to purchase contracts (offer to lease) [See: *Real Estate Act* Rules, s.61];
- acceptance of offer to purchase contracts [See: *Real Estate Act* Rules, s.61];
- any required schedules;
- any notice removing all conditions to the contract; and,
- a copy of agency acknowledgement with written consent.