

Trade Record Sheet (Council Rules, section 8-5)

Brokerage Name _____		
Deal/Trade # _____	MLS® # _____	Contract date _____

SELLER INFORMATION Seller: Names in full: _____ _____ Address _____ Telephone _____ Email _____ Conveyancing lawyer/notary _____	BUYER INFORMATION Buyer: Names in full: _____ _____ Address _____ Telephone _____ Email _____ Conveyancing lawyer/notary _____
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TRADING SERVICES INFORMATION Nature of trade (sale, lease, etc.) _____ Sale price \$ _____ Street address of property _____ _____ Legal description of property _____ (PID) _____ Listing brokerage _____ Cooperating brokerage _____	DEPOSIT INFORMATION <table style="width: 100%;"> <tr> <td></td> <td style="text-align: right;">Amount</td> <td style="text-align: right;">Date(s) due</td> </tr> <tr> <td>Initial deposit</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Increase in deposit</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Held by</td> <td colspan="2">_____</td> </tr> </table> DATE INFORMATION Adjustment date _____ Possession date _____ Completion date _____ Subject removal date(s) _____		Amount	Date(s) due	Initial deposit	\$ _____	_____	Increase in deposit	\$ _____	_____	Held by	_____	
	Amount	Date(s) due											
Initial deposit	\$ _____	_____											
Increase in deposit	\$ _____	_____											
Held by	_____												

REMUNERATION INFORMATION	Amount	HST	Total		Amount	HST	Total
Gross remuneration (Indicate Listing or Selling side)				Licensee(s) remuneration Paid to:			
MLS® fee				Referral/Other fees Paid to:			
Cooperating brokerage remuneration				Brokerage remuneration			
Balance to brokerage							
Notes:							

LEDGER DETAILS

Date	Description	Ref. #	Trust Account	Receipt	Disbursement	Balance

Date	Description	Ref. #	Commission Trust Account	Receipt	Disbursement	Balance

It is not mandatory that entries be made in the General Account section but many brokerages find it practical to do so.

Date	Description	Ref. #	General Account	Receipt	Disbursement	Balance

Date registered	Registration number	Completed by	Signature of managing broker	Date signed