

# Trade Record Sheet (Rules, section 8.5)

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

<b>SELLER INFORMATION</b>  <b>Seller:</b> Names in full: _____ _____ Address _____ Telephone _____ Email _____ Conveyancing lawyer/notary _____	<b>BUYER INFORMATION</b>  <b>Buyer:</b> Names in full: _____ _____ Address _____ Telephone _____ Email _____ Conveyancing lawyer/notary _____
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<b>TRADING SERVICES INFORMATION</b>  Nature of trade (sale, lease, etc.) _____ Sale price \$ _____ Street address of property _____ _____ Legal description of property _____ (PID) _____ Listing brokerage _____ Cooperating brokerage _____	<b>DEPOSIT INFORMATION</b>  <table style="width: 100%;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: right;">Amount</td> <td style="width: 20%; 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> <b>DATE INFORMATION</b>  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	GST	Total		Amount	GST	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