



NEXONE REQUIRED DOCUMENTS

Transaction Document Checklist

ÉQUIPE PSB TEAM



NEXONE REQUIRED DOCUMENTS

House Listing

- Consent to collect personal information form
- Proof of identity (seller)
- Brokerage contract
- Declaration by the seller (signed by both parties)
- Certificate of location
- Property description sheet (Fiche descriptive)
- Deed of sale
- Deed of hypothec or mortgage statement (only if it has a mortgage)
- Land registry
- Final mortgage approval letter (initialled by the sellers)
- Municipal taxes
- School taxes
- Promise to purchase (each one, i.e. the first one sent, the response (accepted, counter, etc.) and acknowledgement of receipt)
- Counter-proposal (if any, same procedure as promise to purchase)
- Sold broker detail sheet
- Signature certificates for each document sent by you for signature
- Evaluation form

NOTE: When they have a request for Identity Verification, just upload the brokerage contract a second time there also.

Documents to add if used in the transaction

- Amendments
- Annex AS
- Annex F
- Annex BO (Enhancement to the promise to purchase)
- NF (Notice of fulfilment)
- Septic system compliance certificate (if applicable)
- Water potability / analysis report (if private well)
- Commission-sharing agreement (if a referral is involved)
- And any other document used during the transaction not listed



NEXONE REQUIRED DOCUMENTS

House Purchase

- Consent to collect personal information form
- Proof of identity (buyer)
- Brokerage contract
- Declaration by the seller (signed by both parties)
- Final mortgage approval letter (initialled by the sellers)
- Building / pre-purchase inspection report
- Trust deposit documentation (copy of deposit cheque and trust receipt)
- Promise to purchase (each one, i.e. the first one sent, the response (accepted, counter, etc.) and acknowledgement of receipt)
- Counter-proposal (if any, same procedure as promise to purchase)
- Sold broker detail sheet
- Signature certificates for each document sent by you for signature
- Evaluation form

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- Septic system compliance certificate (if applicable)
- Water potability / analysis report (if private well)
- And any other document used during the transaction not listed



NEXONE REQUIRED DOCUMENTS

Condo (Divided) Listing

- Consent to collect personal information form
- Proof of identity (seller)
- Brokerage contract
- Declaration by the seller (signed by both parties)
- Certificate of location
- Property description sheet (Fiche descriptive)
- Declaration of co-ownership
- By-laws, if there is a copy
- Minutes
- Finances including budget
- Contingency fund
- Deed of sale
- Deed of hypothec or mortgage statement (only if it has a mortgage)
- Land registry
- Final mortgage approval letter (initialled by the sellers)
- Municipal taxes
- School taxes
- Promise to purchase (each one, i.e. the first one sent, the response (accepted, counter, etc.) and acknowledgement of receipt)
- Counter-proposal (if any, same procedure as promise to purchase)
- RIS (Request for information from the syndicate)
- Sold broker detail sheet
- Signature certificates for each document sent by you for signature
- Evaluation form

NOTE: *When they have a request for Identity Verification, just upload the brokerage contract a second time there also.*

Documents to add if used in the transaction

- Amendments
- Annex AS
- Annex F
- Annex BO (Enhancement to the promise to purchase)
- NF (Notice of fulfilment)
- Commission-sharing agreement (if a referral is involved)
- And any other document used during the transaction not listed



NEXONE REQUIRED DOCUMENTS

Condo (Divided) Purchase

- Consent to collect personal information form
- Proof of identity (buyer)
- Brokerage contract
- Declaration by the seller (signed by both parties)
- Declaration of co-ownership
- By-laws, if there is a copy
- Final mortgage approval letter (initialled by the sellers)
- Building / pre-purchase inspection report
- Trust deposit documentation (copy of deposit cheque and trust receipt)
- Promise to purchase (each one, i.e. the first one sent, the response (accepted, counter, etc.) and acknowledgement of receipt)
- Counter-proposal (if any, same procedure as promise to purchase)
- RIS (Request for information from the syndicate)
- Minutes
- Finances including budget
- Contingency fund
- Sold broker detail sheet
- Signature certificates for each document sent by you for signature
- Evaluation form

NOTE: *When they have a request for Identity Verification, just upload the brokerage contract a second time there also.*

Documents to add if used in the transaction

- Amendments
- Annex AS
- Annex F
- Annex BO (Enhancement to the promise to purchase)
- NF (Notice of fulfilment)
- And any other document used during the transaction not listed



NEXONE REQUIRED DOCUMENTS

Listing for Rent and for Leasees

- Consent to collect personal information form
- Proof of identity (landlord / tenant)
- Brokerage contract – Lease
- Rental application, including credit and reference check
- Promise to Lease
- Counter-proposal (if there is one)
- Lease
- Building regulations (if it is a condo building)
- Sold broker's detail sheet
- Signature certificates for each document sent by you for signature
- Evaluation form

NOTE: *When they have a request for Identity Verification, just upload the brokerage contract a second time there also.*

Documents to add if used in the transaction

- Amendments
- Annex BO (Enhancement to the promise to lease)
- NF (Notice of fulfilment)
- And any other document used during the transaction not listed