



LISTING CHECK LIST

The following list of items should be personally checked by every salesperson whenever listing a property.

Documentation

- Make sure you have the right documents.
- All residential listings are to use the three part MLS form..
- All other listings use the single listing contract and the appropriate data input form.

- Make sure that the brochure “Working With a Real Estate Agent” is read and understood by the seller.
- Forward detachable part of brochure titled “Your Relationship with a REALTOR” to the office.
- Husbands and/or wives must sign listing even if not on title.

- All yellow sections of pg. 1 of listing contract must be filled in.
- Have all signatures witnessed - faxed listings must not be witnessed by listing salesperson.
- On residential data input form, have seller sign at bottom of the form. (optional – recommended depending on language used in description)
- Has seller read and understood all terms and conditions of Property Condition Disclosure statement.
- Have seller sign the PCDS form.
- Forward a copy of all documents comprising a listing contract to office for manager approval.

Physical Features

- Measure and confirm: (Do not copy from old listings without verification)
- Floor Area and room sizes.
 - Lot size.
 - Any recent construction, renovation or improvements? If so,
 - Necessary building permits obtained?
 - Any builder’s liens made or threatened?

Legal and Financial Characteristics

● General

- _____ Surface search or State of Title certificate received.
- _____ Read title and get specifics on entries on title (e.g. mortgages, rights of way, restrictive covenants, etc.).
- _____ Confirm location and size of property from Land Title Office or municipal plans.

● Financial Encumbrances

- _____ Are there any liens, judgments or other financial charges outstanding on property?
- _____ If so, what is owing under each charge?
- _____ If Seller has zero or negative equity in property, what other resources does the Seller have:
 - _____ to clear title?
 - _____ to pay your commission?
- _____ If the property is being sold under Court order (e.g. foreclosure), read a copy of the order to:
 - _____ See if any conditions for a sale are set out.
 - _____ See whether it provides for payment of a real estate commission.

● Assumable Mortgages

- _____ Check mortgages.
- _____ Confirm with lender the outstanding balance owing under the mortgage and if it can be assumed by the Buyer.
- _____ Does the Property Law Act apply?

● Easements, Rights of Way, Restrictive Covenants and the Like

- _____ Is there anything on title that could restrict a Buyer's use of the property?
- _____ If so, get a copy of the registered charge and read it.
- _____ Upon sale, recommend Buyer obtain legal advice as to terms of such liens.

● Strata Properties

- _____ Order Land Title Office (or Strata Manager) copies of registered:
 - _____ Plan
 - _____ By-laws
- _____ Review the by-laws for restrictions (e.g. children, rental, pets, etc.).
- _____ Get from the Strata corporation a copy of its latest financial statements, and minutes of Strata Council meetings.
- _____ Check with Strata Corporation official whether there are:
 - _____ any special assessments voted on or proposed.
 - _____ any pending rules or strata by-law amendments which may alter the uses of the property.

- **Tenancies**

- _____ Get details of any tenancies from Seller, including copy of any written tenancy agreement.

- _____ If three suites or more, get financial statements from Seller per Section 29 of the Real Estate Act.

- _____ Legal or unauthorized?

- _____ If legal, ask Seller for copy of the permit.

- _____ Security deposit.

- _____ Paid when.

- _____ How much (principal and interest).

- **Zoning**

- _____ Confirm current zoning status and prospects for any zoning changes with Municipal or Regional District authorities.

- **Taxes**

- _____ Get copy of the most recent property tax assessment.

- _____ GST.

- _____ Does it apply?

- _____ If so, advise Seller and prospective Buyers to get independent professional advice.

- **Family Relations Act**

- _____ If a marriage dissolution is involved, confirm the validity of the listing with both spouses and/or their respective lawyers.

- **Condos**

- _____ Get a copy of the condo checklist.



“finding your dreams a home™”



HOME APPEARANCE CHECKLIST

Marketing a home is a TEAM effort!

I also need help to get the most money for your home, within the shortest period of time, without problems.

FIRST IMPRESSIONS COUNT

- In summer, a well-manicured lawn and cleanly swept walks.
- Please remember to edge along the sidewalks.
- In winter, snow and ice removed from walks and driveways.
- Freshly painted front door and mailbox – and replace front door screen if necessary.
- Absence of clutter in yard and driveway.
- Clean windows.
- Trimmed trees and shrubs.
- Broken outdoor steps repaired.

CLEANING AND DECORATING SELLS

I know from past experience that the following tips help bring a higher selling price:

- Fresh paint wherever possible.
- Clean ventilating fans in kitchen and bath.
- Kitchen floor in like-new condition
- Absence of clutter on kitchen counters.
- Dripping faucet repaired.
- Clean towels in the bathroom.
- Loose knobs, warped drawers and sticking windows and doors repaired.
- Fireplace cleaned and filled with logs.
- Working light bulbs and switches – especially in basement and closets.
- Caulking in tubs and showers in good repair.
- Excess furniture removed from house and stored elsewhere.
- Excess clothing removed from closets and stored elsewhere.

PREPARE FOR SHOWING

Make your home as appealing as possible.

- Open draperies and curtains and turn on all lights (darkness depresses and makes rooms seem small).
- Turn off television sets and record players (a low-keyed, soft music is pleasant)
- Remove dogs or cats to the yard.
- Fresh flowers wherever possible make a good impression (if it's winter, display color photo of your yard in full bloom).
- Don't volunteer answers to unasked questions (“This is a family neighborhood” really DOES turn off some buyers).
- Remove dirty dishes.
- Please make beds.
- Try to stay in one area of the house when it's being shown. (Your presence, or your children's, will make the buyer uncomfortable, and he/she will miss noting the fine features of your home).
- Let the Realtor who is showing your home answer any questions or objections.



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QUESTIONS THAT HELP MAKE A HOUSE SELL FASTER

(Will the answers to these questions help me get more cash for my home, in a shorter period of time, and with the greatest of ease?)

1. Does the house or any part of the house need painting?
2. Shall I reseed the lawn and get my landscaping in top shape?
3. What about the screens? Any holes? What about the window? Do they work well, or do they need attention?
4. Does the carpet need cleaning? How about replacing?
5. Are pets under control at all times?
6. Are all appliances in good working order?
7. Should I stay out of a prospective buyer's way?
8. What is the buyer's first impression of the exterior of our house? What can I do to improve it?
9. What is the buyer's first impression as they step inside my house? What can I do to improve it?
10. Since the buyer will be looking in the closets, should I take some of the clothes out to make them look roomier?
11. Can I take items from kitchen cabinets to make them more spacious?
12. Is there any furniture I could store or dispose of to make rooms appear larger?
13. Do any cabinets need to be touched up or refinished?
14. Should I give my Realtor a list of things my family likes about the house and the neighborhood?
15. What about the door mat? Should I replace them with new ones that are neutral and omit our family name?
16. Should I remove an ornate item that a buyer may want as part of the house? For example, a special chandelier? Or wall system?
17. Should I ask my Realtor for a list of recommendations prepared specifically for helping market my house?
18. Is the price and terms offered going to appeal to most of the buying public in my price range?
19. Do I need to be aware of other houses similar to mine also being offered for sale?
20. Are the garage and storage areas as clean and neat as they should be?
21. Before spending needless time and money, should I consult my Realtor?



RECORD KEEPING AND CLIENT INFORMATION (Individuals)

Buyer/Seller 1

Name

Home Address

Principle Business or Occupation

Date of Birth

ID Source and Number*

Buyer/Seller 2

Name

Home Address

Principle Business or Occupation

Date of Birth

ID Source and Number*

Buyer/Seller 3

Name

Home Address

Principle Business or Occupation

Date of Birth

ID Source and Number*

*Sources to confirm ID or Birth Date (*must be current*):
 Birth certificate (BC), Driver's License (DL), Passport (PP), Record of Landing (ROL), Permanent Resident Card (PRC) Old Age Security Card (OASC), Certificate of Indian Status (IS), Provincial Health Card (PHC), Other Form from Resident Country (OF)

USE OF AN AGENT OR MANDATARY

I, _____ (NAME OF AGENT)

OF _____ (HOME ADDRESS)

have personally viewed and collected the information referred to above.

Dated: _____ Signature: _____

Contact Telephone Number. _____



Financial Transactions and Reports Analysis Centre of Canada
<http://www.fintrac-canafe.gc.ca>

The Proceeds of Crime (Money Laundering) and Terrorist Financing Act provide the following alternative for those individuals who are unable to physically meet with a REALTOR® or appointed individual:
Provide two of the following:

Identification product or credit file method:

You can use either of the following methods but you cannot combine them:

- Refer to an independent and reliable identification product. It must be based on personal information as well as Canadian credit history about the individual of at least six months duration. This type of product can use a series of specific questions, based on an individual's credit file, to enable verification of client identity.
- With the individual's permission, refer to a credit file. The credit file must have been in existence for at least six months.

Products for either of these methods are available commercially, such as those used for credit ratings.

Attestation method:

Obtain an attestation that an original identification document for the individual has been seen by a commissioner of oaths or a guarantor. This attestation must be on a legible photocopy of the document and include the following information:

- the name, profession and address of the commissioner of oaths or the guarantor;
- the signature of the commissioner of oaths or the guarantor; and
- the type and number of the identifying document provided by the individual being identified.

In this context, a guarantor has to be an individual engaged in one of the following professions in Canada:

- a dentist, a medical doctor or a chiropractor;
- a judge, a magistrate or a lawyer;
- a notary (in Quebec) or a notary public;
- an optometrist or a pharmacist;
- an accredited accountant (APA) (CA) (CGA) (CMA) (PA) (RPA);
- a professional engineer (P. Eng., in a province other than Quebec) or engineer (Eng. in Quebec);
- a veterinarian.

Cleared cheque or deposit account method:

You can use either of the following methods, but you cannot combine them.

- Confirm that a cheque drawn on a deposit account that the individual has with a financial entity has cleared. This means a cheque that was written by the individual, cashed by the payee and cleared through the individual's account. It does not include pre-authorized payments as these are not cheques written by the individual.
- Confirm that the individual has a deposit account with a financial entity.

For either method, the account has to be with a financial entity. This means a bank listed in Schedule I or II of the Bank Act, an authorized foreign bank with respect to its operations in Canada, a credit union, a caisse populaire, a trust and loan company or an agent of the Crown that accepts deposit liabilities. In the case of a foreign bank, the deposit account has to be in Canada.

The account cannot be one that is exempt from identification requirements for the financial entity, such as a registered retirement savings plan or a reverse mortgage. For more information about accounts that cannot be used for the cleared cheque or deposit account methods, see Guideline 6G: Record Keeping and Client Identification for Financial Entities.



MULTIPLE LISTING CONTRACT

MULTIPLE LISTING SERVICE®

MLS® OFFICE USE ONLY	
DATE	LISTING MLS® NO.

BETWEEN: _____

AND: _____
("LISTING BROKERAGE")

OWNER(S) ("SELLER") _____

UNIT ADDRESS _____

UNIT ADDRESS _____

CITY PC _____

CITY PC _____

TELEPHONE NUMBER CELL NUMBER _____

TELEPHONE NUMBER CELL NUMBER _____

RESIDENT OF CANADA NON-RESIDENT OF CANADA

as defined under the *Income Tax Act*.

1. LISTING AUTHORITY AND TERM:

A. The Seller hereby lists exclusively with the Listing Brokerage the property described in Clause 2 ("Property") from _____ (Effective Date) until 11:59 pm on _____ (Expiry Date) unless renewed in writing.

B. The Seller hereby:

- (i) authorizes the Listing Brokerage to obtain information concerning the Property from any person, corporation or governmental authority, including any mortgagee and British Columbia Assessment, and to share this information with other parties, including members of any real estate board;
- (ii) authorizes the Listing Brokerage to advertise the Property and to show it to prospective buyers during reasonable hours;
- (iii) restricts the advertising of the Property to the Listing Brokerage only except where the advertising of the Property by other members of the real estate board of which the Listing Brokerage is a member (hereinafter referred to as the "Board") or any other real estate board has been permitted by the Listing Brokerage;
- (iv) agrees to allow the Listing Brokerage to place "For Sale" and "Sold" signs upon the Property; and
- (v) agrees to allow Cooperating Brokerages (as hereinafter defined) to show the Property to prospective buyers.

2. PROPERTY:

UNIT NO. ADDRESS OF PROPERTY _____

CITY/TOWN/MUNICIPALITY POSTAL CODE PID _____

LEGAL DESCRIPTION _____

3. TERMS OF SALE:

LISTING PRICE TERMS _____

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- 4. LISTING SERVICE AND COOPERATING BROKERAGES:** The Seller authorizes the Listing Brokerage:
- A. To list the Property with the Multiple Listing Service® of the Board and any other real estate board that the Listing Brokerage selects and has access to and to cooperate with other brokerages acting for a prospective buyer or, with the written consent of the Seller, as a sub-agent of the Listing Brokerage (“Cooperating Brokerages”);
 - B. To publish in the Multiple Listing Service® of the Board, the Multiple Listing Service® of any other real estate board, Internet, or anywhere else that the Listing Brokerage selects and has access to, and to share with other parties, including British Columbia Assessment, the information contained in this Contract, the information contained in the Data Input Form and the Seller’s Property Disclosure Statement, if applicable, and the sale price of the Property once an unconditional accepted offer exists; and
 - C. To make agency disclosures required of the Listing Brokerage.
- 5. LISTING BROKERAGE’S REMUNERATION:** The Seller agrees:
- A. To pay to the Listing Brokerage a gross commission of

of the sale price of the Property, plus applicable Goods and Services Tax and any other applicable tax in respect of the commission (commission + tax = remuneration) if:

- (i) a legally enforceable contract of sale between the Seller and a Buyer is entered into during the term of this Contract; or
 - (ii) a legally enforceable contract of sale between the Seller and a Buyer who is introduced to the Property or to the Seller, by the Listing Brokerage, a Cooperating Brokerage or any other person including the Seller during the term of this Contract is entered into:
 - (a) within sixty (60) days after the expiration of the term of this Contract; or
 - (b) any time after the period described in (a) where the efforts of the Listing Brokerage or the Cooperating Brokerage were an effective cause;

provided, however, that no such commission is payable if the Property is listed with another licensed brokerage after the expiration of the term of this Contract and sold during the term of that listing contract; or
 - (iii) an offer to purchase is obtained from a prospective buyer during the term of this Contract who is ready, willing and able to pay the Listing Price and agrees to the other terms of this Contract, even if the Seller refuses to sign the offer to purchase;
- B. The remuneration due to the Listing Brokerage shall be payable on the earlier of the date the sale is completed, or the completion date, or where no contract of sale has been entered into seven (7) days after written demand by the Listing Brokerage; and
 - C. That to assist in obtaining a buyer for the Property, the Listing Brokerage will offer to Cooperating Brokerages a portion of the Listing Brokerage’s commission in the amount of

of the sale price of the Property, plus applicable Goods and Services Tax and other applicable tax in respect of that portion of the commission.

- 6. ASSIGNMENT OF REMUNERATION:** The Seller hereby irrevocably:
- A. Assigns to the Listing Brokerage from the proceeds of sale of the Property, the amount of remuneration due to the Listing Brokerage and authorizes the Listing Brokerage to retain from the deposit monies the amount of the Listing Brokerage’s remuneration;
 - B. Acknowledges that the Listing Brokerage may assign to a Cooperating Brokerage all or part of the remuneration due to the Listing Brokerage; and
 - C. Directs, or agrees to sign such documents as may be required by the Listing Brokerage irrevocably directing a Lawyer or Notary Public acting for the Seller or a buyer, to pay the remuneration due to the Listing Brokerage, or the net amount remaining after the deposit monies held in trust have been credited against the remuneration due to the Listing Brokerage, to the Listing Brokerage and a Cooperating Brokerage, where applicable, by separate cheques to the Listing Brokerage and the Cooperating Brokerage.

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7. THE LISTING BROKERAGE AGREES AS FOLLOWS:

- A. To act only as the agent for the Seller with respect to the Property except where the Seller consents to limited dual agency (see 10 below);
- B. To provide information about the Property to Cooperating Brokerages;
- C. Not to accept remuneration from the buyer without the knowledge and consent of the Seller; and
- D. To provide the services set out in Schedule "A".

8. THE SELLER AGREES AS FOLLOWS:

- A. To promptly advise the Listing Brokerage of, and refer to the Listing Brokerage, all inquiries for the purchase of the Property, and to deliver to the Listing Brokerage all offers to purchase which may be received during the term of this exclusive Contract or arising by reason of it; and
- B. To accept an offer made during the term of this Contract by a person ready, willing and able to purchase on the terms set out in this Contract.

9. THE SELLER ACKNOWLEDGES AND AGREES THAT:

- A. The information relating to the Property may be disclosed to persons interested in the Property including prospective buyers, agents of prospective buyers, appraisers, financial institutions, governments and governmental departments and agencies;
- B. It is not a conflict or a breach of duty to the Seller for the Listing Brokerage to list or show property of, or to have agency relationships with, other sellers;
- C. It is not a conflict or a breach of duty to the Seller for the Listing Brokerage to have agency relationships with buyers;
- D. The Listing Brokerage will not be required to disclose to the Seller confidential information obtained through any agency relationship;
- E. A brokerage acting only for a buyer does not owe any agency duties to the Seller; and
- F. A Seller, who is a non-resident of Canada, must comply with the *Income Tax Act* of Canada before the sale of the Seller's property can be completed.

10. LIMITED DUAL AGENCY:

- A. If the Listing Brokerage is also the agent of a prospective buyer who becomes interested in the Property, the Listing Brokerage will seek the written consent of the Seller and the prospective buyer to continue to act as their limited dual agent to facilitate a sale of the Property.
- B. Where the Seller and the prospective buyer have consented to the Listing Brokerage acting as their limited dual agent, the Listing Brokerage's duties will be modified by the limitations described in the brochure published by the British Columbia Real Estate Association entitled *Working With a REALTOR®*.

11. COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION:

- A. The Seller hereby consents to the collection, use and disclosure by the Listing Brokerage and by the managing broker(s), associate broker(s) and representative(s) of the Listing Brokerage (collectively the "Licensee") noted below, the Board and any other real estate board, of personal information about the Seller:
 - (i) for all purposes consistent with the listing, marketing and selling of the Property;
 - (ii) for placement in the database of the Multiple Listing Service® of the Board and of any other real estate board that the Listing Brokerage selects and has access to;
 - (iii) for the purpose of the Board and other real estate boards marketing the Property in any medium including but not limited to posting the personal information on publicly accessible websites and distributing the personal information to any persons including the public, members of the Board, members of other real estate boards, governments and governmental departments and agencies, appraisers and others;
 - (iv) for compilation, retention and publication by the Board and other real estate boards of any statistics including historical Multiple Listing Service® data for use by persons authorized to use the Multiple Listing Service® of the Board and other real estate boards;

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- (v) for enforcing codes of professional conduct and ethics for members of the Board and other real estate boards;
- (vi) for all other purposes authorized in this Contract including but not limited to those described in Clauses 1B, 4A, 4B, 7B and 9A; and
- (vii) for the purposes (and to the recipients) described in the brochure published by the British Columbia Real Estate Association entitled *Working With A REALTOR*® .

12. MISCELLANEOUS PROVISIONS:

- A. "Sale" includes an exchange and "sale price" includes the value of property exchanged.
- B. The "term" of this Contract includes the period of any written extension.
- C. Interpretation of this Contract and all matters concerning its enforcement by the parties shall be governed by the laws of the Province of British Columbia.
- D. The parties acknowledge that this Contract fully sets out the terms of the agreement between them.
- E. This Contract shall be binding upon and benefit not only the parties but also their respective heirs, executors, administrators, successors and assigns.
- F. This Contract shall automatically end if the Listing Brokerage ceases to be licensed under the *Real Estate Services Act*.
- G. "Property" may include a leasehold interest, a business and the goodwill and assets of it, an interest, partnership or share in a business or in the goodwill and assets of it, or a manufactured home, plus any other property designated by the Seller in the Data Input Form or addendum attached.
- H. In consideration of the Board or any other real estate board disseminating information about the Property, the Seller and Listing Brokerage each assign to the Board or other real estate board all their rights and interests in and to the information related to the Property contained in this Contract, including all copyright, rights ancillary to copyright and all other proprietary rights.

13. ENTIRE AGREEMENT - THIS LISTING CONTRACT MEANS AND INCLUDES THIS AGREEMENT AND THE SELLER'S PROPERTY DISCLOSURE STATEMENT (WHEN ATTACHED AND SIGNED BY THE SELLER): The Seller acknowledges having read and understood this Contract; that it accurately describes the agreement with the Listing Brokerage; and that a copy of it has been received by the Seller this date.

SIGNED, SEALED AND DELIVERED THIS _____ OF _____, yr. _____.

_____ SELLER'S SIGNATURE	<div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 15px; height: 15px; margin-right: 5px; display: flex; align-items: center; justify-content: center; font-size: 8px;">SEAL</div> <div style="font-size: 8px; margin-right: 5px;">BY SIGNING THIS CONTRACT THE SELLER ACKNOWLEDGES HAVING RECEIVED, READ AND UNDERSTOOD THE BROCHURE PUBLISHED BY THE BRITISH COLUMBIA REAL ESTATE ASSOCIATION ENTITLED <i>WORKING WITH A REALTOR</i>® .</div> <div style="border: 1px solid black; border-radius: 50%; width: 15px; height: 15px; margin-left: 5px; display: flex; align-items: center; justify-content: center; font-size: 8px;">SEAL</div> </div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-top: 10px; text-align: center; font-size: 8px;">BROKERAGE APPROVAL</div> <p style="font-size: 8px; margin-top: 5px;">FOR OFFICE USE ONLY</p>	_____ LISTING BROKERAGE (PRINT)
_____ SELLER'S SIGNATURE		_____ Per: LICENSEE'S SIGNATURE
_____ WITNESS TO SELLER(S) SIGNATURE(S)		_____ LICENSEE (PRINT)

Multiple Listing Contract Schedule A

Seller: _____
Seller: _____
Address: _____

Royal Pacific Realty Group



Review Items to be included/excluded in the sale

- Built in vacuum canister & Attachment
- Air-conditioners
- Appliances
- Window covers
- Alarm systems

Obtain Property details – for example:

- Floor area & Room sizes
- Lot size
- Zoning
- Taxes
- Permits for renovations
- Age confirmed @ City Hall or other source
- Permit for suites

Market Values: Written Summary to include:

- Review comparable properties currently for sale
- Review comparable properties which have recently sold

Order and Review Title Search

- Confirm mortgage details
- Confirm mortgage assumption details
- Confirm pre-payment penalties

Marketing:

- Place a For Sale Sign
- Place listing on MLS system
- Realtylink In Print
- www.MLS.ca
- www.realtylink.org
- www.royalpacific.com
- 1,300 plus websites that the office has a co-operative arrangement with (Reciprocity)

Plus the following at the Realtors option

- Real Estate Weekly Paper (REW)
- Local Community Paper
- Ethnic papers
- My personal website
- Posting of Multiple Pictures on MLS system
- Posting of Multiple Pictures on internet
- Open Houses
- Promotion to other Realtors
- Other _____

Staging – Enhancing Value:

- Review property and make recommendation to enhance the sales process.
- Advise regarding securing of valuables

Screening of Inquiries:

- Buyer Representatives
- Buyers
- Internet Inquires
- Sign & Ad calls
- Offer Limited Dual Agency to Buyers when required

Showings & Access to Property:

- All appointments handled through Seller's Realtor
- Appointments with Seller (or tenant) at mutually convenient time
- Buyer or Seller Realtor to be present at showings
- Lock Box – with Seller approval

Follow up [] Weekly [] Bi-Weekly [] Other

- Report any trends discovered during showings
- Update any new comparable listings or sales
- Confirm marketing efforts since last update
- Review pricing strategy if required

Negotiating Contracts of Purchase and Sale:

- Explain the negotiating process
- Review all written offers without delay & give advice to Seller
- Review Buyer qualifications with Buyer's agent
- Draft Seller's Counter offer and communicate it to Buyer (or Buyer's agent)
- Ensure distribution of accepted agreement
- Ensure collection of deposit
- Follow up on progress and removal of conditions
- Keep Seller fully informed of progress
- Attend inspection as appropriate
- Forward documentation to appropriate parties for completion
- Follow up with Solicitor/Notary prior to completion that all documentation is in order
- Meet with Buyer (or Buyer's agent) at property to hand over keys

Tenancies – if applicable:

- Review of tenancies details including copy of written tenancy agreement
- Security Deposits (paid when & how much)
- Make arrangement with tenant for showings
- Assist Seller with Termination of tenancy if required

Strata Properties

Collect at the Seller's expense the following documentation:

- Strata council minutes for past 24 months
- By-Laws
- Most recent Financial Statements & Budget
- Engineering report if any
- Form B
- Strata Plan
- Confirmation of Monthly maintenance fee
- Confirm restrictions regarding Pets, Rentals other.....

Review above and discuss with Seller where needed.

Dated: _____

Witness

Witness

Witness

Seller's Signature

Seller's Signature

Licensee

INFORMATION ABOUT THE PROPERTY DISCLOSURE STATEMENT

RESIDENTIAL

THIS INFORMATION IS INCLUDED FOR THE ASSISTANCE OF THE PARTIES ONLY. IT DOES NOT FORM PART OF THE PROPERTY DISCLOSURE STATEMENT.

EFFECT OF THE PROPERTY DISCLOSURE STATEMENT:

The property disclosure statement will not form part of the Contract of Purchase and Sale unless so agreed by the buyer and the seller. This can be accomplished by inserting the following wording in the Contract of Purchase and Sale:

“The attached Property Disclosure Statement dated
_____ yr._____ is incorporated into
and forms part of this contract.”

ANSWERS MUST BE COMPLETE AND ACCURATE:

The property disclosure statement is designed, in part, to protect the seller by establishing that all relevant information concerning the property has been provided to the buyer. It is important that the seller not answer “do not know” or “does not apply” if, in fact, the seller knows the answer. An answer must provide all relevant information known to the seller. In deciding what requires disclosure, the seller should consider whether the seller would want the information if the seller was a potential buyer of the property.

BUYER MUST STILL MAKE THE BUYER’S OWN INQUIRIES:

The buyer must still make the buyer’s own inquiries after receiving the property disclosure statement. Each question and answer must be considered, keeping in mind that the seller’s knowledge of the property may be incomplete. Additional information can be requested from the seller or from an independent source such as the Municipality or Regional District. The buyer can hire an independent inspector to examine the property and/or improvements to determine whether defects exist and to provide an estimate of the cost of repairing problems that have been identified on the property disclosure statement or on an inspection report.

FOUR IMPORTANT CONSIDERATIONS:

1. The seller is legally responsible for the accuracy of the information which appears on the property disclosure statement. Not only must the answers be correct, but they must be complete. The buyer will rely on this information when the buyer contracts to purchase the property. Even if the property disclosure statement is not incorporated into the Contract of Purchase and Sale, the seller will still be responsible for the accuracy of the information on the property disclosure statement if it caused the buyer to agree to buy the property.
2. The buyer must still make the buyer’s own inquiries concerning a property in addition to reviewing a property disclosure statement, recognizing that, in some cases, it may not be possible to claim against the seller, if the seller cannot be found or is insolvent.
3. Anyone who is assisting the seller to complete a property disclosure statement should take care to see that the seller understands each question and that the seller’s answer is complete. It is recommended that the seller complete the property disclosure statement in the seller’s own writing to avoid any misunderstanding.
4. If any party to the transaction does not understand the English language, consider obtaining competent translation assistance to avoid any misunderstanding.

ALTERNATE DISPUTE RESOLUTION:

Parties to this contract may pursue alternate dispute resolution if a dispute arises after completion of the transaction.

It is recommended that the parties first mediate the dispute. Failing agreement to mediate, or if the mediation fails, then disputes can be submitted to an arbitration under the *Commercial Arbitration Act*.

BCREA member boards can provide guidance on the selection of mediation and arbitration services in your area.

PROPERTY DISCLOSURE STATEMENT RESIDENTIAL

Date of disclosure: _____

The following is a statement made by the seller concerning the property located at:

ADDRESS ▶

<p>THE SELLER IS RESPONSIBLE for the accuracy of the answers on this property disclosure statement and where uncertain should reply "Do Not Know." This property disclosure statement constitutes a representation under any Contract of Purchase and Sale if so agreed, in writing, by the seller and the buyer.</p> <p>1. GENERAL</p>	THE SELLER SHOULD INITIAL THE APPROPRIATE REPLIES.			
	YES	NO	DO NOT KNOW	DOES NOT APPLY
A. Are the premises connected to a public sanitary sewer system?				
B. Are the premises connected to a public water system?				
C. Are the premises connected to a private or a community water system?				
(i) If yes, are you aware of any problems with the private or community water system?				
D. Is the property serviced by a private well?				
(i) If yes, are you aware of any problems with the private well?				
E. Is the property serviced by a septic system/lagoon?				
(i) If yes, are you aware of any problems with the septic system/lagoon?				
(ii) If the system was installed after May 31, 2005, are maintenance records available?				
F. Do the premises contain unauthorized accommodation?				
G. Are you aware of any underground oil storage tank(s) on the property?				
H. Are you aware of any encroachments, unregistered easements or unregistered rights-of-way?				
I. Are you aware of any current or pending local improvement levies/charges?				
J. Have you received any other notice or claim affecting the property from any person or public body?				
K. Are there any equipment leases or service contracts; e.g., security systems, water purification, etc.?				
L. Were these premises constructed by an "owner builder," as defined in the <i>Homeowner Protection Act</i> , with construction commencing, or a building permit applied for, after July 1, 1999? (If so, attach required Owner Builder Declaration and Disclosure Notice.)				
M. Are these premises covered by home warranty insurance under the <i>Homeowner Protection Act</i> ?				
N. Are you aware of any material latent defect as defined in Real Estate Council of British Columbia Rule 5-13(1)(a)(i) in respect of the property or premises?				
O. Are you aware of any material latent defect as defined in Real Estate Council of British Columbia Rule 5-13(1)(a)(ii) in respect of the property or premises?				

For the purposes of Clauses 1.N. and 1.O. of this form, Council Rule 5-13(1)(a)(i) and (ii) is set out below.

5-13 Disclosure of latent defects

(1) For the purposes of this section:

Material latent defect means a material defect that cannot be discerned through a reasonable inspection of the property, including any of the following:

(a) a defect that renders the real estate

 (i) dangerous or potentially dangerous to the occupants

 (ii) unfit for habitation

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INITIALS

ADDRESS ▶

2. STRUCTURAL:	YES	NO	DO NOT KNOW	DOES NOT APPLY
A. To the best of your knowledge, are the exterior walls insulated?				
B. To the best of your knowledge, is the ceiling insulated?				
C. To the best of your knowledge, have the premises ever contained asbestos insulation?				
D. Has a final building inspection been approved or a final occupancy permit been obtained?				
E. Has the wood stove/fireplace insert installation been approved by local authorities?				
F. Are you aware of any additions or alterations made without a required permit and final inspection?				
G. Are you aware of any additions or alterations made in the last sixty days?				
H. Are you aware of any structural problems with the premises or other buildings on the property?				
I. Are you aware of any problems with the heating and/or central air conditioning system?				
J. Are you aware of any moisture and/or water problems in the walls, basement or crawl space?				
K. Are you aware of any damage due to wind, fire or water?				
L. Are you aware of any infestation or unrepaired damage by insects or rodents?				
M. Are you aware of any roof leakage or unrepaired roof damage? (Age of roof if known: _____ years)				
N. Are you aware of any problems with the electrical system?				
O. Are you aware of any problems with the plumbing system?				
P. Are you aware if the premises or property have been used as a marijuana grow operation or to manufacture illegal drugs?				
Q. Are you aware of any problems with the swimming pool and/or hot tub?				

3. ADDITIONAL COMMENTS AND/OR EXPLANATIONS: (Use additional pages if necessary.)

The seller states that the information provided is true, based on the seller's current actual knowledge as of the date on page 1. Any important changes to this information made known to the seller will be disclosed by the seller to the buyer prior to closing. The seller acknowledges receipt of a copy of this property disclosure statement and agrees that a copy may be given to a prospective buyer.

PLEASE READ THE INFORMATION PAGE BEFORE SIGNING.

SELLER(S) _____ SELLER(S) _____

The buyer acknowledges that the buyer has received, read and understood a signed copy of this property disclosure statement from the seller or the seller's brokerage on the _____ day of _____ yr. _____. The prudent buyer will use this property disclosure statement as the starting point for the buyer's own inquiries.

The buyer is urged to carefully inspect the property and, if desired, to have the property inspected by an inspection service of the buyer's choice.

BUYER(S) _____ BUYER(S) _____

The seller and the buyer understand that neither the listing nor selling brokerages or their managing brokers, associate brokers or representatives warrant or guarantee the information provided about the property.

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INITIALS



“finding your dreams a home™”



Disclosure of Material Latent Defect

RE: _____(Property).

Section 5 – 13 of the Rules of the Real Estate Council of British Columbia requires a REALTOR® to disclose Material Latent Defects known to the REALTOR®, prior to a buyer making an offer to purchase the property. That disclosure is required in writing.

The seller has now disclosed to the REALTOR® all known Material Latent Defects and the REALTOR® is hereby authorized by the seller to make the following disclosures to potential buyers.

The following are known Material Latent Defects of the property now disclosed by the seller:

No known Material Latent Defects Disclosed.

Buyers are hereby advised to seek independent advice on the nature of these defects as disclosed.

Dated at _____, BC on _____

Signed: _____

Realtor Signature

Seller Signature

Seller Signature



MLS®
NUMBER

PAGE 1 OF _____

IN REFERENCE TO THE MULTIPLE LISTING CONTRACT DATED _____ FOR THE SALE OF PROPERTY LOCATED AT
065 ADDRESS _____ **066** CITY/TOWN _____

100 LISTING BROKER REPRESENTATIVE	102 USER ID	104 PHONE (XXX) XXX-XXXX	<input type="checkbox"/> BLACK BOXES are required <input type="checkbox"/> BLACK OVALS are required where applicable <input type="checkbox"/> WHITE BOXES are optional *Please ensure that you are familiar with the incomplete listings policy*
106 LISTING BROKER REPRESENTATIVE	108 USER ID	110 PHONE (XXX) XXX-XXXX	
112 LISTING BROKER REPRESENTATIVE	114 USER ID	116 PHONE (XXX) XXX-XXXX	

118 SHOWINGS / APPOINTMENTS

NONE Keybox, Appt. Not Req'd
 PHLR Phone L.R. First
 PHSE Phone Seller First
 PHTE Phone Tenant First
 PHOT Phone Other
 TOUCH Touchbase

120 APPOINTMENT PHONE NUMBER (One Only) _____

122 FOR APPOINTMENT CALL (Name) _____

124 PHOTO INSTRUCTIONS

TAKE Take New Photo (FVREB & REBGV only)
 SENT Image to be Sent
 INCL Image/Included/Attached
 EXIST Use File Photo (Please Supply MLS # _____)

Instructions: _____

126 DWELLING CLASSIFICATION (One Only)

DETD Detached
 ATTD Attached
 MULTF Multifamily (Max. 4 Units)

128 TYPE OF DWELLING (One Only)

HOUSE House/Single Family
 HACR House with Acreage
 TWNHS Townhouse
 APTU Apartment Unit
 DUPXH 1/2 Duplex
 DUPLX Duplex (M/F only)
 3PLEX Triplex (M/F only)
 4PLEX Fourplex (M/F only)
 MANUF Manufactured
 MNFLD Manufactured w/Land
 RECRE Recreational
 OTHER Other

130 STYLE OF HOME (Max. Two)

BSMNT Basement Entry
 SPLIT Split Entry
 2ST 2 Storey
 2BSMT 2 Storey w/Bsmt.
 3ST 3 Storey
 RANBG Rnch./Bungalow/1Storey
 RBBMT Rancher/Bungalow w/Bsmt
 RBLFT Rancher/Bung w/Loft
 3LEV 3 Level Split
 4LEV 4 Level Split
 5LEV 5 Plus Level
 CARRI Carriage House
 FLOAT Floating Home
 MANUF Manufactured/Mobile
 CORNU Corner Unit
 EUNIT End Unit
 GUNIT Ground Level Unit
 IUNIT Inside Unit
 UUNIT Upper Unit
 LWST Live/Work Studio
 LFTWC Loft/Warehouse Conv.
 OTHER Other
 PENT Penthouse

132 TITLE TO LAND (One Only) For Strata/Restrictions, see page 5.

FHNST Freehold Non Strata
 FHST Freehold Strata
 LPNS Leasehold Prepaid-NonStrata
 LNPNS Leasehold Not Prepaid - Non Strata
 LPS Leasehold Prepaid-Strata
 LNPS Leasehold Not Prepaid-Strata
 SHCOP Shares in Co-operative
 TSHAR Time Share
 UNINT Undivided Interest
 OTHER Other

134 LAND LEASE EXPIRY YEAR Indicate 4-digit year Enter 9999 if unknown

136 SELLER'S INTEREST (Max. Two)

REGOW Registered Owner
 POA Power of Attorney
 CRTSL Court Ordered Sale
 ESTAT Estate Sale
 OPTIO Option
 ASCON Assign. of Contract

138 OCCUPANCY (Max. Two)

OWNER Owner
 TENNT Tenant
 UCONS Under Construction
 VACNT Vacant

140 PROPERTY DISCLOSURE STATEMENT COMPLETED? (All Properties)

YES NO
 If NO - EXPLAIN _____

142 APPROX. YEAR BUILT Indicate 4-digit year Enter 9999 if unknown

144 AGE TYPE

OT NE UC (Under Construction)
 (If NE or UC Complete #146 GST)

146 IF APPLICABLE, IS GST INCLUDED IN PRICE?

YES NO

148 APPROX. YEAR OF RENOVATIONS OR ADDITIONS Indicate 4-digit year Enter 9999 if unknown

150 RENOVATIONS (Max. Two)

ADDIT Addition
 COMPL Completely
 PART Partly
 RAISD Raised
 OTHER Other

152 SUITE(S) (Max. Two)

LEGAL Legal Suite(s)
 LICEN Licensed Suite(s)
 NONE None
 UNAUT Unauthorized Suite(s)
 OTHER Other

154 BASEMENT AREA (Max. Three)

CRAWL Crawl
 FULL Full
 NONE None
 PART Part
 FFIN Fully Finished
 PFIN Partly Finished
 SENT Separate Entry
 UNFIN Unfinished

156 Basement Crawl Height _____ (ft. in.)

158 Basement Full Height _____ (ft. in.)

160 Basement Part Height _____ (ft. in.)

162 NO. OF FLOOR LEVELS: _____

FLOOR AREA - (sq. ft. only)

164 FLOOR AREA FIN-MAIN FLOOR	_____
166 FLOOR AREA FIN-ABOVE MAIN +	_____
168 FLOOR AREA FIN-BELOW MAIN +	_____
170 FLOOR AREA FIN-BASEMENT	_____
172 FLOOR AREA FIN-GRAND TOTAL +	_____
174 FLOOR AREA UNFINISHED	_____
176 FLOOR AREA GRAND TOTAL	_____

178 CHECK IF FEET OR METRES

180 FRONTAGE **182** DEPTH

_____ X _____

Provide info. as a decimal, not a fraction.

(Select One)

184 LOT SIZE: _____ (Sq.Ft.)

OR

186 LOT SIZE: _____ (Acres)

Provide info. as a decimal, not a fraction.

065 ADDRESS			
200 SERVICES CONNECTED (Max. Six)			
<input type="checkbox"/> COMM Community	<input type="checkbox"/> LAGN Lagoon	<input type="checkbox"/> NONE None	<input type="checkbox"/> SEPTI Septic
<input type="checkbox"/> ELEC Electricity	<input type="checkbox"/> NGAS Natural Gas	<input type="checkbox"/> SASEW Sanitation Sewer	<input type="checkbox"/> UNKNW Unknown
		<input type="checkbox"/> STSEW Storm Sewer	<input type="checkbox"/> WATER Water
202 WATER SUPPLY (Max. Two)			
<input type="checkbox"/> CISTN Cistern	<input type="checkbox"/> COMMU Community	<input type="checkbox"/> OLIC Other-Licensed	<input type="checkbox"/> DWELL Well - Drilled
<input type="checkbox"/> MUNIC City/Municipal	<input type="checkbox"/> NONE None	<input type="checkbox"/> SANDP Sandpoint	<input type="checkbox"/> SWELL Well - Shallow
			<input type="checkbox"/> OTHER Other
204 GROSS TAXES	206 FOR TAX YEAR	208 TAX INCLUDES UTILITIES	210 FLOOD PLAIN
= \$ _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> EXEMPT (Option for CADREB & BCNREB ONLY)
ADDITIONAL CHARGES NOT INCLUDED IN TAXES			
212 Garbage \$ _____	214 Water \$ _____	216 Dyking \$ _____	218 Sewer \$ _____
			220 Other \$ _____
222 ZONING (Municipal Abbreviation)	224 NAME OF COMPLEX/SUBDIVISION		
226 DIRECTIONAL EXPOSURE REAR YARD (DETACHED ONLY)			
<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW			
228 CONSTRUCTION (Max. Three)			
<input type="checkbox"/> BRICK Brick	<input type="checkbox"/> CONCR Concrete	<input type="checkbox"/> METAL Frame - Metal	<input type="checkbox"/> MANUF Manufactured/Mobile
<input type="checkbox"/> CONBK Concrete Block	<input type="checkbox"/> CONFM Concrete Frame	<input type="checkbox"/> WOOD Frame - Wood	<input type="checkbox"/> PRFAB Modular/Prefab.
		<input type="checkbox"/> LOG Log	<input type="checkbox"/> OTHER Other
230 FOUNDATION			
<input type="checkbox"/> CONBK Concrete Block	<input type="checkbox"/> CONCP Concrete Perimeter	<input type="checkbox"/> NONE None	<input type="checkbox"/> SLAB Concrete Slab
		<input type="checkbox"/> PRSWD Preserved Wood	<input type="checkbox"/> OTHER Other
232 EXTERIOR FINISH (Max. Three)			
<input type="checkbox"/> ALUM Aluminum	<input type="checkbox"/> GLASS Glass	<input type="checkbox"/> MIXED Mixed	<input type="checkbox"/> VINYL Vinyl
<input type="checkbox"/> BRICK Brick	<input type="checkbox"/> LOG Log	<input type="checkbox"/> STONE Stone	<input type="checkbox"/> WOOD Wood
<input type="checkbox"/> CONCR Concrete	<input type="checkbox"/> METAL Metal	<input type="checkbox"/> STUC Stucco	<input type="checkbox"/> OTHER Other
234 RAIN SCREEN (Built-in drain cavity between the outercladding and the building paper that allows water to escape.)			
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL			
236 ROOF (Max. Three)			
<input type="checkbox"/> ASPH Asphalt	<input type="checkbox"/> METAL Metal	<input type="checkbox"/> TCOM Tile - Composite	<input type="checkbox"/> TORCH Torch On
<input type="checkbox"/> FIBRE Fibreglass	<input type="checkbox"/> TGVVL Tar & Gravel	<input type="checkbox"/> TCON Tile - Concrete	<input type="checkbox"/> WOOD Wood
			<input type="checkbox"/> OTHER Other
238 PARKING (Max. Three)			
<input type="checkbox"/> ADDIT Add. Parking Avail.	<input type="checkbox"/> DGCP Det. Grge/Carport	<input type="checkbox"/> GAR3 Garage, Triple	<input type="checkbox"/> OPEN Open
<input type="checkbox"/> CPG Carport & Garage	<input type="checkbox"/> GAR2 Garage, Double	<input type="checkbox"/> GARB Garage, Under Building	<input type="checkbox"/> RV RV Parking Avail.
<input type="checkbox"/> CPM Carport, Multiple	<input type="checkbox"/> GAR2T Grge/Double Tandem	<input type="checkbox"/> GARU Garage, Underground	<input type="checkbox"/> TAN Tandem Parking
<input type="checkbox"/> CPS Carport, Single	<input type="checkbox"/> GAR1 Garage, Single	<input type="checkbox"/> NONE None	<input type="checkbox"/> VISIT Visitor Parking
			<input type="checkbox"/> OTHER Other
240 PARKING PLACES COVERED	242 PARKING PLACES TOTAL	244 PARKING ACCESS (Max. Two)	246 GARAGE SIZE
_____	_____	<input type="checkbox"/> FRONT Front <input type="checkbox"/> REAR Rear	_____ X _____
(Indicate # of spaces for vehicles)	(Indicate # of spaces for vehicles)	<input type="checkbox"/> LANE Lane <input type="checkbox"/> SIDE Side	- Door Height _____
248 DRIVEWAY FINISH			
<input type="checkbox"/> AGGRT Aggregate	<input type="checkbox"/> CNCRT Concrete	<input type="checkbox"/> PAVST PavingStone	
<input type="checkbox"/> ASPHT Asphalt	<input type="checkbox"/> GRAVL Gravel	<input type="checkbox"/> OTHER Other	
250 DISTANCE TO PUBLIC / RAPID TRANSPORTATION (Blocks)		352 DISTANCE TO SCHOOL / SCHOOL BUS (Blocks)	
_____		_____	
254 SITE INFLUENCES (Max. Six)			
<input type="checkbox"/> ADULT Adult Oriented	<input type="checkbox"/> GATED Gated Complex	<input type="checkbox"/> MARIN Marina Nearby	<input type="checkbox"/> RURAL Rural Setting
<input type="checkbox"/> CLEAR Cleared	<input type="checkbox"/> GCDEV Golf Course Dev.	<input type="checkbox"/> PVRD Paved Road	<input type="checkbox"/> SHPNR Shopping Nearby
<input type="checkbox"/> CENTR Central Location	<input type="checkbox"/> GCNR Golf Course Nearby	<input type="checkbox"/> PRSET Private Setting	<input type="checkbox"/> SKINR Ski Hill Nearby
<input type="checkbox"/> CULD Cul-de-sac	<input type="checkbox"/> GVRD Gravel Road	<input type="checkbox"/> PRVYD Private Yard	<input type="checkbox"/> TREED Treed
	<input type="checkbox"/> LANE Lane Access	<input type="checkbox"/> RECNR Recreation Nearby	<input type="checkbox"/> WATFP Waterfront Property
256 VIEW		258 VIEW SPECIFY - If answer is YES - SPECIFY	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
260 OUTDOOR AREA (Max. Three)			
<input type="checkbox"/> BALC Balcony(s)	<input type="checkbox"/> FENYD Fenced Yard	<input type="checkbox"/> PADK Patio(s) & Deck(s)	<input type="checkbox"/> SUNDK Sundeck(s)
<input type="checkbox"/> BPD Balcony(s)/Patio(s)/Deck(s)	<input type="checkbox"/> PATIO Patio(s)	<input type="checkbox"/> RFDK Rooftop Deck	<input type="checkbox"/> NONE None
262 FUEL/HEATING (Max. Three)			
<input type="checkbox"/> BSBRD Baseboard	<input type="checkbox"/> GEOTH Geothermal	<input type="checkbox"/> RADI Radiant	<input type="checkbox"/> PGAS Propane Gas
<input type="checkbox"/> ELEC Electric	<input type="checkbox"/> HPUMP Heat Pump	<input type="checkbox"/> MIXED Mixed	<input type="checkbox"/> SOLAR Solar
<input type="checkbox"/> FAIR Forced Air	<input type="checkbox"/> HOTWA Hot Water	<input type="checkbox"/> NGAS Natural Gas	<input type="checkbox"/> WOOD Wood
		<input type="checkbox"/> OIL Oil	<input type="checkbox"/> OTHER Other
FIREPLACES		268 FIREPLACES FUELED BY: (Max. Three)	
264 No. of Finished Fireplaces	266 No. of Roughed in Fireplaces	<input type="checkbox"/> NGAS Gas - Natural	<input type="checkbox"/> NONE None
_____	_____	<input type="checkbox"/> PGAS Gas - Propane	<input type="checkbox"/> PELLE Pellet
		<input type="checkbox"/> ELEC Electric	<input type="checkbox"/> WOOD Wood
		<input type="checkbox"/> OTHER Other	<input type="checkbox"/> OTHER Other
270 ROUGHED IN PLUMBING			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
272 FLOOR FINISH (Max. Three)			
<input type="checkbox"/> CONC Concrete	<input type="checkbox"/> LAMIN Laminate	<input type="checkbox"/> SOFTW Softwood	<input type="checkbox"/> VINYL Vinyl/Lino
<input type="checkbox"/> HDWD Hardwood	<input type="checkbox"/> MIXED Mixed	<input type="checkbox"/> TILE Tile	<input type="checkbox"/> CWW Wall/Wall/Mixed
			<input type="checkbox"/> OTHER Other

065 ADDRESS

THE FOLLOWING FOUR ROOMS ARE SEARCHABLE BY FLOOR LEVEL. TO ENABLE THIS SEARCH, PLEASE CHECK THE APPROPRIATE FLOOR LEVEL BOX.

300 MASTER BEDROOM	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT	302 KITCHEN	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT	304 RECREATION ROOM	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT	306 ENSUITE	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT
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308 ROOMS (Sizes are to be inserted directly below the abbreviation in feet.)

ATTIC Attic	DRESS Dressing Room	KITCH Kitchen	OFFIC Office	STMRM Steam Room
MBDRM Master Bedroom	EATAR Eating Area	LAUND Laundry	PANTR Pantry	STORE Storage
BDRM Bedroom	FOYER Entrance Hall	LIBRY Library	PATIO Patio	STUDY Study
BUTLP Butler's Pantry	FAMRM Family Room	LVGRM Living Room	PLYRM Playroom	UTIL Utility
CLDRM Cold Room	GAMES Games Room	LOFT Loft	PORCH Porch (enclosed)	WICLO Walk-in Closet
CONSE Conservatory	GREAT Great Room	MEDIA Media Room	RECRM Recreation Room	WINE Wine Room
DEN Den	GYM Gym	MUDRM Mud Room	SAUNA Sauna	WOKKT Wok Kitchen
DINRM Dining Room	HOBBY Hobby Room	NOOK Nook	SOLAR Solarium	WKSHR Workshop
				OTHER Other

SHOW ROOM ABBREVIATION IN THE SPACE NEXT TO THE SMALL ARROW AT TOP OF EACH BOX, AND SHOW ROOM SIZE IN FEET & INCHES IMMEDIATELY BELOW. MAXIMUM 14 ROOMS WILL APPEAR IN THE CATALOGUE.

CHECK FLOOR LEVEL

<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT	→	L	V	G	R	M	K	I	T	C	H					
<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT	→			X					X				X			X
<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT	→			X					X				X			X
<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT	→			X					X				X			X
<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT	→			X					X				X			X

310 BATHROOMS

"For each bathroom in the home, enter the floor level where it is located, # of pieces and whether it is an ensuite."

FLOOR	PCS	ENSUITE	FLOOR	PCS	ENSUITE	FLOOR	PCS	ENSUITE	FLOOR	PCS	ENSUITE
<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT		<input type="checkbox"/> YES	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT		<input type="checkbox"/> YES	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT		<input type="checkbox"/> YES	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT		<input type="checkbox"/> YES
<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT		<input type="checkbox"/> YES	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT		<input type="checkbox"/> YES	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT		<input type="checkbox"/> YES	<input type="checkbox"/> MAIN <input type="checkbox"/> ABOVE <input type="checkbox"/> BELOW <input type="checkbox"/> BSMT		<input type="checkbox"/> YES

312 FEATURES INCLUDED (Max. Ten)

<input type="checkbox"/> AIRCO Air-Conditioning	<input type="checkbox"/> IFIRE Fireplace Insert	<input type="checkbox"/> MICRO Microwave	<input type="checkbox"/> STORE Storage Shed
<input type="checkbox"/> DRYER Clothes Dryer	<input type="checkbox"/> FFIRE Free Standing F/P or Woodstove	<input type="checkbox"/> BIOV Oven-Built In	<input type="checkbox"/> STOVE Stove
<input type="checkbox"/> WSHR Clothes Washer	<input type="checkbox"/> FREZR Freezer	<input type="checkbox"/> PNTRY Pantry	<input type="checkbox"/> SWPEQ Swimming Pool Equip.
<input type="checkbox"/> WHDR Clothes Washer/Dryer	<input type="checkbox"/> GDOP Garage Door Opener	<input type="checkbox"/> RNTOP Range Top	<input type="checkbox"/> WFILT Water Treatment
<input type="checkbox"/> WDFSD Clothes Washer/Dryer/Fridge/Stove/DW	<input type="checkbox"/> HRV Heat Recov. Vent.	<input type="checkbox"/> FRIDG Refrigerator	<input type="checkbox"/> WBAR Wet Bar
<input type="checkbox"/> COMPA Compactor - Garbage	<input type="checkbox"/> HTSPA Hot Tub Spa / Swirlpool	<input type="checkbox"/> SDISH Satellite Dish	<input type="checkbox"/> WNDST Windows - Storm
<input type="checkbox"/> DSHWR Dishwasher	<input type="checkbox"/> HWDIS Hot Water Dispenser	<input type="checkbox"/> SECRI Security - RI	<input type="checkbox"/> WNDTH Windows - Thermo
<input type="checkbox"/> DISPO Disposal - Waste	<input type="checkbox"/> HUMID Humidifier	<input type="checkbox"/> SECSY Security System	<input type="checkbox"/> VACBI Vacuum Blt. In
<input type="checkbox"/> DRAPE Drapes/Window Cov.	<input type="checkbox"/> ICOM Intercom	<input type="checkbox"/> SMOKE Smoke Alarm	<input type="checkbox"/> VACRI Vacuum R.I.
	<input type="checkbox"/> JETUB Jetted Bathtub	<input type="checkbox"/> SPRKF Sprinkler - Fire	<input type="checkbox"/> VAULT Vaulted Ceiling
		<input type="checkbox"/> SPRKI Sprinkler - Inground	<input type="checkbox"/> OTHER Other - See Remarks

314 FIXTURES TO BE REMOVED?

YES NO

316 FIXTURES REMOVED SPECIFY - If answer is YES - SPECIFY

318 FIXTURES RENTED/LEASED?

YES NO

320 FIXTURES RENTED/LEASED SPECIFY - If answer is YES - SPECIFY

OUT BUILDINGS

322 Barn Size _____ X _____ **324** Workshop Size _____ X _____ **326** Indr. Pool Size _____ X _____ **328** Outdr. Pool Size _____ X _____

330 AMENITIES (Max. Six)

<input type="checkbox"/> NONE None	<input type="checkbox"/> ELEV Elevator	<input type="checkbox"/> PLYGD Playground	<input type="checkbox"/> STORE Storage
<input type="checkbox"/> AIRCO Air-Cond./Central	<input type="checkbox"/> EXCTR Exercise Centre	<input type="checkbox"/> IPOOL Pool, Indoor	<input type="checkbox"/> SWPHT Swirlpool/Hot Tub
<input type="checkbox"/> BARN Barn	<input type="checkbox"/> GRDEN Garden	<input type="checkbox"/> OPOOL Pool, Outdoor	<input type="checkbox"/> TENN Tennis Court(s)
<input type="checkbox"/> BKRM Bike Room	<input type="checkbox"/> GRNHS Green House	<input type="checkbox"/> RECRE Recreation Centre	<input type="checkbox"/> WHEEL Wheelchair Access
<input type="checkbox"/> CLUBH Club House	<input type="checkbox"/> GSUIT Guest Suite	<input type="checkbox"/> SSTRM Sauna/Steam Room	<input type="checkbox"/> WKATT Workshop Attached
<input type="checkbox"/> DAYCR Daycare Centre	<input type="checkbox"/> ISLA In Suite Laundry	<input type="checkbox"/> SHLA Shared Laundry	<input type="checkbox"/> WKDET Workshop Detached

332 AGENT OPEN HOUSE (MLS Wide) (Use Addendum DIF Remarks Page)

DATE: _____ mm / dd / yyyy REFRESHMENTS: YES NO

TIME: _____

334 PUBLIC OPEN HOUSE (FVREB & CADREB ONLY) (Use Addendum DIF Remarks Page)

DATE: _____ mm / dd / yyyy REFRESHMENTS: YES NO

TIME: _____

336 INTERNET PUBLIC ADVERTISING Do Not Publish Listing on Internet

NOADDR Do Not Publish Address NOINT

338 CASUAL USER ONLY - INCLUDE IN REALTYLINK IN PRINT? (REBGV Area Listings Only)

YES NO If YES, additional charge applies.

340 VIRTUAL TOUR ADDRESS-SPECIFY (REBGV & KREB will accept by Email Only)

342 PROPERTY BROCHURE ADDRESS-SPECIFY (REBGV & KREB will accept by Email Only)

065 ADDRESS

999 PUBLIC REMARKS: A maximum of 740 characters of space is available for public remarks! Only the first 240 characters of your remarks can appear in the catalogue. The Multiple Listing Service® reserves the right to abbreviate or condense this as it deems necessary should the content exceed the allowable space! **PLEASE PRINT! These remarks will appear on www.mls.ca and realtylink.org unless Internet remarks are completed. FOR INTERNET AND OPEN HOUSE REMARKS PLEASE USE THE ADDENDUM DATA INPUT FORM FOUND ON WEBFORMS.**

PUBLIC REMARKS 2:

Do you want the remaining remarks after the black line to be included in the catalogue? (Y/N)? _____. An extra charge applies, (EXEMPT FOR BCNREB & KREB).

REALTOR REMARKS: (Max Characters 280). Only the first 80 characters can appear in the catalogue.

INTERNET AND OPEN HOUSE REMARKS PLEASE USE THE ADDENDUM DATA INPUT FORM FOUND ON WEBFORMS.

065 ADDRESS

STRATA TITLED PROPERTIES

500 UNITS IN DEVELOPMENT <i>(Insert No. of Units if there's more than OneStrata Plan)</i> # _____	502 TOTAL UNITS IN STRATA PLAN <i>(Insert No. of Units)</i> # _____	504 STRATA MAINTENANCE FEE <i>(Insert Monthly Maintenance Fee)</i> \$ _____	506 STOREYS IN BUILDING <i>(Insert No. of Storeys)</i> # _____
508 MGMT. CO'S NAME	510 MGMT. CO'S PHONE#	512 PARKING STALL #'S	514 PARKING STALL(S) OWNED? <input type="checkbox"/> YES <input type="checkbox"/> NO
516 LOCKER <input type="checkbox"/> YES <input type="checkbox"/> NO	518 LOCKER NUMBER	520 IS THE COUNCIL OR BOARD APPROVAL REQUIRED FOR PURCHASE? <input type="checkbox"/> YES <input type="checkbox"/> NO	

522 CHECK ALL ITEMS THE MONTHLY MAINTENANCE FEE INCLUDES:

<input type="checkbox"/> CBSAT Cable/Satellite	<input type="checkbox"/> GRDEN Gardening	<input type="checkbox"/> HEAT Heat	<input type="checkbox"/> RECFA Recreation Facility
<input type="checkbox"/> CRTKR Caretaker	<input type="checkbox"/> GBGPU Garbage Pickup	<input type="checkbox"/> HOTW Hot Water	<input type="checkbox"/> TAXES Taxes
<input type="checkbox"/> ELEC Electricity	<input type="checkbox"/> GAS Gas	<input type="checkbox"/> MGMT Management	<input type="checkbox"/> OTHER Other

524 BYLAW RESTRICTIONS (Max. Three)

<input type="checkbox"/> AGER Age Restrictions	<input type="checkbox"/> PETY Pets Allowed	<input type="checkbox"/> RENN Rentals Not Allowed	<input type="checkbox"/> RENR Rent. Allowed w/Restrictions
<input type="checkbox"/> PETN Pets Not Allowed	<input type="checkbox"/> PETR Pets Allowed w/Rest.	<input type="checkbox"/> RENY Rentals Allowed	<input type="checkbox"/> NO No Restrictions

526 RESTRICTED AGE _____	528 CATS <input type="checkbox"/> YES <input type="checkbox"/> NO	530 DOGS <input type="checkbox"/> YES <input type="checkbox"/> NO	532 # OF PETS <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> No Restriction
------------------------------------	---	---	---

534 # OF RENTALS ALLOWED _____ OR _____ % RENTALS ALLOWED	536 DIRECTIONAL EXPOSURE - (STRATA) Faces: <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW
--	--

TO BE COMPLETED FOR MULTI-FAMILY REVENUE PROPERTIES ONLY (UP TO 4 UNITS)

538 FIRE SPRINKLER SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL	NUMBER OF UNITS (as applicable) 544 Bach./Studio units _____ 554 INCOME AS AT (Date) _____ 546 1-bedrm units _____ 556 = _____/annum 548 2-bedrm units _____ 558 LESS OPER. EXPENSES _____ 550 3-bedrm units _____ 560 = NET OPER. INCOME _____ 552 Other units _____
540 ARE THERE ANY OUTSTANDING FIRE ORDERS OR BYLAW INFRACTIONS, WHICH HAVE BEEN DISCLOSED BY THE SELLER(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
542 SMOKE DETECTORS? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL	

MANUFACTURED HOMES

562 REGISTERED? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, MHR # _____	564 CSA/BC ELECTRICAL NO. # _____	566 PAD RENTAL \$ _____
568 REQUEST FOR MANUFACTURED HOME REGISTRY TITLE SEARCH <input type="checkbox"/> YES <input type="checkbox"/> NO		

FINANCE

570 MORTGAGE INFO. <i>(Max two for each mortgage)</i> 1st 2nd NOQUA May be assumed w/o qual. <input type="checkbox"/> <input type="checkbox"/> QUAL May be assumed with qual. <input type="checkbox"/> <input type="checkbox"/> ASSUM Must be assumed <input type="checkbox"/> <input type="checkbox"/> SCARY Seller may carry <input type="checkbox"/> <input type="checkbox"/> SBUYD Seller may buy down <input type="checkbox"/> <input type="checkbox"/> LR Refer to Listing Rep. <input type="checkbox"/> <input type="checkbox"/> REMKS See Remarks <input type="checkbox"/> <input type="checkbox"/> CLEAR Treat as Clear Title <input type="checkbox"/> <input type="checkbox"/>	572 FINANCIAL ENCUMBRANCES <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>MORTGAGEE</th> <th>AMOUNT</th> <th>PAYMENT</th> <th>PAYMENT AMT.</th> <th>INTEREST RATE</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st</td> <td></td> <td></td> <td><input type="checkbox"/> P. I. <input type="checkbox"/> P. I. T.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2nd</td> <td></td> <td></td> <td><input type="checkbox"/> P. I. <input type="checkbox"/> P. I. T.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		MORTGAGEE	AMOUNT	PAYMENT	PAYMENT AMT.	INTEREST RATE	DUE DATE	1st			<input type="checkbox"/> P. I. <input type="checkbox"/> P. I. T.				2nd			<input type="checkbox"/> P. I. <input type="checkbox"/> P. I. T.			
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YOUR RELATIONSHIP WITH A REALTOR®

Buying, selling or leasing real estate is probably the most important and potentially rewarding financial transaction you'll make in your life. So it is a good idea to take a moment and consider the kind of relationship you might be entering into with a REALTOR®. The more you know, the more satisfied you will be with the results.

REALTORS®, Brokerages and real estate boards need to collect, use and disclose some personal information to help you sell, buy or lease real estate.

THE AGENCY RELATIONSHIP

REALTORS® work within a legal relationship called agency. The agency relationship exists between you, the principal, and your Brokerage, the company under which the individual who is representing you, is licensed. The essence of the agency relationship is that the Brokerage has the authority to represent the principal in dealings with others.

Brokerages and their Licensees are legally obligated to protect and promote the interests of their principals as they would their own. Specifically, the Brokerage has the following duties:

- 1) **Undivided loyalty.** The Brokerage must protect the principal's negotiating position at all times, and disclose all known facts which may affect or influence the principal's decision.
- 2) **To obey all lawful instructions** of the principal.
- 3) An obligation to **keep the confidences** of the principal.
- 4) To **exercise reasonable care and skill** in performing all assigned duties.
- 5) To **account for all money and property** placed in an Brokerage's hands while acting for the principal.

You can expect competent service from your Brokerage, knowing that the company is bound by ethics and the law to be honest and thorough in representing a property listed for sale or lease. Both buyer/tenant and seller/landlord can be represented by their own Brokerages in a single transaction.

DUAL AGENCY

Dual agency occurs when a Brokerage is representing both the buyer/tenant and the seller/landlord in the same transaction. Since the Brokerage has promised a duty of confidentiality, loyalty and full disclosure to both parties simultaneously, it is necessary to limit these duties in this situation, if both parties consent.

If you find yourself involved in a dual agency relationship, before making or receiving an offer, both you and the other party will be asked to consent, in writing, to this new limited agency relationship.

This relationship involves the following limitations:

- a) The Brokerage will deal with the buyer/tenant and the seller/landlord **impartially**;
- b) **The Brokerage will have a duty of disclosure to both the buyer/tenant and the seller/landlord except that:**
 - i) the Brokerage will not disclose that the buyer/tenant is willing to pay a price or agree to terms other than those contained in the offer, or that the seller/landlord is willing to accept a price or terms other than those contained in the listing;
 - ii) the Brokerage will not disclose the motivation of the buyer/tenant to buy or lease or the seller/landlord to sell or lease unless authorized by the buyer/tenant or the seller/landlord;
 - iii) the Brokerage will not disclose personal information, not otherwise necessarily disclosed in the transaction documentation, about the buyer/tenant or seller/landlord to the other party unless authorized in writing.
- c) The Brokerage will disclose to the buyer/tenant defects about the physical condition of the property known to the Brokerage.

WHEN THERE IS NO AGENCY RELATIONSHIP

You may also choose to use the services of a REALTOR® without having any kind of agency relationship. This might occur, for example, when you are being shown a property by the seller/landlord's agent.

The REALTOR® you choose to work with in this manner has a legal and ethical duty to provide you with accurate, honest answers to your questions and may provide all these services:

- Explain real estate terms and practices
- Provide and explain forms used
- Assist you in screening and viewing properties
- Inform you of lenders and their policies
- Identify and estimate costs involved in a transaction
- Assist you in establishing your range of affordability
- Prepare offers or counter-offers at your direction
- Present all offers promptly

A REALTOR® who is not your agent cannot:

- Recommend or suggest a price
- Inform you of his/her principal's top/bottom line
- Disclose any confidential information about his/her principal unless otherwise authorized

You should not provide a REALTOR® who is not your agent with any information that you would not provide directly to his or her principal.

YOUR RESPONSIBILITIES AS A BUYER/TENANT OR A SELLER/LANDLORD

As a buyer/tenant or a seller/landlord, you should:

- Carefully read all documents and understand what you are signing.
- If you need special or expert advice, seek other professionals such as lawyers, notaries, accountants, home inspectors, contractors, engineers and surveyors.

AGENCY ACKNOWLEDGEMENT

Agency acknowledgement clauses such as the following will be used in the Contract of Purchase and Sale or the Offer to Lease:

The seller/landlord has an agency relationship with

_____ (Brokerage) and

_____ (Licensee)

The buyer/tenant has an agency relationship with

_____ (Brokerage) and

_____ (Licensee)

The buyer/tenant and the seller/landlord have consented to a limited dual agency relationship with

_____ (Brokerage)

_____ (Licensee)

and _____ (Licensee)

having signed a Limited Dual Agency Agreement dated

_____, yr. _____

Members of the public are aware that in most cases properties offered for sale or lease by members of the real estate profession have a commission or fee that the seller/landlord has agreed to pay to the Listing Brokerage.

The Listing Brokerage traditionally shares this commission/fee with the Cooperating Brokerage. Commission and fee may vary.

PRIVACY

REALTORS®, Brokerages and real estate boards need to collect, use and disclose some personal information to help you sell, buy or lease real estate. We respect your privacy and want to ensure you understand how and why your information is collected, used and disclosed in a real estate transaction.

How is my personal information collected? Most personal information will be collected directly from you through the contracts and other documents you fill out (e.g., Multiple Listing Contract, Contract of Purchase and Sale, Offer to Lease, seller's Property Disclosure Statement) and through discussions you have with your REALTOR®. Some information may be collected from other sources such as government departments and agencies (e.g., Land Title Offices, BC Assessment), financial institutions and mortgage brokers.

To whom may my personal information be disclosed? Your information may be disclosed to (or may be accessible by) the Boards and their staff and members, other real estate boards and their staff and members, other REALTORS® and their clients, government departments and agencies, financial institutions, legal advisors, service providers, the British Columbia Real Estate Association, the Real Estate Council of British Columbia, The Canadian Real Estate Association and members of the public, for the purposes described below.

Not all of your information will be accessible to each of the above-mentioned entities. For example, once the listing term has ended, the general public will not have access to your information unless it is otherwise available through public registries (e.g., BC Assessment, Land Title Offices).

PURPOSES FOR COLLECTING, USING AND DISCLOSING PERSONAL INFORMATION

Why is my personal information collected, used and disclosed? Your information may be collected, used and disclosed for some or all of the following purposes:

- a) To allow members of real estate boards (including REALTORS® and appraisers) to appraise your property.
- b) To list your property with the Multiple Listing Service® in order to market your property.
- c) To market your property for sale or lease through any other media (both print and electronic).
- d) To help you locate a suitable property to purchase or lease.
- e) To facilitate the purchase and sale or lease transaction (by cooperating with financial institutions, legal advisors and government departments and agencies).
- f) To allow the Boards and other real estate boards and their members (including REALTORS® and appraisers) to compile current and historical statistics on sales and property prices and lease rates, and to conduct comparative market analyses. Information about your property will be retained in the Multiple Listing Service® for these purposes after your property has sold or leased or your listing has expired (if you are a seller/landlord) and after you have purchased or leased your property (if you are a buyer/tenant).
- g) To enforce codes of professional conduct and ethics for members of real estate boards (by cooperating with real estate boards, the British Columbia Real Estate Association, the Real Estate Council of British Columbia, The Canadian Real Estate Association and other regulatory bodies).
- h) To comply with legal requirements and to act pursuant to legal authorizations.

The above-mentioned collections, uses and disclosures are a necessary part of your relationship with your REALTOR®.

Will my personal information be collected, used and disclosed for any other purposes? Your information may also be collected, used and disclosed for the following additional purposes:

- a) Your REALTOR® may communicate with you in future to determine whether you require additional real estate services.
- b) Your REALTOR® may communicate with you to provide information about other products or services which may interest you.
- c) Other REALTORS® may communicate with you to determine whether you require additional real estate services.
- d) The Boards, other real estate boards and their members, and survey firms on their behalf, may communicate with you to determine if you wish to participate in customer satisfaction

surveys and other surveys.

These additional purposes are optional. If you do not want your personal information disclosed or used for these purposes, please contact the Board's privacy officer. Contact information for all real estate boards within BC can be found at the British Columbia Real Estate Association (BCREA) website: www.bcrea.bc.ca or telephone 604.683.7702, or toll free 1.877.361.3626.

DEFINITIONS

The **Brokerage** is the real estate company under which the individual is licensed.

The **Licensee** is the managing broker, associate broker and/or representative of a Brokerage.

REALTOR® is often used interchangeably with **licensee, real estate agent or representative** and, in BC, is licensed under the *Real Estate Services Act*. A Licensee can use the term REALTOR® if he/she belongs to a local real estate board or association that enforces a strict Code of Ethics.

The **Boards** are the real estate boards and associations in whose jurisdiction the property is located and/or of which the Brokerage or the REALTOR® is a member. They are boards and associations which assist REALTORS® to market, sell or lease real estate. The Boards also provide ongoing training for their members, enforce ethical standards and help resolve disputes between members and the public.

The **Multiple Listing Service®** is a computerized database of real estate listings and sales. It is operated by the Boards in conjunction with other real estate boards and The Canadian Real Estate Association.

Personal Information means any personal information about you, including your name, address, phone number, financial information and may include information about your property (such as listing and selling price, lease rate, listing term, etc.).

The **buyer/tenant** is often referred to as the purchaser.

The **seller/landlord** is often referred to as the vendor.

The **principal** is someone who has engaged a Brokerage to act for and on his or her behalf either to buy, sell or lease real estate.

The **landlord** is often referred to as the lessor.

The **tenant** is often referred to as the lessee.

This brochure has been designed to explain various types of agency relationships, the collection, use and disclosure of personal information, and to help you understand what it all means. If you are still unclear about these concepts, feel free to seek legal counsel.

I acknowledge having received and read the brochure *Working With a REALTOR®*. I understand the various types of relationships that may occur between myself and a REALTOR®.

I consent to the Boards, other real estate boards, the Brokerage and the Licensee collecting, using and disclosing personal information for the purposes (and to the recipients) described in the brochure.

I further understand that I will be signing additional documentation acknowledging the type of agency that I receive and consenting to the collection, use and disclosure of personal information.

INDIVIDUAL OR COMPANY NAME (PRINT)

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

(COMPANY ONLY) AUTHORIZED SIGNATORY (PRINT)

_____, yr. _____
DATED

ACKNOWLEDGED BY:

BROKERAGE (PRINT)

PER: LICENSEE'S SIGNATURE

LICENSEE (PRINT)



“finding your dreams a home™”



Consent to Advertise Sale

MLS Number _____

Re: _____
Property Address

Buyer: _____

Seller: _____

Buyer's Agency

Seller's Agency

The parties hereby consent to the agents advertising the sale of the property including the selling price after all conditions have been removed from the contract.

Dated: _____

Buyer

Seller