

REALTOR COOPERATION PROCESS:

1. CLIENT REPRESENTATION

- Realtor must be present and with their client during the purchasing process (in person or via Zoom).

2. POINT OF CONTACT FOR DOCUMENTS

- Realtor is responsible for acquiring and submitting all necessary documents, including:
 - Deposit cheques
 - Mortgage pre-approval letter.
 - Contract/Amendment signatures if necessary
 - Form 320 (Required to be signed).
 - Any other required paperwork.

*Timely submission is crucial to avoid delays.

3. COMMISSION STRUCTURE

- 1% cooperating commission on the purchase price (net HST) excluding upgrades and extras