

2025 FORMS

SYSTEMS FOR SUCCESS™

Document Workflow

LISTINGS:
SELLER / LANDLORD /
PROSPECT

OFFERS:
BUYERS / TENANTS/
PROSPECT

SELF REPRESENTED
PARTY (SRP):
FSBO SELLER OR BUYER

RECO INFORMATION GUIDE

- Residential or Commercial
- If Self Represented Party (SRP), see SRP Flow Right Side >

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LISTING AGREEMENT

- Form 200/210 (Seller/Landlord) for **Brokerage** Representation
- Form 271/272 (Seller/Landlord) for **Designated** Representation
- Listing Activity Report
- MLS Data Information Form
- Schedule A for any promises, commission reduction, early termination, services, etc.

BUYER DISCLOSURE
ACKNOWLEDGEMENT

- Office Form
- To confirm that buyers are not working with other agents

RECO INFORMATION & DISCLOSURE
TO SRP (BROKERAGE REP VERSION)

- Provide client BOTH RECO Information Guides (x2)

PRIVACY POLICY (AND
LOCKBOX DECLARATION)

- Office Form

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- Office Form

PRIVACY POLICY (AND LOCKBOX
DECLARATION)

- Office Form

FINTRAC

- Form 630/631
- Physical Copy of POA

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- Physical Copy of POA

COMMISSIONS

- Form 223 Commission Agreement
- If deposit is LESS than commission owed, insert Clause.

DISCLOSURE FORMS

- Form 299 - Seller Disclosure - Seller/Agent must disclose Latent and Material Facts
- Form 160/161 - For your own trades

CONFIRMATION OF COOPERATION

- Form 320/324

OFFER, FORM 801 + SCHEDULES

- Agreement of Purchase & Sale (APS) + required docs

AMENDMENTS/WAIVERS/NOF

- Mutual release if applicable

DISCLOSURE FORMS

- Form 160/161 - For your own trades
- Form 299 - Seller Disclosure (if any)

RECEIPT OF FUNDS

- Form 635
- Must also identify person giving deposit if different than on offer

BROKERAGE COMMUNICATION

- Form 652
- Multiple Offer Notices

BROKERAGE COMMUNICATION

- Form 652
- Multiple Offer Notices (if received from Listing Brokerage)

SEE OFFERS/LISTINGS FLOW

MULTIPLE
REPRESENTATION

CONSENT TO MULTIPLE REPRESENTATION
(SELLER/BUYER)

BEFORE Offer Process:

- Form 325/326 (Seller/Buyer)
- Form 327/328 (Landlord/Tenant)

CONFIRMATION OF COOPERATION AND
REPRESENTATION

- Form 320/324
- 1. Listing Brokerage
- 2. **Listing Brokerage Multiple Rep**
- 3. FSBO Commissions Paid by BUYER
- 4. Co-Operating Brokerage + Commission Amount

TRANSACTION REPORT

- Office Form