

**QUICK REFERENCE GUIDE – RESIDENTIAL BROKERAGE  
TRANSACTION / LEASE AND SUBLEASE RECORD  
MISSING DOCUMENTS**

This document is to serve as a reminder for brokers about the documents that must be included in each record. **It is not an exhaustive list.** Other documents may need to be included in brokerage contract or transaction record, depending on the particulars of the transaction itself.

**Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies**

*Art. 1: A broker or agency must keep and maintain the registers and records prescribed by this Chapter. Where a broker acts for an agency, the obligations related to the keeping of registers and records are delegated to the agency. The broker must send all the information required for that purpose to the agency without delay.*

*Art. 11: The record for a brokerage contract contains:*

- 1° the brokerage contract;*
- 2° any document currently or previously used in the performance of the contract, including any document used to demonstrate the accuracy of the information provided; and;*
- 3° the content of the record provided for in section 13, where applicable.*

*Art. 13: The record for a transaction contains the transaction proposal accepted and any other document used to complete the transaction.*

**Regulation respecting brokerage requirements, professional conduct of brokers and advertising**

*Art. 5: A licence holder must verify, in accordance with generally accepted practices, all information provided to the public or to another holder, and be able at all times to prove the accuracy of the information.*

NAME OF BROKER: \_\_\_\_\_

FILE NO. OR ADDRESS: \_\_\_\_\_

NOTICE GIVEN TO THE BROKER ON \_\_\_\_\_ REMINDERS, ON \_\_\_\_\_

**TO THE BROKER: Please send without delay or before \_\_\_\_\_, the following documents:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of identity verification</li> <li><input type="checkbox"/> Detailed Description Sheet</li> <li><input type="checkbox"/> Promise to lease or sublease – Residential immovable</li> <li><input type="checkbox"/> Counter - proposal (CPL) (if applicable)</li> <li><input type="checkbox"/> Annex "Consent to check payment habits" (CCPH) and other annexes (if applicable)</li> <li><input type="checkbox"/> Amendments (AM) form (if applicable)</li> <li><input type="checkbox"/> Acknowledgement of receipt by the lessee or the sub-lessee of the documents requested for verification</li> <li><input type="checkbox"/> Deposit in-trust (deposit, security deposit) <ul style="list-style-type: none"> <li>• Copy of in-trust deposit or security deposit cheque</li> <li>• Copy of receipt issued to depositor for any sum received in trust</li> <li>• Copy of the cheque, bill of exchange or transfer slip used for a withdrawal from the trust account</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Any other document pertaining to the transaction, including any correspondence</li> <li><input type="checkbox"/> Disclosure of remuneration agreement or sharing</li> <li><input type="checkbox"/> Invoicing</li> <li><input type="checkbox"/> Copy of lease or proof of taking possession by the lessee or sub-lessee</li> <li><input type="checkbox"/> Copy of remuneration cheque</li> <li><input type="checkbox"/> Copy of cheque or proof of payment of brokers and agencies</li> </ul> |
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Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE : All the documents that the broker has in his possession, to which he had to refer or that support the accuracy of the verbal or written information that he disclosed must be included in the broker's records.