

Seller Listing and Sale Forms

These are the forms that will be needed to stay compliant for a Listing;

- ☐ RECO Information Brochure
- ☐ Listing Agreement
- ☐ Schedule A to the listing agreement
- ☐ MLS® Data Form
- ☐ Fintracker- Individual Information Record
- ☐ Listing Appointment Info Sheet
- ☐ Sign Order Form (if needed)
- ☐ Schedule B for the Agreement Of Purchase and sale

Additional Forms need when the listing has sold;

- ☐ Sellers Direction of Offers
- ☐ Entry Access to property
- ☐ Consent to Advertise
- ☐ Registrant Disclosure of interest - Disposition of Property
- ☐ Amendment to the listing Agreement

When a listing is sold these additional form will be needed;

- ☐ Confirmation of Co-op and Representation
- ☐ Agreement of Purchase and Sale
- ☐ Copy of Property Listing
- ☐ Agent Sales Info Sheet
- ☐ Waivers and/or Fulfillments
- ☐ Deposit Receipt
- ☐ Signed Trade Record Sheet

To help and ensure compliance we have provided templates in your forms software that will include these forms and pre-filled clauses.

Templates

My templates Create template

ITSO - Landlord Mere Posting Tenant 13 Forms	ITSO - Self Represented Tenant Landlord 11 Forms	ITSO - Self Represented Landlord Tenant 14 Forms
ITSO - Self Represented Buyer Seller 8 Forms	ITSO - Seller Mere Posting Buyer 10 Forms	ITSO - Self Represented Seller Buyer 11 Forms
Seller Mere Posting Buyer 10 Forms	Self Represented Buyer Seller 8 Forms	Self Represented Seller Buyer 11 Forms

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