Submitting Deal Paperwork for Review

SOP: Transaction Management Using SkySlope

Purpose
To ensure every deal is entered, organized, and submitted consistently in SkySlope so the brokerage file is complete, easy to review, and ready for processing.

This SOP follows the workflow introduced in Stephanie's **Transaction Management using SkySlope** video: create a new purchase transaction, select the correct representation and property, then build and organize the transaction file.

1. Confirm You Have a Complete Deal Package

Before opening SkySlope, confirm the agent has provided:

- Fully signed Agreement of Purchase and Sale
- All schedules, clauses, amendments, waivers, or fulfilments
- Correct buyer and seller names
- Property address and MLS® number, where applicable
- Purchase price, deposit details, closing date, and condition dates
- Representation and compliance documents required for the transaction
- Any additional supporting documents or special instructions

Admin role: organize and verify completeness.
Registrant role: confirm terms, give advice, explain documents, and obtain signatures.

---

2. Create the Transaction in SkySlope

1. Log in to **SkySlope**.
2. Go to the **Transactions** area.
3. Select **Create New Transaction**.
4. Choose the correct transaction type, such as:
   - Purchase
   - Listing
   - Lease
   - Other transaction type used by the brokerage
5. Select the correct representation type.
6. Enter the property details carefully.

Use the signed APS and agent instructions as the source for all transaction details. Do not guess or fill in missing information.

---

3. Enter the Deal Details Carefully

Enter and verify the core transaction information, including:

- Property address
- Buyer and seller names
- Agent and team information
- Purchase price
- Deposit amount and deposit instructions
- Closing date
- Condition dates
- Representation details
- Lawyer information, when provided
- Any other required transaction fields

Best practice: Compare every key field to the signed agreement before moving forward.

---

4. Upload Required Documents

Upload the deal paperwork into the appropriate SkySlope sections or folders.

Typical documents may include:

- Agreement of Purchase and Sale
- Schedules and clauses

- Confirmation of Co-operation and Representation
- Waivers, fulfilments, amendments, or notices
- FINTRAC documentation
- Trade Record Sheet
- Deposit-related documentation, where applicable
- Agent sales information sheet
- Any required disclosures or compliance forms

Upload documents as clear PDFs whenever possible.

---

5. Keep the File Organized

Use consistent document names so another admin, manager, or compliance reviewer can immediately understand the file.

Suggested naming format:

`Property Address – Document Name – Date`

Examples:

- `123 Main Street – APS – June 12 2026`
- `123 Main Street – Schedule B – June 12 2026`
- `123 Main Street – Financing Waiver – June 18 2026`

Keep documents in the appropriate SkySlope section rather than uploading everything into one general folder.

---

6. Complete a Final File Review

Before submitting, check:

- Are all required signatures present?
- Are dates and deadlines correct?
- Are all schedules attached?
- Do names match across the APS, schedules, and compliance documents?
- Is the transaction type correct?
- Are all required brokerage forms included?
- Are documents legible and named clearly?
- Have all amendments, waivers, and fulfilments been added?

If anything is missing or unclear, flag it for the agent or team leader immediately.

7. Submit for Brokerage Review

Once the file is complete:

1. Confirm the documents are properly uploaded and organized.
2. Submit the transaction through SkySlope for brokerage review.
3. Monitor the file for notes, missing-document requests, or approval updates.
4. Save or communicate any follow-up requirements to the agent promptly.

Key Standard

A deal should never be submitted as "complete" when paperwork is missing, unreadable, unsigned, or placed in the wrong section.

Organized files reduce review delays, protect the brokerage, and help the deal move smoothly from accepted offer through closing. RECO has emphasized that unregistered brokerage staff play an important role in supporting compliant brokerage operations, while the brokerage remains responsible for compliance.

CLICK HERE FOR VIDEO

Revision #2
Created 5 July 2026 22:21:14 by Eryn Richardson
Updated 5 July 2026 22:23:04 by Eryn Richardson