

TRILLIUMWEST

You have a listing, great!

GET YOUR LISTING PAPERWORK SIGNED....

FORM 200 LISTING AGREEMENT

SIGNED COPY OF THE MATRIX INPUT

MLS LISTING

(Once complete in itsorealestate → Print → Member Full with Signature → Save to PDF or Print and have the Sellers sign)

WORKING WITH A REALTOR®

FORM 244: SELLER'S DIRECTION

(if any listing instructions / ie. holding off offers, 24/48 Irrevocable etc.)

FINTRAC

SCHEDULE B

TRILLIUMWEST FORMS *(All-in-One Waivers Package)*

CONDITIONAL SALES CONTRACT

CONSENT TO MARKET

DIGITAL COMMUNICATION WAIVER

PROPERTY ACCESS WAIVER

COVID GUIDE *(Signed Seller Forms)*

<https://www.twhomebase.com/paperwork>

INPUT YOUR LISTING INTO "ITSOREALESTATE",

Add Schedule B, Form 244, & COVID forms to supplements.

LET THE DEALS DEPT. KNOW YOU HAVE A LISTING...

Create a new Room in DocuSign Rooms and upload all signed listing paperwork

ORDER YOUR PHOTOS/ IGUIDE/ VIDEO:

<https://visualadvantage.ca/trillium/>

ORDER YOUR SIGN:

info@signmanrealty.com

The Front Desk will make a digital feature sheet for you and send it back for approval.

If you want printed copies you can reply or order them from <https://www.twhomebase.com/marketing>

YOU HAVE AN ACCEPTED AGREEMENT, CONGRATS!

UPLOAD TO YOUR ROOM RIGHT AWAY:

ACCEPTED DEAL PAPERWORK

(APS, COCR, SCHEDULE B)

ANY NOF'S, AMENDMENTS OR WAIVERS

AS THEY COME IN WHETHER TO FIRM UP OR AMEND DEAL

ANY UNACCEPTED OFFERS OR 801

TRANSACTION RECORD

This lets us know how you are getting paid!

COPY OF DEPOSIT

NEXT STEPS:

TWDeals will send all paperwork off to the Lawyer

Make sure the lender has all the paperwork on behalf of your client

Review the Trade that comes from TWDeals - ensure closing date & commissions are correct.

TW | GUELPH 11-292 STONE ROAD | GUELPH, ONTARIO | N1G 3C4

TW | KW 240 DUKE STREET WEST | KITCHENER, ONTARIO | N2H 3X6

226.314.1600

trilliumwest.com

Leading REAL ESTATE COMPANIES IN THE WORLD™
TRILLIUMWEST

