

TRILLIUMWEST

You have a listing, great!

GET YOUR LISTING PAPERWORK SIGNED....

FORM 271 LISTING AGREEMENT
WITH SCHEDULE A, 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)

FORM 244: SELLER'S DIRECTION
(if any listing instructions / ie. holding off offers,
24/48 Irrevocable etc.)

FORM 209: SELLER DIRECTION TO SHARE
SUBSTANCE OF OFFERS

FINTRAC

SCHEDULE B

TW THE ONE WAIVER

RECO INFORMATION GUIDE
SCHEDULE A TO THE LISTING AGREEMENT

INPUT YOUR LISTING INTO "ITSOREALESTATE",

Add Schedule B, Form 244 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 | movettosigns.com

To order magazines, feature sheets and QR code signs, and hot sheets go to

<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

TW REALTOR® INVOICE
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
and member full listing on behalf of your client
and member full listing*

*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 OF THE WORLD™
TRILLIUMWEST