

DELIVERY OF DOCUMENTS – REAL ESTATE BROKERAGE

Purpose: This bulletin explains the delivery of documents in a real estate transaction.

This bulletin applies to a real estate brokerages, brokers, associate brokers and associates.

As a real estate professional, you must deliver all documents in a transaction to all parties, or their representative, in a timely manner.

Documents may include a true copy of the following:

- listing contract (agreement to lease contract)
- amendments to the listing (lease) contract
- addendums to the listing (lease) contract
- disclosure forms
- offer to purchase contracts (offer to lease)
- acceptance of offer to purchase contracts
- required schedules
- notice removing all conditions to the contract
- agency acknowledgement with written consent

Related information

Legislation

- *Real Estate Act* Rules - section 61