



Nexone Required Documents

House listing

- Brokerage contract
- Declaration by the seller (signed by both parties)
- Certificate of location
- Deed of sale
- Deed of hypothec or mortgage statement (only if it has a mortgage)
- Land registry
- Final mortgage approval letter (initialed by the sellers)
- Municipal taxes
- School taxes
- Promise to purchase (each one ie. First one sent, the response (accepted, counter etc) and acknowledgement of receipt
- Counter-proposal (if any and same procedure as promise to purchase)
- Sold broker detail sheet
- Signature certificates for each document sent by you for signature

NOTE: When they have a request for Identity Verification, just upload the brokerage contract a second time there also

Documents to add if used in the transaction

- Amendments
- Annex AS
- Annex F
- Annex BO (Enhancement to the promise to purchase)
- NF (Notice of fulfilment)
- And any other document used during the transaction not listed



Nexone Required Documents

House purchase

- Brokerage contract
- Declaration by the seller (signed by both parties)
- Final mortgage approval letter (initialled by the sellers)
- Promise to purchase (each one ie. First one sent, the response (accepted, counter etc) and acknowledgement of receipt
- Counter-proposal (if any and same procedure as promise to purchase)
- Sold broker detail sheet
- Signature certificates for each document sent by you for signature

NOTE: When they have a request for Identity Verification, just upload the brokerage contract a second time there also

Documents to add if used in the transaction

- Amendments
- Annex AS
- Annex F
- Annex BO (Enhancement to the promise to purchase)
- NF (Notice of fulfilment)
- And any other document used during the transaction not listed



Nexone Required Documents

Condo (Divided) listing

- Brokerage contract
- Declaration by the seller (signed by both parties)
- Certificate of location
- Declaration of co-ownership
- By-laws if there is a copy
- Deed of sale
- Deed of hypothec or mortgage statement (only if it has a mortgage)
- Land registry
- Final mortgage approval letter (initialed by the sellers)
- Municipal taxes
- School taxes
- Promise to purchase (each one ie. First one sent, the response (accepted, counter etc) and acknowledgement of receipt
- Counter-proposal (if any and same procedure as promise to purchase)
- RIS (Request for information from the syndicate) if there is one
- Sold broker detail sheet
- Signature certificates for each document sent by you for signature

NOTE: When they have a request for Identity Verification, just upload the brokerage contract a second time there also

Documents to add if used in the transaction

- Amendments
- Annex AS
- Annex F
- Annex BO (Enhancement to the promise to purchase)
- NF (Notice of fulfilment)
- And any other document used during the transaction not listed



Nexone Required Documents

Condo (Divided) purchase

- Brokerage contract
- Declaration by the seller (signed by both parties)
- Declaration of co-ownership
- By-laws if there is a copy
- Final mortgage approval letter (initialled by the sellers)
- Promise to purchase (each one ie. First one sent, the response (accepted, counter etc) and acknowledgement of receipt
- Counter-proposal (if any and same procedure as promise to purchase)
- Sold broker detail sheet
- Signature certificates for each document sent by you for signature

NOTE: When they have a request for Identity Verification, just upload the brokerage contract a second time there also

Documents to add if used in the transaction

- Amendments
- Annex AS
- Annex F
- Annex BO (Enhancement to the promise to purchase)
- NF (Notice of fulfilment)
- And any other document used during the transaction not listed



Nexone Required Documents

Listing for rent and for leasees

- Brokerage contract Lease
- Promise to Lease
- Counter-proposal (if there is one)
- Lease
- Building regulations (if it is a condo building)
- Sold Brokers detail sheet
- Signature certificates for each document sent by you for signature

NOTE: When they have a request for Identity Verification, just upload the brokerage contract a second time there also

Documents to add if used in the transaction

- Amendments
- Annex BO (Enhancement to the promise to lease)
- NF (Notice of fulfilment)
- And any other document used during the transaction not listed