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Email Cover Sheet - Offers

Related Documents & Communications

Form 140

for use in the Province of Ontario

GENERAL USE: This Form would be used as a cover sheet when an email is being sent. The Form identifies the content of the email being sent.

PURPOSE: A description of the purpose of the Form is set out for Members to use with clarity.

This Form is for Brokerage communication relating to the Offer, Offer status and other Offer documents. It is necessary for Offer information between Brokerages to be communicated in writing to ensure clarity and avoid error or misunderstanding.

IDENTIFICATION AND CONTACT INFORMATION OF RECEIVING PARTY: The details of the party to whom the email is being sent are inserted.

TO:
NAME: **DATE:**
(Salesperson/Broker/Broker of Record)

BROKERAGE:

EMAIL ADDRESS: **PHONE NUMBER:**

IDENTIFICATION AND CONTACT INFORMATION OF SENDING PARTY: The details of the party from whom the email is originating are inserted.

FROM:
NAME:
(Salesperson/Broker/Broker of Record)

BROKERAGE:

EMAIL ADDRESS: **PHONE NUMBER:**

PROPERTY:

TRACKING DETAILS: The number of pages being sent and purpose of the communication is set out below.

TOTAL NUMBER OF PAGES TRANSMITTED: (including cover sheet)

PURPOSE FOR COMMUNICATION:
(notice of non-fulfillment of condition(s), notice to remove condition, confirmation of written signed offer)

DOCUMENTATION SENT IDENTIFIER: Documents being emailed are stated to ensure receiver awareness.

DOCUMENT(S) EMAILED:

IRREVOCABLE DATE:

- | | | |
|----------------------------------------------------------------|--------|-------------------|
| <input type="checkbox"/> Agreement/Offer | | |
| | (Date) | (Time: a.m./p.m.) |
| <input type="checkbox"/> Counter Offer | | |
| | (Date) | (Time: a.m./p.m.) |
| <input type="checkbox"/> Mutual Release | | |
| | (Date) | (Time: a.m./p.m.) |
| <input type="checkbox"/> Amendment Form | | |
| | (Date) | (Time: a.m./p.m.) |
| <input type="checkbox"/> Form 801 Offer Summary | | |
| <input type="checkbox"/> Notice re: Conditions (specify) | | |
| <input type="checkbox"/> Other: | | |

COMMENTS SPACE: There is a place to offer details for purposes of clarification.

COMMENTS:
.....
.....

CONFIDENTIALITY: To ensure confidentiality there is a statement setting out the private nature of the email and the documents.

HIGHLY CONFIDENTIAL

IMPORTANT NOTICE: This email is intended only for the recipient to which it is addressed. This email contains information that is privileged and confidential. If the recipient of this email is not the intended recipient, please do not read, copy, distribute or use this communication for any purpose. If you have received this email in error, please destroy this document and notify the sender. Thank you.