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# Buyer Services Forms Checklist

## Residential

### Form 380

for use in the Province of Ontario

*GENERAL USE: This form is to be used as a checklist to provide a list of forms that will be used in a Trade. The sections are not meant to set out ALL the forms that could be used but rather they are suggestions to start.*

*The first section directs a Realtor® to enquire of their brokerage respecting required and other forms that the salesperson or broker is to use in a transaction.*

**This Checklist is for a REALTOR® file to assist with Forms awareness. The REALTOR® is advised to enquire with their brokerage or Board/Association regarding required other possible Buyer related forms or forms use policies.**

**SALESPERSON/BROKER/BROKER OF RECORD:** .....

**PROPERTY:** .....

*The section goes on to list a suggested minimum of the forms to use with a buyer.*

**SUGGESTED MINIMUM STANDARD FORMS TO USE WITH BUYER(S) - not limited to**

<input type="checkbox"/> <b>Working with a REALTOR®</b> - Form 810/811	<input type="checkbox"/> <b>Agreement of Purchase and Sale</b> - Form 100/101/102/110/111/115/105
<input type="checkbox"/> <b>Buyer Representation Agreement (Buyer/Tenant/Client/Customer)</b> - Form 300/310/303/346/353	<input type="checkbox"/> <b>Trade Record Sheet</b> - Form 640
<input type="checkbox"/> <b>Individual Identification Information Record</b> - Form 630/631	<input type="checkbox"/> <b>Waiver/Notice of Fulfillment of Condition(s)/Amendment</b> - Form 123/124/120
<input type="checkbox"/> <b>Receipt of Funds Record</b> - Form 635	<input type="checkbox"/> <b>Registrant Disclosure of Interest Acquisition/Disposition</b> - Form 160/161
<input type="checkbox"/> <b>Confirmation of Co-operation and Representation</b> - Form 320/324	<input type="checkbox"/> <b>Disclosure of Benefit/Payment to Registrant Finders Fees, Rewards</b> - Form 610
<input type="checkbox"/> <b>Referral Agreement</b> - Form 641	<input type="checkbox"/> <b>Other</b> _____

*While the first section might identify forms that are more of a requirement in a transaction, the next section sets out forms that would be helpful but may not appear in every transaction.*

**EXPANDED FORMS WHEN WORKING WITH BUYER(S) - not limited to**

<input type="checkbox"/> <b>Residential Market Comparison Guide</b> - Form 260	<input type="checkbox"/> <b>Open House Guest Registration</b> - Form 270
<input type="checkbox"/> <b>Seller Property Information Statement or Schedules</b> - Form 220/221/222	<input type="checkbox"/> <b>Mutual Release</b> - Form 122
<input type="checkbox"/> <b>Other</b> _____	<input type="checkbox"/> <b>Other</b> _____

*The "Discovery and Disclosure" portion lists forms that are available as questionnaires to gain a more detailed knowledge about the transaction.*

**DISCOVERY & DISCLOSURE - not limited to**

<input type="checkbox"/> <b>Residential Information Checklist And Schedules</b> - Form 820/821/822	<input type="checkbox"/> <b>Green Information Checklist Residential/Commercial</b> - Form 824/825
<input type="checkbox"/> <b>Residential Information Checklist Rental or Lease - Fixture(s)/Chattel(s) Included</b> - Form 823	<input type="checkbox"/> <b>Residential Information Checklist Rental/Tenancy on Property</b> - Form 826
<input type="checkbox"/> <b>Other</b> _____	<input type="checkbox"/> <b>Other</b> _____

*The last section sets out forms that are directed to communication and notification.*

**COMMUNICATION & NOTIFICATION FORMS - not limited to**

<input type="checkbox"/> <b>Co-Brokerage Agreement</b> - Form 650	<input type="checkbox"/> <b>Offer Conveyance - Acknowledgement</b> - Form 109
<input type="checkbox"/> <b>Agreement to Co-Operate</b> - Form 651	<input type="checkbox"/> <b>Condition(s) in Offer - Buyer Acknowledgement</b> - Form 127
<input type="checkbox"/> <b>Brokerage Communication</b> - Form 652	<input type="checkbox"/> <b>Fax Cover Sheet - Offers</b> - Form 130
<input type="checkbox"/> <b>Offer Summary Document</b> - Form 801	<input type="checkbox"/> <b>Other</b> _____

**Take note that every real estate transaction is unique and the Ontario Real Estate Association (OREA) does not warrant and is not responsible in any way for the adequacy, sufficiency, applicability, accuracy or suitability of any of the Forms on this Checklist. Further, OREA assumes no liability for the utilization of this Form 380 or any Form contained herein.**