

# Receipt of Funds Record

## A. BASIC TRANSACTION INFORMATION

Transaction Property Address: .....

Sales Representative/Broker Name: .....

Date: .....

## B. INFORMATION ON FUNDS

Amount of Funds: .....	Currency of Funds: .....
Date of receipt of funds: .....	
Type of funds received: <input type="checkbox"/> Cheque <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Bank Draft <input type="checkbox"/> e-transfer <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Other, explain: .....	
Method of receipt: <input type="checkbox"/> in person <input type="checkbox"/> mail <input type="checkbox"/> electronically (for e-transfer/wire transfer) <input type="checkbox"/> Other, explain: .....	
Purpose of funds (e.g., deposit for purchase): .....	
For Funds not in CAD: Exchange rate: ..... Source of exchange rate: .....	

Amount of Funds: .....	Currency of Funds: .....
Date of receipt of funds: .....	
Type of funds received: <input type="checkbox"/> Cheque <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Bank Draft <input type="checkbox"/> e-transfer <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Other, explain: .....	
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## C. INFORMATION ON INDIVIDUAL/ENTITY PROVIDING FUNDS

When a REALTOR® member completes a Receipt of Funds Record, they must also complete an Identification Information Record at the same time on the individual (or entity) from whom you receive the funds. Complete that record and attach it to this record.

## D. ACCOUNT-RELATED INFORMATION

**D.1. List any reference number(s) of the brokerage that received the Funds that is connected to this purchase/sale transaction and that functions as an account for the Funds:** .....

**D.2. If an account is affected\* by the transaction complete this section for each affected account\*\*:**

\* Some examples of when an account is affected are when funds are received by cheque, or a money order or bank draft purchased from an account.

The account from which the funds are drawn is "affected".

\*\*Add additional information for additional accounts, if necessary

Account 1: Number of account: ..... Name of account holder: .....

Type of account:  Chequing  Saving  Trust  Other, explain: .....

Account 2: Number of account: ..... Name of account holder: .....

Type of account:  Chequing  Saving  Trust  Other, explain: .....

Account 3: Number of account: ..... Name of account holder: .....

Type of account:  Chequing  Saving  Trust  Other, explain: .....

Account 4: Number of account: ..... Name of account holder: .....

Type of account:  Chequing  Saving  Trust  Other, explain: .....

Account 5: Number of account: ..... Name of account holder: .....

Type of account:  Chequing  Saving  Trust  Other, explain: .....

## E. NOTES

**TWO AGENTS:** Where there are two agents involved in a transaction, the buyer's agent is responsible for completing the receipt of funds record.

**LISTING AGENT TRUST ACCOUNT:** If funds are deposited into a listing agent's trust account, the buyer's agent is only required to record the fact that the funds were deposited into the listing agent's trust account but is not required to include the number of the trust account or the name or entity that holds the trust account.

**REASONABLE MEASURES:** If the buyer agent's client provides funds directly to the listing agent, the buyer's agent's are only obligated to take reasonable measures (i.e. ask) the listing broker for:

- Any listing brokerage reference numbers.
- Where a client account is affected (e.g. client's chequing account), the account number, the name of the account holder and the type of account.

**MULTIPLE ACCOUNTS:** Note that if multiple accounts are affected, information on all accounts affected needs to be recorded subject to the caveats noted above with respect to listing agent trust accounts and the reasonable measures.

