



GOLDEN TIGER REALTORS

You say Sell! we say Sold!!

Mandatory Compliance | Checklist

All documents listed below to be inserted into a 10 page flip file in the order indicated below
(this page to be inserted in front)

Property Practitioner Name & Surname: _____

GTR Subsidiary: _____

Property Address: _____

Bond Originator: _____

Conveyancer: _____

CHECKLIST	Property Practitioner	Administrator	CEO	Principal
Seller				
Mandate - Open / Sole / Shared				
Mandate Checklist				
Declaration Form for Seller				
Was the Seller informed of the cost of marketing the property				
Date Filed if not Sold ____/____/____				
OTP (Offer to Purchase)				
FICA documents of Buyer				
FFC Certificate				
Closed Letter (Attorney / Transfer)				

Checked by: _____

Property Practitioner Name

Property Practitioner Signature

Date

Administrator Name

Administrator Signature

Date

CEO Name

CEO Signature

Date

OTP Signed and checked
by Principal

Principal Signature

Date

Audited by: _____

Name & Signature

Date