

NOTE: A Receipt of Funds record is required by the Proceeds of Crime (Money Laundering) and Terrorist Financing Act for every amount of funds that a REALTOR® receives in the course of a single real estate transaction. A REALTOR® does not have to keep a Receipt of Funds Record if the funds are received from a financial entity or a public body that is buying or selling, or if a Large Cash Transaction Record must be completed. It is the responsibility of the broker to ensure that a record is kept for five years from the date it was created.

- (i) When a REALTOR® completes a Receipt of Funds Record, they must also complete an Identification Information Record **at the same time**, unless the Identification Information Record was completed prior to the receipt of funds.
- (ii) When both the buyer and seller are represented, it is the agent of the buyer who is required to complete and retain a Receipt of Funds Record in respect of the deposit made, regardless of who retains the deposit.

**Transaction Property Address:** .....  
.....  
.....

**Sales Representative/Broker Name:** .....

**Date:** .....

**1. Amount and currency of Funds Received:** .....

- Cheque     Certified Cheque     Cash     Other

**(a) If cash, indicate method of receipt** (in person, mail, courier, other (explain)) .....

**(b) If cheque, indicate:**

- **Number of account:** .....
- **Financial institution:** .....
- **Name of account holder:** .....

**2. Date of receipt of funds:** .....

**3. Account where funds were deposited** (e.g. broker's trust account):

NOTE: Where the funds are deposited in the listing agent's account, the buyer's agent is only required to make reasonable efforts to obtain this information.

- **Number of account:** .....
- **Type of account:** .....
- **Name of account holder:** .....

**4. Purpose of funds** (e.g., deposit for purchase): .....

**5. Other details concerning receipt of funds:** .....