

SCHEDULE A's for Agreements

NEW FORM (start using)

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Jan 2025 Update

As of Jan 2, 2025, our Schedule As for Listing Agreements have changed.

The remuneration clause that was in the old schedule As has been removed since the updated 2025 version of Listing Agreements now includes a statement saying that total commission is payable even in the absence of a cooperating brokerage.

Note that TRESA still requires you to outline in writing circumstances where the commission might change. For example, if you lower the commission if you double-end a deal, this must be written into the contract.

as published by the Canadian Real Estate Association.

2. COMMISSION: In consideration of the Listing Brokerage listing the Property:

(i) the Seller agrees to pay the Listing Brokerage a commission of% of the sale price of the Property or ("total commission") for any valid offer to purchase the Property from any source whatsoever obtained during the Listing Period, as may be acceptable to the Seller.

(ii) the Seller authorizes the Listing Brokerage to co-operate with any other registered real estate brokerage (co-operating brokerage) and to offer to pay the co-operating brokerage a commission of% of the sale price of the Property or..... Payment to the co-operating brokerage shall be made by the Listing Brokerage out of the total commission calculated above.

The Seller further agrees that the total commission calculated above shall be payable to the Listing Brokerage even if there is no co-operating brokerage.

The Seller further agrees to pay such commission as calculated above if an agreement to purchase is agreed to or accepted by the Seller or anyone on the Seller's behalf within days after the expiration of the Listing Period (**Holdover Period**), so long as such agreement is with anyone who was introduced to the Property from any source whatsoever during the Listing Period or shown the Property during the Listing Period.

INITIALS OF LISTING BROKERAGE:

INITIALS OF SELLER(S):



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Schedule A for Listing Agreement – Seller Designated Representation Agreement (Form 271)

*****Copy and paste these clauses into the form 271 schedule A*****

Description of Services:

The Seller may receive the following services from the Brokerage's designated representative. Note however that not all services below may be rendered:

- Advise you on market conditions and the best strategy to attract buyers and get the best price for your property
- Market your property, including arranging photographs, videos and virtual tours
- Provide referrals to other professionals you'll need, like a lawyer or home staging company
- Arrange home inspections and appraisals
- Arrange showings for interested buyers
- Advise you on how to handle competing offers, sharing the content of competing offers, and other aspects of the transaction
- Review offers and potential buyers to ensure they can afford to buy your property
- Negotiate with buyers to achieve the best results, price, and terms, for you
- Guide you through paperwork and closing the transaction successfully

Brokerage services are those services sometimes provided by an agent from the brokerage which can be someone other than the designated rep. These can include access to property for showings, inspections & open houses.

Termination:

The Seller and Brokerage agree that in the event the Designated Representative herein is representing a Buyer in a trade with the Seller pursuant to this agreement, and the Seller notifies the Brokerage in writing that the Seller does not agree to such representation, then upon written notice to the Seller, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.

The Seller and Brokerage agree that in the event the Designated Representative herein representing the Seller pursuant to this agreement, is no longer employed by the Brokerage, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.



Schedule A for Listing Agreement – Landlord Designated Representation Agreement (Form 272)

*******Copy and paste these clauses into the form 272 schedule A*******

Description of Services:

The Landlord can expect to receive the following services from the Brokerage's designated representative. Note however that not all services below may be rendered:

- Advise you on market conditions and the best strategy to attract tenants and get the best price for your property
- Market your property.
- Provide referrals to other professionals you'll need, like a lawyer or paralegal
- Arrange showings for interested tenants
- Advise you on how to handle competing offers, sharing the content of competing offers, and other aspects of the transaction
- Guide you in your decision of selecting a tenant to ensure they can afford to rent your property
- Negotiate with tenants to achieve the best results, price, and terms, for you
- Guide you through paperwork and closing the transaction successfully

Brokerage services are those services sometimes provided by an agent from the brokerage (which can be someone other than the designated rep.) These can include access to property for showings, inspections & open houses.

Termination:

The Landlord and Brokerage agree that in the event the Designated Representative herein is representing a Tenant in a trade with the Landlord pursuant to this agreement, and the Landlord notifies the Brokerage in writing that the Landlord does not agree to such representation, then upon written notice to the Landlord, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.

The Landlord and Brokerage agree that in the event the Designated Representative herein representing the Landlord pursuant to this agreement, is no longer employed by the Brokerage, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.



Schedule A for Buyer Designated Representation Agreement (Form 371)

*****Copy and paste these clauses into the form 371 schedule A*****

Description of Services:

The Buyer can expect to receive the following services from the Brokerage's designated representative. Note that not all services may be rendered:

- Assist you with getting pre-approvals for financing so you know how much you can afford
- Make you aware of any tax exemptions you might be eligible for
- Gather and share information about neighbourhoods and properties that meet your requirements, and arrange to show you properties you'd like to see
- Make inquiries about zoning, permitted property use, or other aspects of the home
- Advise you on the best approach in competing offer situations and how to protect your offer information
- Negotiate with sellers to achieve the best results, price, and terms, for you
- Guide you through paperwork and closing the transaction successfully
- Provide referrals to other professionals you'll need (for example, home inspectors, lawyers, or contractors)

Brokerage services are those services sometimes provided by an agent from the same brokerage (which can be someone other than the designated rep). These can include access to property for showings & inspections.

Remuneration

In the event a seller offers more than the commission outlined in clause 2 of this agreement, the buyer's brokerage will be entitled to the entire amount offered by the seller.

Termination:

The Buyer and Brokerage agree that in the event the Designated Representative herein is representing a Seller in a trade with the Buyer pursuant to this agreement, and the Buyer notifies the Brokerage in writing that the Buyer does not agree to such representation, then upon written notice to the Buyer, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.

The Buyer and Brokerage agree that in the event the Designated Representative herein representing the Buyer pursuant to this agreement, is no longer employed by the Brokerage, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.



Schedule A for Tenant Designated Representation Agreement (Form 372)

*****Copy and paste these clauses into the form 372 schedule A*****

Description of Services:

The Tenant can expect to receive the following services from the Brokerage's designated representative. Note that not all services may be rendered:

- Guide you in gathering necessary paperwork required to secure property
- Guide and advise Tenant on compliance with the Residential Tenancies Act
- Gather and share information about neighbourhoods and properties that meet your requirements, and arrange to show you properties you'd like to see
- Make inquiries about zoning, permitted property use, or other aspects of the property
- Advise you on the best approach in competing offer situations and how to protect your offer information
- Negotiate with Landlords to achieve the best results, monthly rent, and terms, for you
- Guide you through paperwork and closing the transaction successfully
- Provide referrals to other professionals you may need like paralegals, lawyers, etc.

Brokerage services are those services sometimes provided by an agent from the same brokerage (which can be someone other than the designated rep). These can include access to property for showings & inspections.

Remuneration

In the event a landlord offers more than the commission outlined in clause 2 of this agreement, the tenant's brokerage will be entitled to the entire amount offered by the landlord.

Termination:

The Tenant and Brokerage agree that in the event the Designated Representative herein is representing a Landlord in a trade with the Tenant pursuant to this agreement, and the Tenant notifies the Brokerage in writing that the Tenant does not agree to such representation, then upon written notice to the Tenant, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.

The Tenant and Brokerage agree that in the event the Designated Representative herein representing the Tenant pursuant to this agreement, is no longer employed by the Brokerage, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.



COMMERCIAL SELLER/LANDLORD DESIGNATED REPRESENTATION AGREEMENT

****COPY AND PASTE THESE CLAUSES INTO COMMERCIAL SELLER/LANDLORD DESIGNATED REPRESENTATION AGREEMENTS – OREA FORMS 593, 594 OR 595****

Description of Services:

Help you understand neighborhood trends, zoning laws, and nearby businesses that could impact your future success.

- Identify properties that meet your specific needs, including properties that might not be publicly marketed.
- Guide you through the property valuation process, including the financial analysis, to determine an accurate market price for a specific property.
- Provide insights into current market conditions, including rental rates and vacancy rates, which could directly influence pricing negotiations.
- Review the financials provided by sellers, create underwriting for investment properties, and advise clients on what types of properties represent sound investments.
- Negotiate purchase, sale, lease, and other contracts.
- Effectively market commercial properties to attract tenants.

Brokerage services are those services sometimes provided by an agent from the brokerage (which can be someone other than the designated representative. These can include access to property for showings, inspections & open houses.

Termination:

The Seller and Brokerage agree that in the event the Designated Representative herein is representing a Buyer in a trade with the Seller pursuant to this agreement, and the Seller notifies the Brokerage in writing that the Seller does not agree to such representation, then upon written notice to the Seller, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.

The Seller and Brokerage agree that in the event the Designated Representative herein representing the Seller pursuant to this agreement, is no longer employed by the Brokerage, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.



COMMERCIAL BUYER/TENANT DESIGNATED REPRESENTATION AGREEMENT

****COPY AND PASTE THESE CLAUSES INTO COMMERCIAL SELLER/LANDLORD DESIGNATED REPRESENTATION AGREEMENTS – OREA FORMS 596 OR 597****

Description of Services:

Help you understand neighborhood trends, zoning laws, and nearby businesses that could impact your future success.

- Identify properties that meet your specific needs, including properties that might not be publicly marketed.
- Guide you through the property valuation process, including the financial analysis, to determine an accurate market price for a specific property.
- Provide insights into current market conditions, including rental rates and vacancy rates, which could directly influence pricing negotiations.
- Review the financials provided by sellers, create underwriting for investment properties, and advise clients on what types of properties represent sound investments.
- Negotiate purchase, sale, lease, and other contracts.
- Effectively market commercial properties to attract tenants.

Brokerage services are those services sometimes provided by an agent from the brokerage (which can be someone other than the designated representative. These can include access to property for showings or inspections.

Remuneration

In the event a Seller/landlord offers more than the commission outlined in clause 2 of this agreement, the buyer/tenant's brokerage will be entitled to the entire amount offered by the landlord.

Termination:

The Buyer/Tenant and Brokerage agree that in the event the Designated Representative herein is representing a Seller/Landlord in a trade with the Tenant pursuant to this agreement, and the Buyer/Tenant notifies the Brokerage in writing that the Buyer/Tenant does not agree to such representation, then upon written notice to the Buyer/Tenant, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.

The Buyer/Tenant and Brokerage agree that in the event the Designated Representative herein representing the Buyer/Tenant pursuant to this agreement, is no longer employed by the Brokerage, the Brokerage shall be entitled to designate another Designated Representative from the Brokerage, as determined in the sole and absolute discretion of the Brokerage, to replace the Designated Representative set out herein and upon such designation, this Agreement is thereby amended.