

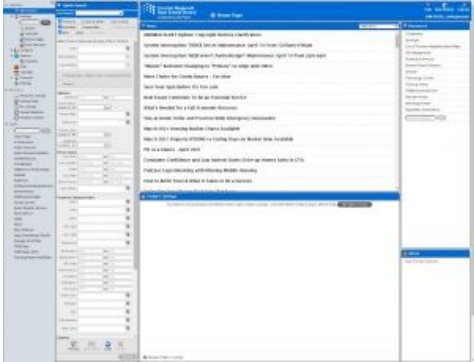
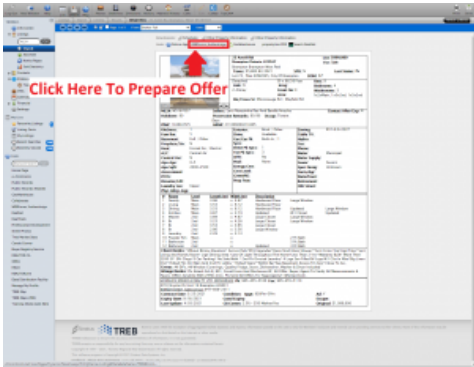
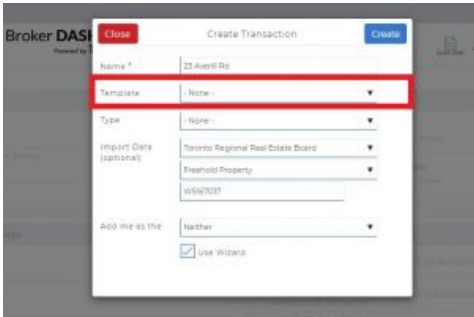
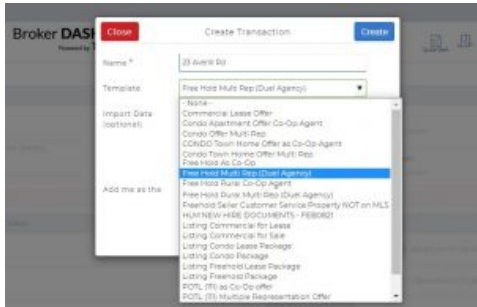
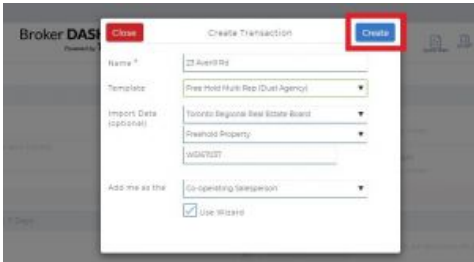


Prepare your own Offer

Follow these steps in order to get your offer started:

1.	<p>Login to TorontoMLS (http s://www.torontomls.net/) and Navigate to Property MLS Listing</p>	<div data-bbox="478 142 940 467"><p>TREB Login</p></div>	<div data-bbox="1018 151 1494 451"><p>TREB Homepage</p></div>	<div data-bbox="1567 121 2040 480"><p>TREB Search Properties</p></div>	
2.	<p>Click "WEBForms/Authentisign" in the Links bar on the top of the MLS Listing</p>	<div data-bbox="473 586 946 950"><p>MLS Listing WebForms Link</p></div>			
3.	<p>You will be presented with the Create Transaction Pop Up in WebForms</p> <p>Select the appropriate Offer "Template" and then click "Create"</p> <p>Choose from Options available in the drop down list. Examples:</p> <ul style="list-style-type: none">Commercial Lease	<div data-bbox="473 1055 946 1370"><p>WebForms - Create Transaction</p></div>	<div data-bbox="1018 1055 1494 1360"><p>Transaction Template List</p></div>	<div data-bbox="1567 1055 2040 1315"><p>Create Transaction Submit</p></div>	

- Condo Apartment Offer Co-op Agent
- Condo Offer Multi Rep
- Condo Town Home Offer as Co-op Agent
- Condo Town Home Offer as Mult Rep
- Free Hold As Co-op
- **Free Hold Mult Rep (Duel Agency)**
- Free Hold Rural Co-op Agent
- Free Hold Mult Rep (Duel Agency)
- Listing Commercial for Lease
- Listing Commercial for Sale
- Listing Condo Lease Package
- Listing Freehold Lease Package
- Listing Freehold Package
- POTL (111) as Co-op Offer
- POTL (111) Multiple Representation Offer

You will be presented with the **WebForms Wizard - Step 1**

Many of the fields will get auto-populated, the remaining fields in green must be typed in.

4. Once the form is filled out, you may the click "Next" button at the top right.

Note: Frontage Direction auto-import is currently not working

Standard Chattel List can be found [HERE](#)

Complete form, then click Next

Next and exit

Create Transaction Wizard - Step 1

5. You will be presented with the **WebForms Wizard - Step 2**

Fill out these fields based on the offer dates you require.

Once the form is filled out, you may click the "Next" button at the top right.

Note: Title Search Date should be ~15 days before Closing Date

Create Transaction Wizard - Step 2

6. You will be presented with the **WebForms Wizard - Step 3 - Contacts**

Here we will organize our contacts. We want to ensure that we have the following type of contacts added to this list:

- Co-operating Brokerage [Name]
- Co-operating Salesperson [Name, Email]
- Buyers [Name] (One entry per buyer)
- Listing Brokerage [Name]
- Listing Salesperson [Name, Email]
- Sellers [Name] (One entry per seller)

This list will auto-populate with data from MLS but will have to be

Create Transaction Wizard 3 - Contacts - Before

Create Transaction Wizard 3.1 - Contacts - After

checked and corrected
to include correct
contact details.




Once all your Contacts have been added, you may click the "Next" button at the top right.


Note: Sellers contact may be merged on auto-import, you will have to split this contact into two.

You will be presented with the **WebForms Wizard - Step 4 - Forms**

Here you will see the Forms included in your Offer Package.

We will go through each form and verify all details and add any missing details to each form by clicking on the Name of Form.

















 **[23 April Rd]** Open  

Address: 23 Avonil Rd, Brampton 
Buyer: Neel Doshi
Agent: KIM DATEL

Listing #: WTRT007
Seller: Laura Naranjo-Bay

Wizard **Forms** **Next** + Add

Step 4 of 5

	[Ontario] 100 - Agreement of Purchase and Sale - Residential(2 Pages) 4/19/12 12:01 PM	
	[Ontario] 300 - Confirmation of Co-operation and Representation 4/19/12 12:27 AM	
	[Ontario] 801 - Offer Summary Document - For use with Agreement of Purchase and Sale 4/19/12 12:27 AM	
	[Ontario] 810 - Working with a REALTOR® 4/19/12 12:27 AM	
	[Ontario] 300 - Buyer Representation Agreement - Authority for Purchase or Lease 4/19/12 12:27 AM	
	[Ontario] 127 - Conditions in Offer - Buyer Acknowledgement 4/19/12 12:27 AM	
	[Ontario] 630 - Individual Identification Information Record 4/19/12 12:27 AM	
	[Ontario] 633 - Receipt of Funds Record 4/19/12 12:27 AM	

[REVIEW ALL FORMS](#)

WebForms - Create Transaction Wizard - Step 4 - REVIEW FORMS

7.1 Review "100 - Agreement of Purchase and Sale - Residential"

Review all locations in Green and compare to the examples to verify you have correctly filled out the forms.

Once Completed
Review of all Pages,
Click "Save/Exit"

100 - Agreement of Purchase and Sale - Residential - Page 1

100 - Agreement of Purchase and Sale - Residential - Page 2

100 - Agreement of Purchase and Sale - Residential - Page 3

100 - Agreement of Purchase and Sale - Residential - Page 4

100 - Agreement of Purchase and Sale - Residential - Page 5

100 - Agreement of Purchase and Sale - Residential - Page 6

100 - Agreement of Purchase and Sale - Residential - Page 7

7.2 Review "320 - Confirmation of Co-operation and Representation"

Review all locations in Green and compare to the examples to verify you have correctly filled out the forms.

Once Completed Review of all Pages, Click "Save/Exit"

320 - Confirmation of Co-operation and Representation - Page 1

320 - Confirmation of Co-operation and Representation - Page 2

7.3

Review "801 - Offer Summary Document – For use with Agreement of Purchase and Sale"

Review all locations in Green and compare to the examples to verify you have correctly filled out the forms.

Once Completed Review of all Pages, Click "Save/Exit"

801 - Offer Summary Document – For use with Agreement of Purchase and Sale - Page 1

7.4 Review "630 - Individual Identification Information Record"

Review all location in Green and compare to the examples to verify you have correctly filled out the forms.

Once Completed Review of all Pages, Click "Save/Exit"

NOTE: IF YOU HAVE ADDITIONAL BUYERS YOU REQUIRE ONE IID FORM PER BUYER.

CLICK HERE TO ADD ADDITIONAL IID FORM

630 - Individual Identification Information Record - Page 1

630 - Individual Identification Information Record - Page 2

630 - Individual Identification Information Record - Page 3

630 - Individual Identification Information Record - Page 4

7.5 Review "810 - Working with a REALTOR®"

Once Completed Review of all Pages, Click "Save/Exit"

810 - Working with a REALTOR®

7.6 Review "127 - Condition(s) In Offer - Buyer"

Acknowledgement"

Review all locations in Green and compare to the examples to verify you have correctly filled out the forms.

Once Completed Review of all Pages, Click "Save/Exit"

Once Complete, Click "Save/Exit"

127 - Condition(s) In Offer - Buyer Acknowledgement

7.7

Once ALL Forms have been Reviewed & Completed, Click "Save"

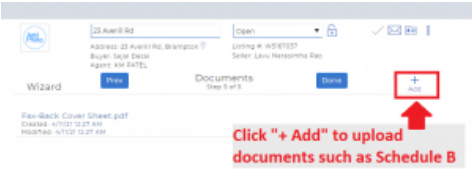
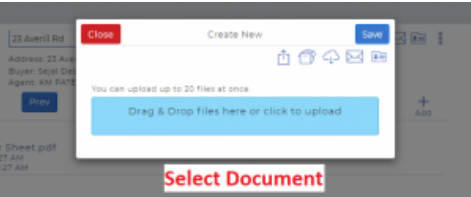
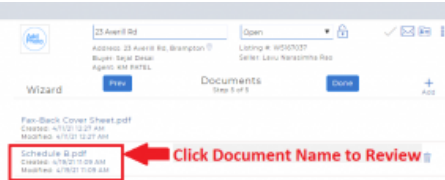


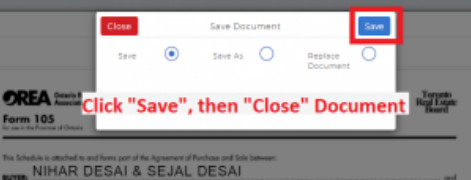
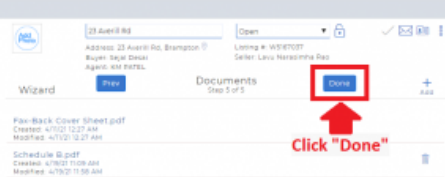
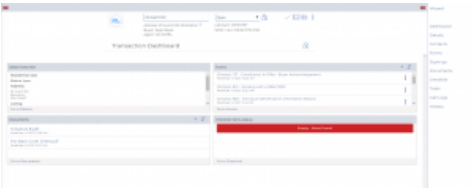
Once ALL Forms are Reviewed & Completed, "Click Next"

Forms - Review ALL Forms

8.

You will be presented with the **WebForms Wizard - Step 5 - Documents**

Here we will add any additional documents

<p>such as Schedule B here.</p> <p>Note: Where To Find Schedule B (Listing Brokerage)</p> <p>Click "+ Add"</p>	 <p>Create Transaction Wizard - Step 5.1 - Add Documents</p>	 <p>Select Document (ex/ Schedule B)</p>	 <p>Review Document</p>	 <p>Mark Up Document (Add Text)</p>
	 <p>Save Document</p>	 <p>Confirm Save</p>	 <p>Click Done</p>	<p>Congratulations!</p> <p>Your Offer Has Been Prepared!</p>
<p>9.</p> <p>Your Offer has now been prepared!</p> <p>Next: <u>How to Get Your Offer Signed</u></p>	 <p>Offer Prepared</p>			