



PAPERWORK DEADLINES

FORM	DEADLINE	FINE
Sold Notice Form - Conditional	Within 2 business days	First offence = Advisory Letter Second offence = \$100 or Course Third offence = \$500
Sold Notice Form - Final	Within 2 business days	
Sold Notice Form - Cancelled	By the end of the next business day	
Extension & Changes	By close of the next business day.	First offence = Advisory Letter Second offence = \$100 or Course Third offence = \$500
	Any Extension NOT submitted within 5 business days will not be processed	
Multiple Listing Agreement	By the end of the next business day following the commencement date	First offence = Advisory Letter Second offence = \$100 or Course Third offence = \$500
	Any listing NOT submitted within 5 business days of the listing date = Non-Submission	