

## Did You Know...?

- that Commission Bylaw 712 requires brokers and branch managers to review and initial all real estate agreements in a timely manner and to review and approve all advertising created by the registrants under their supervision?

For more information about the obligations of brokers and branch managers, please take a moment to read [Bylaws 711 and 712](#).

- that each offer you complete with respect to a property should be marked with a unique contract number? The contract of purchase and sale is often made up of several documents, including the initial offer, a counter offer, amendments, schedules, and notices to remove conditions. The contract number is intended to clarify which documents form part of the same contract of purchase and sale.

For this reason, a new offer to purchase written on behalf of a buyer client should be marked with a new contract number, not the same contract number as was used on a previous offer.

- that, pursuant to Bylaw 723, registrants are required to notify the Commission, in writing, within five days of criminal charges and convictions, commencement of civil proceedings, settlements or judgments in respect of those proceedings, name changes, and bankruptcy, among other things?