

## Finding the Mandatory Forms (without WebForms)

Occasionally, the Commission encounters situations where registrants have failed to use, or make up their own version of a mandatory form during the course of a real estate transaction when, for some reason, they could not access the appropriate form(s) as they usually do, such as through Matrix®. This is a direct violation of legislation which requires the use of the appropriate mandatory form(s) in all real estate transactions.

Bylaw 730 specifically addresses the use of mandatory forms:

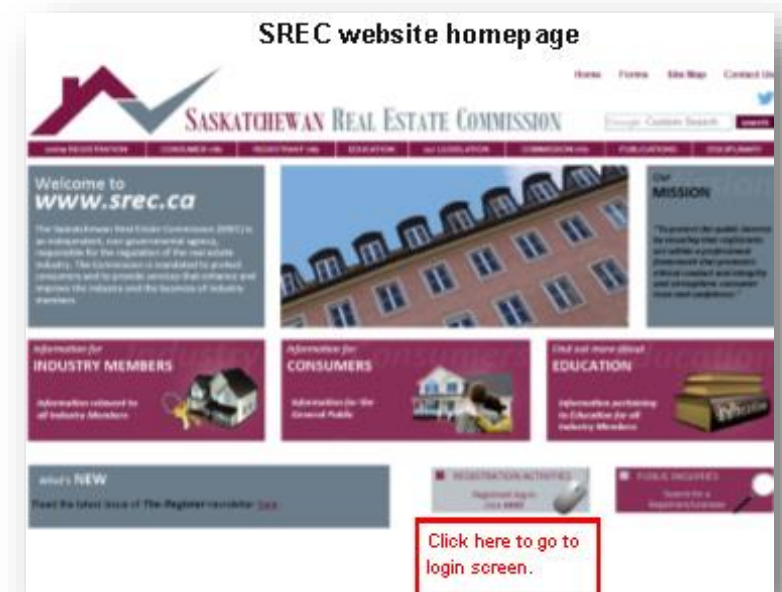
### MANDATORY FORMS

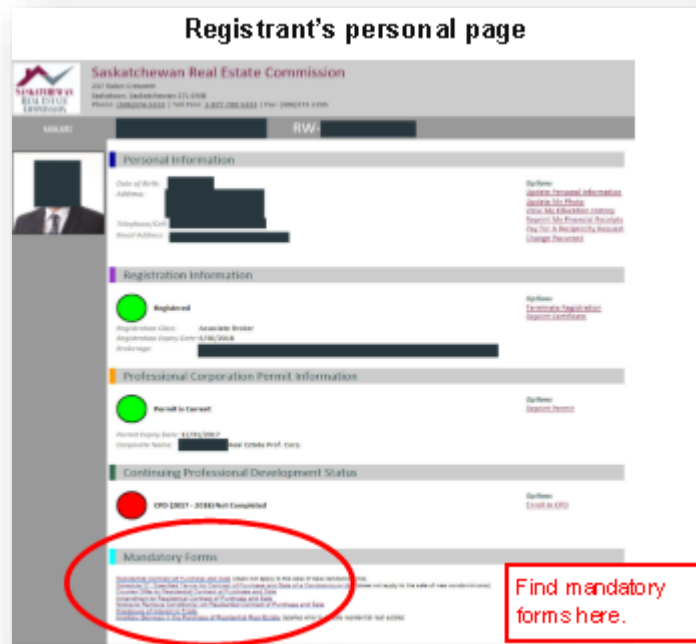
**730** - The following approved forms, provided by the Association of Saskatchewan REALTORS®, shall be mandatory:

- (a) Residential Contract of Purchase and Sale (does not apply to the sale of new condominiums);
- (b) Schedule "C": Specified Terms and Conditions for Contract of Purchase and Sale of a Resale Condominium Unit;
- (c) Counter Offer to Residential Contract of Purchase and Sale; Saskatchewan Real Estate Commission Bylaws
- (d) Amendment to Residential Contract of Purchase and Sale;
- (e) Notice to Remove Condition(s) on Residential Contract of Purchase and Sale;
- (f) Disclosure of Interest in Trade; and
- (g) Ancillary Services in the Purchase of Residential Real Estate (applies only to resale residential real estate).

The Commission is the regulatory body for the real estate industry in Saskatchewan. We do not coordinate or regulate the member-only resources, such as Matrix®, available to registrants who have chosen to become members of “organized real estate” through the Association of Saskatchewan REALTORS®. We do, however, regulate the use of seven mandatory forms used for trades in real estate, and we allow the Association to provide these mandatory forms to its members through its Matrix® system. If the Matrix® system is not functioning, or if registrants are otherwise impeded from accessing these forms in some other way, registrants are **NOT** excused from using any or all of the mandatory forms.

The Commission ensures all registrants have access to these forms regardless of membership, affiliation or brokerage. All registrants can access the forms through their personal pages on the Commission’s registration database, reached through the “Registration Activities” section of our website.





Registrants simply enter their RW number, (always entered as: RW-1234567), and password (see note, below), when prompted to do so and they will reach their personal registrant page from which they can access the **mandatory forms (bottom of page)**, renew their registrations, view their registration, discipline and education histories, and change their contact information.

**Note:** The password used to enter the Commission's database is NOT the same as any password you have for Matrix® or other member or brokerage websites.

**If you do not remember your password**, please click on the red notice bar, "**Forgot Your Login Information? Click Here**" and an automatic email will be sent to you using the email address we have on file. If your contact information changes, you can update it on this page as well. Please ensure **ALL** of your contact details are accurate and up-to-date at all times.

