**MASTER FILE LIST – REAL ESTATE LAW**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **File #, Client Names and Contact Info** | **Real Estate Service:**  **Purchase/**  **Mortgage/**  **Sale/**  **Bridge Financing** | **Property Address** | **Closing Date** | **Conveyancing Docs Received (Date)** | **Financing Docs Received (Date)** | **Realtor and Brokerage**  **Bank Rep**  **Mortgage Broker** | **Opposite Party Counsel** | **Financial and Notes** |
| 1. | RE1002  Full Name(s)  Phone number  Email address | Purchase | Address |  |  |  | (Full Name) at Brokerage  (Full Name) at Bank  (Full Name) at Mortgage Broker | (Full Name) | **Trust:**  $$  **Disbursements:**  $$ |
| 2. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |
| 3. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |
| 4. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |
| 5. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |
| 6. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |
| 7. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |
| 8. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |
| 9. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |
| 10. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |
| 11. |  |  |  |  |  |  |  |  | **Trust:**  **Disbursements:** |