



# CLIENT REGISTRATION FORM

Please complete and return to the City of Cambridge, Economic Development Division - Fax: 519.740.4512

**PROJECT:** \_\_\_\_\_

**CLIENT:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**AGENT:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
AGENT SIGNATURE

\_\_\_\_\_  
DATE

The agent shall have the right to exclusively represent the client and, accordingly, will be allowed access to confidential decision-making information as well as the opportunity to negotiate collectively with the client, or on behalf of the client in his absence, for a period of 60 days from the date this form is executed. This will result in a 5% commission payable upon completion and successful closing of the transaction.

When an agent or broker is not directly involved with the execution of the sale, and refers a client to the Economic Development Division, then this will constitute a referral, and the City of Cambridge will agree to pay a 1% referral fee in the event of the completion and successful closing of a transaction.

“Personal information contained on this form is collected pursuant to Municipal Freedom of Information and Protection of Privacy Act and will be used to register your client and allow City Staff to contact the client or agent with regards to the Offer of Purchase and Sale. Questions about the collection of personal information should be directed to the City’s Freedom of Information and Privacy Co-ordinator in the Public Access and Council Services Department at 519.740.4680 ext. 4079.”

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
COM/REF.

\_\_\_\_\_  
STAFF AUTHORIZATION

Staff authorization confirms a ( five ) / ( one ) percent commission is payable on the successful closing of a Purchase and Sale transaction between the client and the City.

This section to be completed by Economic Development Division staff only. This form is not legally binding unless authorized and signed by Economic Development staff. Rev: Apr. 04/07