
BROKER'S CLIENT REGISTRATION INFORMATION

The City of Cambridge works with brokers, agents, and their clients to negotiate Purchase and Sale agreements for city-owned industrial land and will pay commissions upon successful closing of purchase and sale transactions.

In order to qualify for a commission the City requires the real estate broker or agent to register the client with the office of the Economic Development Division.

To register a client, the Economic Development Division must receive a signed Client Registration Form executed by the purchaser and their agent/broker. The Client Registration Form is effective only upon staff authorization. Client Registration Forms will have a termination period of 60 days from the staff authorization date unless otherwise agreed upon by the Economic Development Division.

Once executed by the agent, purchaser, and Economic Development staff, the agent shall have the right to represent the client and 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 authorized. A 3% commission is payable upon completion and successful closing of a Purchase and Sale agreement.

When an agent or broker refers a client to the Economic Development Division, and is not directly involved with the execution of the sale, 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 Purchase and Sale agreement.

“Personal information contained on this Client Registration 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.”



CLIENT REGISTRATION FORM

Please complete and return to the City of Cambridge, Economic Development Division via email at invest@cambridge.ca or by Fax: (519) 740-4512

Project: _____

Client
Name: _____ Title: _____

Company: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Agent
Name: _____ Title: _____

Company: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Client Signature

Agent Signature

Date

Staff Authorization

File No.

Date

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

This form is not legally binding unless authorized and signed by Economic Development staff.

Rev: January 3, 2017