



Alberta Collapsed Deal - Return of Deposit Process

Agents must follow this process regardless of whether a deposit has been received

1. Agent adds NON-WAIVER to the transaction checklist to the NON-WAIVER line. Or make a comment on the NON-WAIVER line if NON-WAIVER was NOT received.
2. Agent must have completed all required transaction checklist items before a transaction can be terminated.
3. Click the red TERMINATED button and comment on why the transaction is being terminated.

Agents must follow these additional steps if a deposit HAS been received

1. Agent must provide to the Buyer client or Buyers Agent the "[Client Funds Authorization Form](#)" as soon as possible.
2. Deposits can only be refunded to the same person or entity that provided the deposit.
3. Agent uploads a complete signed copy of the form to the checklist NON-WAIVER line.

Making a trust deposit is what triggers Fintrac record-keeping requirements, even if the deal has collapsed.

NOTE: Return of Deposit CANNOT be processed without proof of deposit AND Client Funds Instructions. A complete [Client Funds Authorization Form](#) is required for all EFT payments.