**Lansing Square (LSQ) – Buying Procedures**

**Worksheet Submissions:**
Please submit all worksheets to: worksheets@royallepagesignature.com

- Worksheets will be accepted starting Tuesday, February 28th, at 8:00PM.

- To submit a worksheet, you will be required to complete it with your client’s full personal and contact information, along with a clear photo of the back and front of the client’s photo ID (Driver’s License preferred). Please double check the information as you fill it in to ensure its accuracy. - If providing photo ID without the Purchaser’s current address, please ensure your client submits a document verifying their address (i.e. Hydro, Cable or internet bill) along with the worksheet submission

- SIN numbers for buyers are required since their deposit may qualify for interest payment by the developer

**Allocation Process:**
- Initial allocations will begin on Friday, March 3rd, 2023, and continue on an ongoing basis as per unit availability.

- Any unallocated or returned units will be allocated to agents who are in the presentation centre with qualified clients on a first come, first served basis.

**Deposits Process**:
 - An initial deposit in a form of a certified bank draft for **$10,000** is required, along with three additional Post-Dated Cheques or a pre-authorized withdrawal form for future deposits due. All deposits are payable to **“Robins Appleby LLP, In Trust”.** Agents cannot provide their own cheques on behalf of buyers.
**Please Note: The Vendor will not be executing your deal until we have confirmation of the initial deposit, and all posted dated cheques received at the sales office.**

- All deposit cheques are to be dropped of at LSQ Presentation Centre, located at **2 Lansing Square, Suite 100, North York.**

**General Guidelines:**- Should you have any issues submitting your worksheets online, please contact our sales team for assistance via telephone, email, or text (contact info below).

- Signing for the preliminary allocations will begin on Saturday, March 4 th. All signings will be conducted remotely (except in-person allocations).

- Once a unit is allocated to your client, you will be notified by our sales team.

- Upon allocation, the Agreement of Purchase and Sale will be prepared in full and sent to your client, and you will be copied. Please ensure your client has received the email and signs the APS as soon as possible. Any agreements not signed within the same day may be cancelled by the Developer and re-assigned to another buyer.

- Purchases under a corporate entity are accepted via a corporate assignment amendment provided by the vendor upon request. Speak to a Sales Representative for more information.

- Corporate cheques for units purchased under a personal name are accepted, but must be accompanied by Articles of Incorporation, Status Certificate and individual’s ID for confirmation of signing authority.

- Name changes are not permitted

- Should your clients rescind on their purchase within the 10-day rescission period, the Developer reserves the right to re-assign their unit to a different realtor/broker. - Broker referral agreements will only be signed once the sale has gone firm, all deposit cheques have been received, and a satisfactory mortgage approval has been provided. - Any suite allocation information is to be shared only between you and your client. Pricing, floorplans or allocation information are to be kept confidential and are not to be shared on social media including but not limited to Facebook, WeChat, Twitter, Instagram, Kijiji, or shared with other realtors. Should you fail to adhere to this policy, we reserve the right to re-assign your unit.

**FINTRAC compliance Requirements:** - Purchasers are required to include their occupation and employer.

- If deposit cheques include the name of a person who is not named on the APS, a copy of both sides of their ID, occupation, address are also required

**Mortgage Approvals**:
- A mortgage pre-approval from a bank satisfactory to the Vendor must be provided within 30 days of the original signing date. Mortgage approval requirement details can be found in the “Welcome Letter” attached to every executed APS package