

HIGHLAND COMMONS – SALES & PURCHASING PROCEDURES

1. Worksheets will be accepted starting **Thursday May 19th at 9 a.m.** Worksheets will be tracked and clients will be registered to the agent that they submitted a worksheet with first. Duplicate worksheets under the same name will not be considered.
2. Please submit all worksheets to: worksheets@royallepagesignature.com
3. Allocations will be provided by **Tuesday, May 24th**. Exact suite requests may not be considered in the first round of allocations; however, we encourage you to continue submitting worksheets so that we may reallocate suites as they come back.
4. Signings will begin on **Thursday, May 26th**. You will be contacted on Tuesday, May 24th with your allocation and the link to book your signing appointment(s).
5. All allocations must have a booked signing appointment by **12 p.m. on Friday, May 27th**. Any allocations without a signing appointment can be re-allocated at our sole discretion and without notice
6. All signings will be booked in **30-minute time slots** and held at our Presentation Centre located at **1650 Military Trail, Scarborough**. Should there be any questions about the Agreement, these will be addressed in the 10-day cooling period.
7. We will only honor the prices quoted for the Purchaser whom the suite was booked to sign under. If you reschedule the signing appointment with a new Purchaser, they are subject to an increased Purchase Price. NO NAME CHANGES will be accepted at any time.
8. At the time of signing, **the first deposit must be by CERTIFIED CHEQUE/BANK DRAFT** made out to **MINDEN GROSS LLP IN TRUST**. The remaining 4 post-dated cheques must be provided at the time of signing or the purchaser is not eligible to purchase.
9. POA's will be accepted only if they are notarized by a practicing Canadian lawyer and our office is provided with an original copy.
10. Agreements being purchased under a Corporation will require a copy of the Articles of Incorporation and must be signed by an Authorized Signing Officer of the corporation. These Agreements must also include, as a purchaser, an individual who personally qualifies for a Mortgage Approval. The Mortgage Approval MUST include ALL purchasers, including the

corporation. Purchase Agreements solely under the name of a corporation will not be permitted.

11. Only one Agreement per name and two per household.
12. Firm Mortgage Approvals satisfactory to the Vendors requirements, **MUST** be provided within the ten-day cooling period.
13. Broker Referral Agreements will be prepared upon a firm Agreement of Purchase and Sale, receipt of all post-dated deposit cheques and receipt of a qualified Mortgage Approval.