

Station No. 3 – Buying Procedures

The Sales Process

- You must provide **two** pieces of Valid Government Issued ID. One must show Canadian status. (Health Cards and Expired ID's will not be accepted)
- Worksheets will start being accepted online through the broker portal on **Saturday, Feb 11, at 12PM.**
- Allocated units (if any) will be sent to you by end of day **Wednesday, Feb 22.** You will be contacted only if you have received your requested allocation.
- Open house days are strictly to allow you and your clients to preview our Presentation Centre and submit worksheets. We will NOT be selling on those days.
- Mortgage approvals must be provided within 10 days of signing. **Cheques Payable to BRATTYS LLP, IN TRUST**

- An initial **\$5,000 bank draft/certified cheque** is required to be dropped off at the Presentation Centre before your signing appointment. If we do not receive the cheque by the deadline date of Thursday, Feb 23, by 6PM, the allocated unit will be released.
- Please ensure the following information is included on the memo of each deposit cheque: Purchaser(s) Name, Station No.3, Unit Number, and Deposit Number
 - No realtor cheques will be accepted on behalf of the purchaser clients. ALL cheques submitted must be in the name of the purchaser(s).
 - Cheques in the name of a corporation will not be accepted.
 - Cheque in a family member's name requires identification verification.

Worksheet Submission

- Please submit all worksheets to: worksheets@royallepagesignature.com
- Name changes will NOT be permitted; only purchaser(s) on the worksheet submitted will be allowed to purchase the allocated unit.

Virtual Signing Appointment

- You must provide two pieces of Valid Government Issued ID. One must show Canadian status. (Health Cards and Expired ID's will not be accepted)
- The initial deposit cheque is required to be dropped off at the Presentation Centre during office hours by end of day Thursday, Feb 23, to secure your unit.
- Deals will not be sent for signing until the initial deposit is received.
- Once a cheque is received and ID verification has been completed, a Community Ambassador will contact you to let you know when your deal is being prepared for signing.
 - Both you and your clients will receive the agreement via DocuSign.
- Once the DocuSign envelope is sent, your client has 12 hours to complete signing.
- All agreements not signed within this timeframe will be cancelled, and the unit will be reallocated.

In Person Signing Appointment Book via Calendly link - starts weekend of Feb 25 and Feb 26, 11AM-5PM

- The initial deposit cheque is required to be dropped off at the Presentation Centre during office hours by Thursday, Feb 23, to secure your unit.
- If we do not receive the cheque on this date, the allocation will be cancelled and awarded to another agent.
- Please ensure that your clients comes prepared with the following:
 - o Two pieces of Valid Government Issued ID. One must show Canadian status. (Health Cards and Expired ID's will not be accepted)
 - o All post-dated cheques

General Rules

- If Government Issued ID does not contain purchaser address, proof of address is required.
- NO units can be purchased under a corporation.
- The initial deposit cheque must be a bank draft/certified cheque.
- NO Non-Canadian buyers. Purchaser must be a Canadian Citizen, permanent resident, or a person registered under the Indian Act.
- Maximum of ONE unit per purchaser.
- NO name changes will be permitted following the submission of a worksheet.
- Power of Attorney (POA) purchases will not be permitted.
- There will be absolutely no name deletions once the Agreement of Purchase and Sale has been signed.
- The Broker Co-operation Agreement will be signed once the sale has gone firm, all deposit cheques have been received, and an acceptable mortgage approval is provided. Mortgage approvals will be verified with the Lender. Please speak to a Community Ambassador for more information regarding mortgage requirements.
- Should your clients miss the signing appointment window assigned to them, the unit will be automatically released from your worksheet allocation and be re-allocated to the next worksheet in que.
- Agents will NOT be allowed to work in the parking lot. Once you arrive for the day, you must register with our front desk and find a spot inside the Presentation Centre. You must instruct your clients to arrive and go straight to reception, register, and notify our staff which Realtor their appointment is with. Our staff will then escort them over to you and your team. This is applicable on both open house days as well as signing days.