**Motto – Purchase Procedure**

1. Please submit all worksheets to: worksheets@royallepagesignature.com
2. Deadline for worksheets is: Monday October 3rd at 3:00pm.
3. Government-issued valid photo ID, such as a Driver’s License, must be uploaded with your worksheet, along with parking and locker requirements.
4. NO NAME CHANGES WILL BE ALLOWED. The names you submit on your worksheets will be final. Worksheets solely under the name of a corporation will not be accepted. Purchasers may not buy multiple units.
5. There is no limit to the number of worksheets you may submit. However, to increase your chances of getting suite allocations, please submit a variety of worksheets with different bedroom/model types.
6. Three unique options must be stated on the worksheet.
7. All Agreements of Purchase and Sale will be signed through DocuSign. There will be a designated number of Agreements sent out each day. To prepare the APS, we will require the following items:
• Acknowledgement from the administrative team that the worksheet is completed and approved.
• Completed purchaser identification verification by your client using YOTI (Your Online Trusted Identity).
• A link will be sent to you to complete your client’s profile which includes providing their name, contact information, job title, occupation, and employer.
• A bank draft in the amount of **$10,000** made payable to **Harris Sheaffer LLP In Trust** once the unit has been assigned. **NO WIRE TRANSFERS ALLOWED**.
Please drop off the bank draft at our **Motto Sales Office located at 980 Bloor St W, Toronto** during our office hours. Our office hours are **Monday to Thursday from 12 PM to 6 PM, Saturday to Sunday 12 PM to 5PM**. The balance of the post-dated deposit cheques must be delivered to the Sales Office within the 10-day rescission period. If an incorrect address appears on the cheque(s), please have the cheque provider cross out the incorrect address, initial beside it and add the current address. Please indicate the purchased unit number on both the envelope and on the memo line of the bank draft.
8. Upon completion of the above requirements, we will be sending out the Agreement of Purchase and Sale within 48 hours.
9. You will have **24 hours** for your client to sign their APS. Any suites that have not been signed within 24 hours will be returned to Developer Inventory.
10. To comply with FINTRAC requirements, Photo ID and Employment Information must be provided for all individuals named on the cheque(s) in the file. If cheque(s) are being issued by someone other than the Purchaser(s), Photo Identification, Relationship to the Purchaser(s) and Employment Information must also be provided for the cheque holder and anyone else named on the cheques they are providing. If an address appears on the cheque, it must match that on the Cheque Issuer’s Photo ID.
11. The Broker Referral will be sent once the sale has gone firm, all deposit cheques have been received and an acceptable mortgage approval provided. Mortgage approvals will be verified with the Lender.