

## **North Oak Tower 3 – Sales Procedures**

### **Important Dates:**

Wednesday, September 7<sup>th</sup> 2022 – North Oak Tower 3 Virtual Launch

Monday, September 12<sup>th</sup>, 2022 – Worksheet Submission from 9:00am – 9:00pm

September 14<sup>th</sup>, 2022 & September 15<sup>th</sup>, 2022 – Signing Begins

### **Worksheet Submission:**

Please submit all worksheet to: [worksheets@royallepagesignature.com](mailto:worksheets@royallepagesignature.com)

1. Upon your client receiving their desired unit, you will be immediately contacted to confirm and schedule a virtual appointment for your client to begin and complete the signing process.
2. Once confirmed, your client will receive an email confirming their suite allocation and a time for their virtual appointment through GoTo Meeting. Your client can access GoTo Meeting from the web browser or can download the GoToMeeting App on their devices prior to the virtual appointment.
3. During the virtual appointment, the Minto Communities team will request to take a photo of your purchasers with their photo ID and ask a few simple questions. Your client will receive the Agreement of Purchase and Sale and related forms electronically from [oakvillage@minto.com](mailto:oakvillage@minto.com). Your client's assigned Minto Communities Sales Representative will go through the Agreement of Purchase and Sale and related forms prior to signing.
4. If the name on the worksheet submission is changed in anyway, it will result in loss of allocation and/or a \$1,000 administration fee.

5. The purchaser will have no more than 1 hour irrevocability from the start of their virtual appointment to faithfully execute the Agreement of Purchase and Sale.

Note: Failure to execute the APS in a timely manner will result in loss of allocation.

**Deposits:**

1. Once the virtual signing appointment is completed and all digital documents have been received, your client(s) will be required to provide their deposit cheques. The initial deposit is required as a bank draft, while all four post-dated cheques are to be provided by cheque. All cheques are payable to: **Bennett Jones LLP in trust.**
2. All cheques are to be delivered to the Minto North Oak Presentation Centre located at: **3605 Lakeshore Blvd West in Etobicoke.**