**SOUTHPORT PURCHASING RULES & PROCEDURES**

1. All worksheets must be submitted to: [worksheets@royallepagesignature.com](mailto:worksheets@royallepagesignature.com) by **Monday May 16th, 2022 at 3:00PM.**

2. Sales are limited to a maximum of two (2) units per household.

3. You will ONLY be contacted if we provide you with an allocation.

4. When we contact you with an allocation, please provide us with the required items for your purchaser(s):   
I. TWO (2) valid government-issued photo identifications:   
- Driver Licence or Photo ID card   
- Passport\*, Permanent Residence card\* or Citizenship card\* \*Proof of address is required for these types of I.D. if a Driver Licence or Photo ID card is not provided   
- Health card will not be accepted II. Purchaser email address, phone numbers, occupation, and employer.

5. Once we receive all required information and documents from you for your client(s), the Agreement of Purchase and Sale will be prepared, and a signing appointment will be arranged. Please assist your client through this process.

6. Your purchaser will be provided with a deposit schedule to fill in the cheques at the time of signing.  
-The first deposit must be a **$10,000 bank draft** payable to **HARRIS SHEAFFER LLP IN TRUST**   
- All cheques must be dropped off within 24 hours of signing to the following location:

**34 Southport St., Toronto, ON M6S 4Z1**

**Drop off hours: Monday – Friday 12pm – 7pm Saturday – Sunday 12pm – 6pm**

-NO Agent cheques allowed, ALL cheques submitted MUST be in the name of the purchaser (family member’s cheques will require cheque holder’s I.D., relationship to the purchaser, occupation, and employer)