

The Grand – Sales Procedures

Important Dates:

Deadline for Worksheet Submissions: Tuesday, November 8th at 5 pm

Allocation presented via email: Thursday, November 10th by end of day

Deposit Drop Off: Thursday, November 10th – 12 pm - 5 pm Friday, November 11th – 12 pm - 5 pm
The Grand at Universal City Sales Office 1235 Bayly St. Unit #9, Pickering

Signing Appointments will begin as of: Saturday, November 12th at 12pm

THE SALES PROCESS:

1. Worksheets will start being accepted online through link above on Thursday, November 3rd, 2022 at 3pm. Please submit all worksheets to: worksheets@royallepagesignature.com
2. Allocated units (if any) will be sent to you by end of day Thursday, November 10th, 2022. You will be contacted only if you have received your requested allocation.
3. An initial \$5,000 bank draft and all post-dated cheques are required to be dropped within the dates specified above. If we do not receive the bank draft & cheques by the deadline date of Friday, November 11th, 2022 by 5 pm, the allocated unit will be released.

Cheques Payable to: **FRIEDMAN LAW PROFESSIONAL CORPORATION, IN TRUST**

4. Please ensure the following information is included on the memo of each of the Deposit Cheques: The Grand, Unit Number, and Deposit Number
5. No realtor cheques will be accepted on behalf of purchaser clients. ALL cheques submitted must be in the name of the Purchaser(s).
6. Cheques in a family member's name require identification verification.
7. Open House days are strictly to allow you and your clients to preview our Sales Office and submit Worksheets. We will NOT be selling on these dates.

PLEASE NOTE:

- All Broker and Purchaser Details must be filled out accurately. Any worksheets with missing, incorrect, or duplicate information will not be accepted.
- Please enter only one worksheet per client/purchase. We can only accommodate one agreement per name and household.
- Name changes WILL NOT be permitted, only Purchaser(s) on the Worksheet submitted will be allowed to purchase the allocated unit.
- You can choose whether your client will be signing virtual or in person on the worksheet portal

VIRTUAL SIGNING APPOINTMENTS:

- Must submit 2 pieces of valid government issued ID (Health Cards and Expired ID's will not be accepted).
- Once cheques are received, and ID verification has been completed, the agreement will be prepared and sent to both you and your client for signing via DocuSign starting on Saturday, November 12th.
- Once the DocuSign is sent, your client has 12 hours to complete signing.
- Any agreements not signed within this timeframe will be cancelled and re-allocated
- All Deposit Cheques must be received prior to a Deal being sent out for signing (deposit information will be shared on confirmation of your allocation)
- Mortgage pre-approvals must be provided within 10 days of signing

IN-PERSON SIGNING APPOINTMENTS:

- Weekend of November 12th and 13th 12 - 5 PM
- The initial deposit cheque is required to be dropped off at the sales office during sales office hours by Friday, November 11th to secure your unit. If we do not receive the cheques on this date, the allocation will be cancelled and awarded to another agent.
- Please ensure that your clients come prepared with:
 - A copy of government issued valid photo ID of purchaser, to match the name on the Worksheet submitted.
 - All Post-Dated Cheques
- Mortgage pre-approvals must be provided within 10 days of signing

GENERAL RULES:

- All purchases with corporations require a natural person on the Agreement of Purchase and Sale.
- If Government Issued ID does not contain purchaser address, proof of address is required. • The initial deposit cheque must be a certified cheque
- Maximum of ONE unit per purchaser.
- Absolutely NO name changes will be permitted following submission of a worksheet.
- 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 sales representative 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 sales office. 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.

Commission:

4% Commission

5% Commission on deals 4 to 6 **Not Retroactive**

6% Commission on deals 7 + **Not Retroactive**