

## Union City – Buying Procedures

### Worksheets:

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

Please include the following with your worksheet:

- Photo ID
- Proof of Residency
- Photo of Bank Draft
- Sin Number required on worksheet

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.

### Allocations:

Allocations will be sent out on April 3<sup>rd</sup>, 2023.

### Signing:

Signing appointments will begin **Saturday April 8, 2023 at 11AM**. Deadline to book your signing appointment is April 6, 2023. If your in-person signing appointment is not booked by this time, your unit will be taken back.

Please be at the Sales Office 5 minutes in advance of your appointed time and have your client's Photo ID, SIN card and Proof of Citizenship ready. Appointment times will be strictly adhered to. If your client is not the Purchaser identified on the worksheet or if they do not honour their appointment, we reserve the right to reassign the unit.

A bank draft from a financial institution in the amount of **\$10,000, payable to HARRIS, SHEAFFER LLP in Trust, must be presented at time of purchase**. Please also bring a cheque book for the remaining deposits. If an address appears on the cheque, it must match with the cheque issuer's Photo ID.

Each household can purchase a maximum of two units.

In order to add a corporation to an agreement, we will require the following documentation:

- Complete Articles of Incorporation
  - Shareholder Registry confirming the corporation is Canadian owned in accordance with the Prohibition on the Purchase of Residential Property by Non-Canadians Act (the “N-C Act”)
- HST number
  - Guarantor Information (must be different from the purchaser)
- Statutory Declaration sworn by purchaser and stamped by a lawyer If we do not receive all the items listed above, we cannot add a corporation to the agreement.

**Notes:**

1. 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.
2. The Broker Referral will be sent once the sale has gone firm, all deposit cheques have been received and an acceptable mortgage approval has been provided. Mortgage approvals will be verified with the Lender.