**Westbend – Buying Procedures**

1. Please submit all worksheets to: [worksheets@royallepagesignature.com](mailto:worksheets@royallepagesignature.com)
2. Deadline for worksheets is **4pm on October 30th, 2022.**
3. All deals will be signed electronically and will need to be returned, by the purchaser, **within 24 hours** to keep their suite reservation. Virtual signing appointments can be offered for clients who would like to review the contract while signing.
4. An agreement will be prepared and emailed to your clients (from Milborne group). You will be CCed. Please advise your clients to sign all agreements digitally no later than within 24 hours to secure their unit. Unsigned purchase agreements may be cancelled at the builder’s discretion.
5. Please arrange **all cheques ($10,000 bank draft + 3 post-dated cheques) payable to McMillan LLP in trust** to be delivered to the Westbend Sales Office at **2480 Yonge Street, Toronto, Ontario.** within 24 hours of receiving the Agreement of Purchase and Sale.
6. A completed Third-Party form is required along with a valid government-issued photo ID when the cheques provided are not from the purchasers stated on the Agreement of Purchase and Sale. If the cheques come from a corporation, we will need a copy of the Articles of Incorporation and the nature of the business of the corporation. This is all for FINTRAC purposes.
7. Only **ONE** Agreement **Per Name** and two per household, Name Changes will not be allowed
8. A mortgage pre-approval is required within 30 days of signing the Agreement of Purchase and Sale. Please follow our Financing Approval Guidelines (included with Executed APS) to arrange for Financing Approval to be submitted to the builder.
9. Broker **Co-Op Agreements** will be issued upon the Agreement of Purchase and Sale going **FIRM**, receipt of **ALL postdated deposit cheques** and receipt of an acceptable **financing approval** as per builder’s guidelines.