

## PICKERING CITY CENTRE – RULES & PROCEDURES

### Worksheets:

1. Please submit worksheets to: [worksheets@royallepagesignature.com](mailto:worksheets@royallepagesignature.com)
2. Clear and legible Government-issued photo ID must be submitted with the worksheet along with Proof of Eligibility (in accordance with the Foreign Buyer Ban legislation as of January 2023)
3. Accepted Photo IDs:
  - Current (not expired) Drivers License, Permanent Resident Card, Canadian Passport
  - o If submitting Permanent Resident Card and Canadian Passport, Proof of Address must also be provided (utility bill (i.e. hydro or gas) or Government-issued mail (i.e. Drivers License renewal notice, property tax bill))
4. Accepted Proof of Eligibility:
  - Current (not expired) Canadian Passport, Permanent Resident Card, Citizenship Card/Certificate
  - Current (not expired) Work/Study Permit that clearly indicates a minimum validity of 183 days
5. **SIN is required for all Purchasers.**
6. Worksheet allocation process will take place over the next 2 weeks – please be patient.

### Contact Signing:

1. Contract signing will commence as early as suites are allocated.
2. Once a worksheet is allocated a unit, someone from our team may contact you for additional information (if required).
  - o Contracts will be signed in person or digitally via DocuSign.
  - o All purchases require a natural person on the Agreement of Purchase and Sale, including sales made to a corporation.
  - o Absolutely NO name changes will be permitted under any circumstance.
  - o Within **24 hours** of sending the Agreement, Purchasers must provide a bank draft or certified cheque for the initial deposit and **ALL SIX (6) POST-DATED CHEQUES** (total of 7 cheques) made payable to: **BRATTYS LLP, IN TRUST**
3. An email will be sent out to the Purchasers with the cheque amounts and dates. Please ensure that the cheques are accurately and legibly written out.
4. Please do not sign the back of the cheques.
5. Cheques are to be delivered to our **Sales Centre located at Pickering Town Centre, Entrance 5.**
  - **Cheques must be delivered by 9pm – there will be no after-hours drop box for deposits.**

## **General Rules**

- Maximum ONE (1) unit per Purchaser.
- Purchasers who cancel their APS will not be eligible to purchase another suite within thirty (30) days.
- If your client chooses not to move forward with their allocated suite, the suite will be returned to the builder's inventory.
- We will not be accepting bank drafts until a unit is allocated to your worksheet and the deal has been sent for signing.
- No sales events at the sales office. Office is reserved for signing and tours.
- Prices are subject to change.