

CELESTE - BUYING PROCEDURES

1. Please submit worksheets to: worksheets@royallepagesignature.com
2. The Deadline for Worksheet Submission is on **Thursday, March 31st, at 4:00pm**
3. To avoid spelling or information errors, **your Purchaser's photo ID** must also be included with your worksheet (**both sides of the Driver's Licence**). If providing Photo ID or Passport without the Purchaser's current address, approved verification of **address must also be provided, i.e., Utility Bill**.
4. Please also provide a **copy/scan, or a photo of the initial deposit (\$10,000)** with the worksheet (front and back of cheque) for the worksheet to be processed.
5. Your clients will be required to select a Standard Colour Package on the worksheet. Failure to select a package will result in the Vendor selecting on purchaser's behalf.
6. Clients will also need to indicate and initial if they require Right to Lease and/or Assignment Amendments.
7. The Initial Deposit Cheque **MUST** be dropped off at our Sales Office within 24 hours of worksheet approval.
8. **The Agreement of Purchase and Sale will be signed through DOCUSIGN. Note, that there will be a designated number of Agreements sent out each day. You and your clients can also book an in-person signing appointment at our Sales Office located at 231 Richmond St. East. Our hours of operation are Monday to Sunday from 12pm to 6pm.** The APS will only be sent out once the initial deposit cheque has been received and approved. The balance of the post-dated cheques must be delivered to the Sales Office within the 10-day rescission period.
9. **Cheques are payable to: DELZOTTO, ZORZI LLP IN TRUST**

Deposits Cheque Requirements – Names on the cheque MUST be written EXACTLY the same as name(s) on APS. If there is another name on the cheque(s), or it is a third-party cheque, then we must stamp the back of the cheques and have the cheque provider input their information as below. If you are not certain, we suggest you copy the below:

Issued as agent for: _____ *(Fill in purchaser's name on this line as shown on APS)*

As Purchaser of Suite No. _____

At: Celeste Condominiums

Per: _____

Signature of person who funded bank draft/ drawer of cheque

Print Name: _____

10. Once the Condominium Documents and Agreement has been sent to you and your clients via DocuSign, they will have **until 5 pm to sign**. Any suites that have not been signed and the initial deposit cheque not received within 24 hours will be returned to Developer inventory.
11. **All signing must be completed by March 31st, 2022 at 5 pm. Any Suites not signed within the deadline will be returned to Developer inventory.**
12. The executed copy of the APS along with the MPA Requirements and deposit schedule will be sent to you and your client to start the 10-day cooling period. The purchasers must acknowledge receipt of executed APS upon receipt of DocuSign email.
13. To comply with Fintrac requirements, Photo ID and Employment Information must be provided for all individuals named on the cheque(s) at time of signing. If cheque(s) are being issued by someone other than the Purchaser(s), Photo Identification and Employment Information must 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.
14. The Broker Referral will be signed once the sale has gone firm, all deposit cheques have been received and an acceptable mortgage approval provided. Mortgage approvals will be verified with the Lender.