

BLVD Q – Buying Procedures

WORKSHEETS

Please submit all worksheets to: worksheets@royallepagesignature.com

The Agreement of Purchase and Sale will be prepared prior to the appointment. Please ensure all information regarding your client's purchase is confirmed in advance in order to expedite the process.

ONLY IF your worksheet has been accepted and allocated, a member of our sales team will be in touch with you to confirm the unit details and the preferred method, date, and time of signing. **Name changes on worksheets will not be accepted.**

SIGNING PROCEDURES

In order to serve you better, we are offering two signing methods for your clients that include in-person and virtual signing options – see below.

SIGNING OPTIONS

1. OPTION 1 - IN-PERSON SIGNING AT THE PRESENTATION GALLERY

Our Presentation Gallery is located at 3300 Bloor Street West, Suite 1800 (18th floor). All clients must be accompanied by their agent to verify buyer representation. Please note our hours of operation will be daily from 10am – 6pm (closed Fridays). All appointments outside of our operating hours may be arranged by appointment-only.

2. OPTION 2 – DIGITAL SIGNING VIA DOCUSIGN

A bank draft for the initial \$10,000 deposit must be delivered to the presentation gallery (either personally by client, via courier/3rd party-delivery or by cooperating agent) prior to the deal being prepared and sent to your client for signature. Once your client's deal has been digitally received, their deal must be signed within the same business day. Any deals not signed within the allotted window will be voided. Following deal execution, FINTRAC procedure must be completed by a member of our sales team to verify identification.

Please deliver your deposit cheque to our Etobicoke Location at BLVD Q Presentation Gallery: 3300 Bloor Street West, Suite 1800 (18th floor) from 10am-6pm (or by appointment-only after-hours). A secondary drop-off location is available in Midtown Toronto at the Austin Birch Head Office located at 1 Eglinton Avenue East, Suite 701 (7th floor) by appointment only. All received cheques will be confirmed by receipt.

DEPOSITS

Your client's initial \$10,000 bank draft and all post-dated deposit cheques must be brought to the signing appointment. Deposit dates for the remainder of cheques will be provided at the time signing. All bank drafts and deposit cheques should be made payable to **McMillan LLP in Trust**. For digital signings, please see cheque delivery note above.

DEAL FILES

- All purchasers must have a valid ID with them for the signing appointment.
- Your client's purchase will be firm exactly TEN (10) Days following receipt of the executed Agreement and Condominium Disclosure Documents.
- Power of Attorney and name changes will not be permitted within the 10-day cooling period.
- Commission agreements will be sent once your client's 10-day cooling period has expired and the sale is firm along with receipt of a valid mortgage pre-approval and all post-dated cheques (completed file).