**Bellwoods House – Buying Procedures**

**Worksheets:**
Please submit worksheets to: worksheets@royallepagesignature.com.

Please provide two pieces of valid photo ID (Drivers Licence + Proof of Canadian Citizenship).

**Allocations:**
Once we have received a completed worksheet and a suite has been allocated to your buyer, you will be contacted to book your in-person signing appointment at the Presentation Centre.

Our Sales Representatives will be at our Presentation Centre during the Launch from Monday-Friday, 12 pm-6 pm and Saturday and Sunday, 12 pm-5 pm.

There is a locked mailbox by the front door of the Presentation Centre for your convenience. Please ensure that your Suite # is clearly indicated on the Draft/envelope. Please note that Wire Transfers are not permitted for the Initial Deposit.

**Signing Appointment:**
Please ensure that your client brings the following items to their in-person signing appointment:
▪ Valid Driver’s Licence or Proof of Address (i.e.: Recent Utility Bill).
▪ Valid Proof of Canadian Citizenship (i.e., Canadian Passport, PR Card, Citizenship Card). All sales must comply with the Prohibition on the Purchase of Residential Property by Non-Canadians Act.
▪ A Bank Draft payable to **Harris Sheaffer LLP in Trust** in the amount of **$10,000**. This must be presented at the 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.

Should your client prefer to sign off-site, we can offer a virtual signing appointment as an alternative. Your client will sign on Zoom via DocuSign with one of our signers. Note that we require a completed worksheet, IDs and the Bank Draft in-hand at our sales office before we can book a virtual signing appointment.

To comply with Fintrac requirements, if a name other than that of the Purchaser(s) appears on a Bank Draft or if cheque(s) are being issued by someone other than the Purchaser(s), Photo Identification and Employment Information must be provided for the person named on the Draft, the cheque holder and anyone else named on the cheques they are providing.