

NEWMARKET

GLENWAY

TOWNHOMES



EXCLUSIVE VIP
BROKER RELEASE



EXCLUSIVE VIP BROKER RELEASE

SALES PROCEDURES

1. OUR SALES TEAM IS HERE TO ASSIST YOU

The **Andrin - Glenway Townhomes** sales team will be available to assist you and your clients during regular office hours: **Monday to Thursday from 1:00 p.m. to 7:00 p.m.** and **Saturday and Sunday from 11:00 a.m. to 6:00 p.m.** at our sales office located at **470 Crossland Gate** in **Newmarket**. You can also reach them by telephone or e-mail at **(905) 235-0862** or **glenwaytowns@andrinhomes.com**.

Sales and Marketing materials are available for download by visiting our Broker Portal link **<https://andrinhomes.com/glenwayurbantowns/broker-portal/>**

Please review all materials with your clients, including pricing, community features, interior finishes, floor plans and agreement requirements, prior to visiting our sales office.

2. MY CLIENT IS READY TO PURCHASE

Once your client has selected their preferred POTL/model, and is ready to purchase, the following information will be required:

- A clear colour image of two valid pieces of Government issued photo Identification (Driver's License, Passport or PR Card only).
- The clients telephone number;
- The clients e-mail address;
- The clients occupation and name of employer;
- A clear colour "selfie" image of your client holding up their photo identification next to their face (*required for virtual appointments only*); and
- A clear image of the initial deposit draft required at time of purchase.

3. SUBMITTING A WORKSHEET

At this time, sales will be completed by way of **worksheet** submission. Each worksheet must be completed in full with Purchaser's full contact information including telephone number, e-mail address, occupation, name of employer, etc., and must be accompanied by two clear colour copies of the Purchaser's valid Government issued Photo I.D. (Driver's License, Passport or PR Card only).

The completed worksheet along with your clients photo identification should be e-mailed to **glenwaytowns@andrinhomes.com**.

We require a fully completed worksheet, and once received, we will allocate the POTL/model accordingly. Our team will then contact you to confirm your allocation, at which point, you will be required to provide the initial bank draft prior to the Agreement preparation. After an allocation has been made, you will **not** be able to change the name of the purchaser on the worksheet. If your client does not wish to proceed with their worksheet, it will be removed from the queue.

The **Glenway Townhomes** sales team is available to guide you and your client through the agreement process. Your client will be receiving a digital copy of the Agreement of Purchase and Sale which will need to be signed electronically. There will be a limited amount of time to sign the electronic documents, any agreements that are not completed within 24 hours will be considered void and the POTL will be returned back to the available inventory.

For those of you who have clients insisting on a virtual appointment, please note that it is mandatory that you attend the virtual appointment along with your client. If the Agreement is being done virtually, the Purchasers must drop off their initial deposit to the Glenway Townhomes Sales Office on the next day. Initial bank draft must be received prior to DocuSign being sent out.

4. AGREEMENT PREPARATION

We require the following items in order to facilitate the preparation of your clients Purchase and Sale Agreement:

a) **POTL/MODEL SELECTION**

b) **INITIAL DEPOSIT DRAFT**

Upon receipt of a confirmed POTL/model selection, it is required that you make arrangements with your client to provide the initial deposit draft which must be hand delivered to the sales office located at **470 Crossland Gate** in **Newmarket**.

19 FT 2-CAR GARAGE REAR LANE TOWNS

- ⇒ **First deposit** (deposit #1) **must** be in the form of a **Bank Draft or Certified Cheque**, in the amount of **2% of the total purchase price**, and made payable to the Vendor, **Andrin Nova Towns Limited**. Please ensure that the draft indicates the **POTL number on the bottom left corner**.
- ⇒ **All subsequent deposits** (deposit #2, #3, #4, #5, #6, #7, #8 and #9) **must** be paid via **PAD form**, in the amount of **1% of the total purchase price** for each payment, as per the terms of the payment schedule provided.

20 FT 2-STOREY REAR YARD TOWNS

- ⇒ **First deposit** (deposit #1) **must** be in the form of a **Bank Draft or Certified Cheque**, in the amount of **2% of the total purchase price**, and made payable to the Vendor, **Andrin Nova Towns Limited**. Please ensure that the draft indicates the **POTL number on the bottom left corner**.
- ⇒ **All subsequent deposits** (deposit #2, #3, #4, #5, #6, #7, #8 and #9) **must** be paid via **PAD form**, in the amount of **1% of the total purchase**

price for each payment, as per the terms of the payment schedule provided.

18 FT 3-STOREY TOWNS

- ⇒ **First deposit** (deposit #1) **must** be in the form of a **Bank Draft or Certified Cheque**, in the amount of **2% of the total purchase price**, and made payable to the Vendor, **Andrin Nova Towns Limited**. Please ensure that the draft indicates the **POTL number on the bottom left corner**.
- ⇒ **All subsequent deposits** (deposit #2, #3, #4, #5, #6, #7, #8 and #9) **must** be paid via **PAD form**, in the amount of **1% of the total purchase price** for each payment, as per the terms of the payment schedule provided.

5. FINANCIAL VERIFICATION

Your client will also be required to submit a **Mortgage Pre-Approval** letter, within sixty (60) days of purchase, from a Bank or Credit Union. Mortgage Broker letters will only be accepted when accompanied by underlying lenders letter. Please speak to a Sales Representative for a list of requirements.

6. AGREEMENT REVIEW MEETING

During the conditional period, the Purchaser(s) will receive an invite to attend a meeting to review the terms of the Agreement of Purchase and Sale with our Sales Team. This can be done in person, or virtually. The Purchaser(s) has/have the option to accept or decline this invitation by way of e-mail.

Thank you for your cooperation,

THE GLENWAY TOWNHOMES SALES TEAM
Jennifer Bisogno and Joanna Bozzo

NEWMARKET
GLENWAY
TOWNHOMES

EXCLUSIVE VIP BROKER RELEASE

FOR YOUR CLIENTS:

LIMITED TIME PROMOTION

\$0 COMMON ELEMENT FEES FOR TWO YEARS

CENTRAL AIR CONDITIONING

5-PIECE APPLIANCE CERTIFICATE

SMOOTH CEILINGS ON MAIN FLOOR

STONE COUNTERTOPS IN KITCHEN & 3 PIECE BATHS

NATURAL 7" LAMINATE FLOORING ON THE MAIN FLOOR
UPGRADED TO YOUR CHOICE OF 3 COLOURS

7" LAMINATE FLOORING IN THE UPPER HALL, CHOICE OF 3
COLOURS

UPGRADED STAINED FINISH STAIRS TO COMPLEMENT
LAMINATE FLOORING

EXISTING DEVELOPMENT CHARGES CAPPED AT \$7,500

ASSIGNMENT AVAILABLE

Some conditions may apply. This bonus package is a limited-time promotional offer and is subject to change, modification, or cancellation at any time without prior notice or obligation. The developer reserves the right to substitute any materials, fixtures, appliances, or services with items of equivalent or greater value at their sole discretion, without liability or compensation to the purchaser. The items and services included in this bonus package have no cash value. They cannot be redeemed for cash, credited toward the purchase price, transferred to another party, or combined with any other promotions, discounts, or incentives unless explicitly stated in writing. In the event of a discrepancy between marketing materials and the final purchase agreement, the terms of the formal legal agreement shall prevail. E.&O.E. _2026 05 27_IFS

NEWMARKET
GLENWAY
TOWNHOMES

EXCLUSIVE VIP BROKER RELEASE

FOR YOU:

RECEIVE A COMMISSION OF

3%

ON THE FIRM SALE OF EACH
TOWNHOME AT GLENWAY

This is a limited time offer and may be revoked at any time. No substitutions and no cash value. Prices and specifications are subject to change without notice E. & O.E.