



## **VIP AGENT EVENT FAQ**

### ***Q. HOW DO AGENTS REGISTER CLIENTS?***

A. The agent must register each prospect by submitting a completed worksheet through the online Broker Portal. NO worksheets submitted in any other fashion will be accepted

### ***Q. HOW DOES THE WORKSHEET/APPOINTMENT PROCESS WORK?***

A. Worksheets can be submitted online through the Broker Portal and will be reviewed upon receipt. Only fully completed worksheets will be accepted. Brokers will be contacted by the Andrin Homes sales team to confirm allocation and agreement details. Appointments can be made through zoom to go over purchasing details and the paperwork will be sent via DocuSign for signatures.

### ***Q. WHAT DO I NEED FOR THE AGREEMENT OF PURCHASE AND SALE?***

A. At the time of signing, every named purchaser on the agreement must have:

1. Valid photo ID (either driver's license or passport);  
Expired documents will not be accepted.
2. Please ensure that your clients have Four (4) deposit cheques. All cheques are required to be signed and made payable to **Harris Sheaffer LLP, in Trust.** The First payment **MUST** be by bank draft or certified cheque. The sales team will confirm acceptable locations for deposit dropoff.

**A completed FINTRAC form including occupation must be submitted and ALL deposits received before an Agreement will be prepared.**

### ***Q. DO I NEED A MORTGAGE APPROVAL?***

A. All purchasers will need a mortgage approval from a Tier 1 Financial Institution acceptable by the Vendor. **Please Refer to Mortgage template included on Portal.**

**Q. HOW WILL AGREEMENT OF PURCHASE AND SALE BE HANDLED?**

A. All paperwork, Agreement of Purchase and Sale, forms, etc. will be handled by our Sales Representatives on the Vendor's approved forms. These must be completed via DocuSign.

**Q. WHAT IS THE CO-OPERATING COMMISSION FOR GLENWAY URBAN TOWNS?**

A. The commission structure is 2.5% of the purchase price (net of HST) per firm deal.

**Q. HOW IS THE COMMISSION BEING PAID?**

A. 50% is payable 90 days after all conditions of the APS have been fulfilled, including:

- The Vendor is in receipt of all deposit cheques;
- An acceptable mortgage approval letter and Purchaser lawyer's information.

50% is payable 30 days after the Final Closing date.

**Q. CAN I ASSIGN THE APS BEFORE FINAL CLOSING?**

A. Yes, the agreement comes with an assignment option.

**Q. CAN I PURCHASE UNDER AN INCORPORATED NAME?**

A. Yes, however you must have a person's name with photo ID as purchaser #1. The corporation can be added during the conditional period as purchaser #2 (A copy of articles of incorporation will also be required). Initial deposit is to be made from personal account of purchaser #1.

**Q. ARE LOCKERS INCLUDED?**

A. Lockers are NOT included in the purchase price. Lockers Will be Sold on a first come first serve basis prior to Occupancy. Wait List not Available.

**Additional Information:**

1. Only purchasers who are present will be allowed on the agreement of Purchase and Sale on the day of signing; one additional immediate family member name can be added within 10 days after signing but the original name cannot be removed.

2. Only one purchase per person/household is allowed.

The Vendor reserves the right to modify or cancel this Program at any time without notice. E. & O.E. October 13, 2021

