



VIP Broker Procedures/Guidelines

- Please complete the attached worksheet in full and send by email to worksheets@aspenridgehomes.com along with a copy of the Purchaser's photo I.D. (3 different suite layout choices are required otherwise the worksheets will be considered invalid)
- We will start accepting worksheets at noon on Wednesday June 12, 2019 up until noon on Thursday June 20, 2019 (all worksheets received prior to or after this timeframe will be discarded)
- Once the worksheet is received, we will try to allocate a suite based on one of your 3 choices and then one of our sales representatives will contact you to schedule an appointment time to sign the Agreement of Purchase and Sale. All Agreements must be signed between June 21-23, 2019 (NO EXCEPTIONS). You must accompany the purchaser to 29 Floral Parkway (in Vaughan) on the date and time of their signing appointment in order to confirm Buyer Verification
- Once the appointment is booked, you are required to give 24 hour notice in order to reschedule the appointment. In the event of a no-show, the suite will be released for sale immediately
- The Agreement of Purchase and Sale will be prepared in advance of the signing appointment. Please send any changes prior to 5pm on Thursday June 20, 2019) and please ensure that the worksheet is ACCURATE AND LEGIBLE as any errors or missing information will result in lengthy wait times for your client and yourself
- No name changes allowed (therefore, in the event that your client decides not to proceed after a worksheet has been submitted you are no longer entitled to that suite allocation for another client)
- Every purchaser must present a valid photo I.D. and S.I.N. number at the time of signing. All purchases require one individual on the Agreement and a corporation can be added as a 2nd purchaser. Articles of Incorporation and a Certificate of Status will be required at time of signing if a corporation is on title
- Every purchaser must bring four (4) cheques to their signing appointment. Each deposit cheque will be in the amount of 5% of the total Purchase Price and all cheques will be made payable to "**Brattys LLP, in Trust**". For international purchasers an additional 10% deposit is required.

Thank you for your cooperation

