

Sales Procedures

1. Our Sales Team Is Here To Assist You

The **Urban Towns** sales team is available to assist you and your clients. Appointments will be conducted in person at our Model Home in Brampton, located at 35 Romilly Avenue, Unit #4. Please feel free to contact our sales team via telephone at **(416) 991-0835** or alternatively by way of e-mail at mountpleasant@rosehavenhomes.com

Sales and Marketing materials are available for download by visiting our Broker Portal link.

Broker Portal Link:

<https://broker.rosehavenhomes.com/community/urban-towndominiums>

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

2. Ready To Purchase

Once your client has selected a 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; one indicating the clients full legal name, date of birth and current address, and the second that verifies that they are a resident of Canada;
- The clients telephone number;
- The clients e-mail address;
- The clients occupation and name of employer; and
- A clear image of the initial deposit draft required at time of purchase.

3. Agreement Preparation

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

- a) MODEL & UNIT SELECTION
- b) DEPOSIT CHEQUE

Upon receipt of a confirmed model and unit selection, it is required that you make arrangements with your client to provide the deposit as follows:

- ⇒ **First deposit** (deposit #1) must be in the form of a **Bank Draft**, in the amount of **\$50,000.00**, and made payable to the Vendor's Solicitor, **Brattys LLP in Trust**. Please ensure that the draft indicates the **unit number on the bottom left corner**.

Please note that cheques are **NOT** to be sent via mail or courier. All deposit cheques are to be hand delivered in person to the Urban Towns Model Home in Brampton. We recommend that you or your client take a copy or picture of the cheque for your/their records, prior to delivery.

4. Completing The Agreement

The **Urban Towns** 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 unit will be returned back to the available inventory.