



## VIRTUAL SALES PROCEDURE

### PREPARE FOR YOUR APPOINTMENT:

**1. Get pre-approved!**

All deals will be written firm – there is no financing condition, so make sure you know how much you are pre-approved for before your appointment.

**2. Preview our Agreement of Purchase and Sale**

We have posted a sample Agreement of Purchase and Sale on our Virtual Sales Office for your review before your appointment.

**3. Pick your preferred lots, home type, and exterior colour packages**

Not every house fits on every lot, and all choices are subject to availability and architectural control, so be prepared with top 3 choices of model and lot.

**4. Prepare for your deposits**

First deposit will be \$25,000 by certified cheque or draft, then the remaining deposits will be by personal cheque. Make sure you are prepared to get a certified cheque or draft, and have your cheque book ready!

**5. Have your ID ready**

Driver's license, passport, or other government issued photo ID (Health card not accepted)

### AT YOUR VIRTUAL APPOINTMENT:

Our sales team will answer any questions that you may have, and help you complete your purchase. Lot allocations from the builder will be done in real time during your appointment, so we can confirm your purchase and get all the info we need to prepare your Agreement of Purchase and Sale, including ID verification.

During your Virtual Appointment, together with your Tribute Sales Rep, you will choose:

- Model type and elevation
- Lot location
- Standard or optional floorplans
- Exterior Colour Packages (top 3 choices)



#### AFTER YOUR VIRTUAL APPOINTMENT:

Your Agreement will be sent to you by DocuSign and must be signed by all purchasers within 6 hours. Deposit cheques must be delivered to the sales office within 24 hours (detailed drop off instructions will be provided). If DocuSign isn't completed or cheques aren't received within the above timelines, your Agreement to purchase will be cancelled without notice.

#### AFTER PURCHASE:

We require a mortgage commitment letter (or other proof of financing) for every purchase at Colgan Crossing within 30 days of purchase. Your mortgage commitment letter must include:

1. Purchaser name(s) in full, same as on the Agreement of Purchase and Sale
2. Subject property description (lot number or civic address)
3. Principal amount of loan (at least 80% of purchase price)
4. Interest rate
5. Commitment expiry date (must be valid until closing date)

#### ADDITIONAL NOTES AND RESTRICTIONS:

Only one purchase per household.

Only one purchase per appointment.

Two purchasers maximum per Agreement.

All purchases must be in an individual's name – corporations, trusts, etc. will not be accepted.

International purchases will incur larger deposits.

Name changes and assignments are not permitted.

Prices, terms and conditions are subject to change without notice. E. & O. E.