

STRATA

BROKER PROCEDURES

Worksheet Requirements:

- Worksheets MUST be completed in **FULL** and accurately including;
 - **FULL** Purchaser(s) name and contact info (email address and phone number)
 - Realtor information
 - Completed FINTRAC(s)
 - **Copies of your Purchaser(s) ID's that are clear and in colour (FRONT and BACK)**
 - **IF a client is purchasing in a CORPORATION- Please provide a COPY of the ARTICLES OF INCORPORATION**
- 3rd and 4th suite options are encouraged for best results

Important Information:

- Agents are responsible for introducing clients to the area and building (Product Knowledge)
- Agreements will be emailed to your Purchaser(s) for signing (24-hour signing period).
- Purchaser(s) **MUST** fill out the **EFT forms that will be sent with the APS**. The Purchaser will fill out their direct deposit information and/or provide a void cheque
- Please note: Deposits will be done on the 15th and/or 30th of the month of when it is due.
- A **MAXIMUM of 2 units** will be allocated per Purchaser(s)

General Agent Guidelines:

- **Sales will be handled on a first come first served basis based on your allocations**
- Mortgage commitment(s) submission within 30 days
- Any unsold allocations or any recessions will be returned to the builder's inventory. Pricing may be subject to changes
- Please note: Please allow 90 days to process from the date of the invoice (Once below is met and qualified)
- The Cooperating Commission is the Net of HST. Parking, Lockers and Upgrades are not included in the cooperating commission.
- **Commision Structure as follows:**

50%	1.5% of the commission payable 30 days after the following: <ol style="list-style-type: none">1. The expiry of the recession period and the waiving of the Purchaser's conditions2. Deposits totalling no less than 10% of the purchase price have been received and cleared by the Vendor's financial institution3. Receipt by the Vendor of all required post-dated deposit cheques and mortgage commitment letter had been received as per the Agreement of Purchase and Sale
50%	<ol style="list-style-type: none">1. 1.5% of the commission payable 30 days after the final closing of the Unit per the terms of this Agreement of Purchase and Sale