



Hello Broker Partners,

RioCan Living and Austin Birch are very excited to begin working with you on VERGE Phase 2 and we are happy to announce that your exclusive broker portal is now live! We trust you're getting a great response from all of your marketing efforts as the feedback has been tremendous!

BROKER PORTAL

The portal has been updated with all available floor plans, pricing, digital brochure, marketing assets (renderings, presentation, videos, logos) and anything else you may require for your client meetings.

WORKSHEETS

Worksheet submission will take place via the **Blackline Broker Portal**. Once you have selected your client's unit, you may click to "submit worksheet". Please complete the worksheet in its entirety indicating your client's top 3 suite selections and all of your client(s) details, solicitor info and co-operating brokerage information.

Cut off for worksheet submission is at 12:00 pm sharp on Wednesday October 13th, 2021.

The Agreement of Purchase and Sale will be prepared prior to the appointment. Please ensure all information regarding your client's purchase is confirmed in advance in order to expedite the process.

ONLY IF your worksheet has been accepted and allocated, a member of our sales team will be in touch with you to confirm the unit details and the preferred method, date and time of signing for the coming weekend. Name changes on worksheets will not be accepted.

SIGNING PROCEDURES

In order to serve you better, we are offering 3 signing methods for your clients that include in-person and virtual signing options – see below. Please note that for any In-Person visits (touring the sales centre or signing) we have implemented all safety precautions required to ensure that the health, welfare and safety of you, your clients and our community's staff is of utmost priority.

SIGNING OPTIONS

- **OPTION 1 - In-Person Signing At Our Presentation Gallery:**

Our Presentation Gallery is located at 728 The Queensway, Toronto, ON. Please note that our gallery is outfitted with all safety precautions in place and limited to three guests (one agent + two clients).

All clients must be accompanied by their agent in order to verify buyer representation. All guests, including staff will be required to wear protective masks while inside the Presentation Gallery. Masks, gloves and disposable pens will be made available to you and your clients.

- **OPTION 2 – Virtual Digital Signing:**

One of our sales representatives will walk your client(s) through a review of the digital deal file, and wire transfer or cheque drop-off procedure.

- **OPTION 3 – Email Deal File Via Docusign:**

All deals must be signed within five (5) hours of receipt. Wire transfer or cheque delivery options will be provided and must be confirmed by receipt. Any deals not signed within the five hour window will be voided.

DEPOSITS

Your client's initial \$10,000 deposit along with the remainder of deposit cheques must be brought to the signing appointment. Deposit dates for the remainder of cheques will be provided at the time signing. All cheques should be made payable to HARRIS SHEAFFER LLP in Trust. For digital signings, wire transfer or cheque delivery must be completed.

DEAL FILES

- All purchasers must have a valid ID with them for the signing appointment.
- Your client's purchase will be firm exactly TEN (10) Days following receipt of the executed Agreement and Condominium Disclosure Documents.
- Power of Attorney and name changes will not be permitted within the 10-day cooling period.
- Commission agreements will be sent once your client's 10-day cooling period has expired and the sale is firm along with receipt of a valid mortgage pre-approval and all post-dated cheques (completed file).

INTERNATIONAL DEALS

International deals are permitted and will be facilitated via Signing Option 2 or 3 with an alternate deposit structure. Wire transfer instructions will be provided at the time of signing. Your client must provide a receipt confirming transfer of funds within 48 hours of signing.