

# Mile & Creek

## SIGNING PROCEDURES & GUIDELINES

1. All deals will be signed electronically and will need to be returned, by the purchaser, **within 24 hours** to keep their suite reservation. Virtual signing appointments can be offered for clients who would like to review the contract while signing.
2. To Submit a WORKSHEET Please Click **Log In** to your Milborne App account at the link below and click **Submit Worksheet**. (You must be logged in for worksheet page to load)

**<https://mileandcreek.milborneapp.com/#worksheets>**

*\*If you do not have an account please click "log in and create account", access will be granted immediately*

3. Please fill in all mandatory fields (marked with a \*)
  - Purchaser(s) full legal name
  - Phone number
  - Unique email address for each purchaser
  - Current address (will require separate proof of address if not indicated on ID)
  - Occupation (if self employed, please **specify** company name, if retired, please provide previous employment information)
  - Picture of clear, valid government issued photo ID

Please note that we will need the following in order to add a corporation:

**We will need Articles of Incorporation/Certificate of Incorporation, company profile and certificate of status. The purchaser's name must be indicated in the Articles of Incorporation/Certificate of Incorporation and we will need an email separate from the original purchaser(s) for the corporation.**

4. Once submitted, you will receive an email confirmation when your worksheet has been received by the sales team, and when units have been allocated to you.
5. Once you have received your allocations, please go to the "ALLOCATIONS" tab in the Milborne App and match the allocated unit with the submitted worksheets to confirm a buyer for each suite.
6. An agreement will be prepared and emailed to your clients (from Milborne group). You will be CCed. Please advise your clients to sign all agreements digitally no later than within 24 hours to secure their unit. Unsigned purchase agreements may be cancelled at the builder's discretion.
7. Please arrange **all cheques (\$5,000 bank draft + 3 post-dated cheques) payable to Joseph & O'Donoghue LLP in trust** to be delivered to the Mile & Creek Sales Office at **2480 Yonge Street, Toronto, Ontario**, within 24 hours of receiving the Agreement of Purchase and Sale.
8. A completed Third-Party form is required along with a valid government-issued photo ID when the cheques provided are not from the purchasers stated on the Agreement of Purchase and Sale. If the cheques come from a corporation, we will need a copy of the Articles of Incorporation and the nature of the business of the corporation. This is all for FINTRAC purposes.
9. You and your Client will receive an email with the following items enclosed:
  - Executed Agreement of Purchase and Sale
  - Condo Documents
  - Buyer's Guide
  - Financing Approval Guidelines
10. Only **ONE** Agreement **Per Name** and two per household, Name Changes will not be allowed
11. A mortgage pre-approval is required within 30 days of signing the Agreement of Purchase and Sale. Please follow our Financing Approval Guidelines (included with Executed APS) to arrange for Financing Approval to be submitted to the builder.
12. Broker **Co-Op Agreements** will be issued upon the Agreement of Purchase and Sale going **FIRM**, receipt of **ALL postdated deposit cheques** and receipt of an acceptable **financing approval** as per builder's guidelines.

Connect with a Milborne Sales Representative if you have any additional questions or need assistance.

