



## SIGNING PROCEDURES & GUIDELINES

**All deals will be signed electronically and will need to be returned, by the purchaser, within 24 hours to keep their suite reservation.**

### Worksheet Submission

To Submit a WORKSHEET, please login to your Milborne Broker Portal account at the link below and click "Submit A Worksheet". (You must be logged in for worksheet page to appear)

<https://thehighmark.milborneapp.com>

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

Please fill in all mandatory fields (marked with a \*):

- Purchaser Type (End User or Investor)
- 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
  - o If self employed, please specify company name, if retired, please provide previous employment information)
- Picture of clear, valid government issued photo IDs
- Proof of Canadian Citizenship
  - o Acceptable IDs: Birth Certificate, PR Card, Canadian Passport, Indian Status Card or Worker's Permit\*

\*Worker's Permit must be valid for at least 183 days and have not had purchased a residential property

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

1. Certificate of Incorporation
2. Articles of Incorporation
3. Corporation Profile Report or Certificate of Status

The purchaser's name must be indicated in the Articles of Incorporation/Certificate of Incorporation and an unique email separate from the original purchaser(s) for the corporation.

Once submitted, you will receive an email confirmation when your worksheet has been received by the sales team.



## Allocations

Once you have received your allocations, please go to the "ALLOCATIONS" tab in the Milborne Broker Portal and match the allocated unit with the submitted worksheets to confirm a buyer for each suite.

An Agreement will be prepared and emailed to your clients (from Milborne Group). You will be CCed. Please advise your clients to sign the Agreement digitally no later than within 24 hours to secure their unit. Unsigned Agreements may be canceled at the Vendor's discretion.

## Cheques

Please arrange all cheques (\$5,000 Bank Draft + 5 post-dated cheques) payable to "Scarfone Hawkins LLP In Trust" to be delivered to the Highmark Sales Office at 633 Kingston Road, Pickering ON within 24 hours of receiving the Agreement of Purchase and Sale.

NOTE: 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.

You and your Client will receive an email with the following items enclosed:

1. Executed Agreement of Purchase and Sale
2. Condo Documents
3. Buyer's Guide
4. Financing Approval Guidelines

## Mortgage Pre-Approvals

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 Vendor.

## Broker Co-ops

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 Vendor's guidelines.



## General Rules

1. Purchasers are permitted to enter into a maximum of TWO Agreements of Purchase and Sale.
2. Name Changes will not be permitted. We can add another purchaser at no charge via an amendment within the 10-day period.
3. If your client no longer wants to purchase a suite (that has been allocated), the suite will automatically go back into the builder's inventory.
4. Pricing is subject to change.

**Please contact the sales team anytime with questions.**

The Highmark Sales Office  
633 Kingston Rd, Pickering  
T: 905-831-1755  
[info@thehighmark.ca](mailto:info@thehighmark.ca)

Office Hours:  
Mon to Thurs 12 to 6pm  
Friday closed  
Sat & Sun 12 to 5pm