

ROCKPORT®

The Davisville

Agent Information Package

Agent Information

Package Includes

- Option 1: Procedures for in person signing
- Option 2: Procedures for virtual signing
- Cheque instructions

Send your completed worksheet to sales@thedavisville.com along with a photo(s) of your client's ID.

All worksheets will be date stamped. Suites will be allocated on a first received, first served basis.

Please indicate on the worksheet if your client wants to sign their paperwork in-person or by virtual appointment. All worksheets must be accurately completed as per their government issued photo ID, as any errors or omissions will not be accepted.

Once a properly completed worksheet has been submitted, a Davisville Sales Consultant will contact you to setup your virtual appointment or an in-person appointment for your client to sign the paperwork. Only agents that have been allocated a suite will be contacted. You must be in attendance at either appointment. We will provide a 5-minute grace period for each confirmed appointment. It is imperative that you log in or attend your appointment on time, failing which, following the 5-minute grace period the reserved suite will be released for sale.

Option 1

Procedure for in-person signing

All in person signings must be by appointment only.

The Davisville Presentation Gallery is open by appointment from Monday to Wednesday and Weekends 11-6

Presentation Gallery location:

2075 Yonge Street

Toronto, Ontario

Contact Number: 416-984.5490

Sales Consultants: Susan Bennett, Tom Helston, Melissa Bennett

On signing day your client will be required to provide 4 cheques, all made payable to Harris Sheaffer LLP., In Trust. (see example provided)

Only 2 Clients and you, as their agent, will be allowed entry during your appointment. The appointment will last up to 45 minutes. Once you have all arrived for your scheduled appointment, a Davisville Consultant will escort you and your clients into the presentation center, as per our COVID protocols.

Our sales consultant will take your clients through the Presentation Gallery and legal paperwork. Once the signing has concluded, you are all expected to leave the Presentation Gallery to allow for the staff to prepare and clean the area for the next appointment.

Your clients will receive all their signed documents electronically, within 24 hours after the appointment.

Option 2

Procedure for virtual signing

If your client prefers to sign the Agreement to Purchase digitally, the APS will be sent to your client via DocuSign.

To prepare for the virtual appointment, please have your clients valid photo ID ready. It must not be expired, and the address shown must be current and match the address on the APS.

A Davisville Sales Consultant will be available to take your client through the signing process and answer any questions they have at that time. Once your client has signed the APS and related amendments, they will be required to provide all four deposit cheques within 24 hours of signing.

Once your clients have received the link and downloaded all the files contained in the link, we ask them to confirm receipt. Your client will receive the signed, executed copy electronically within 24 hours after the appointment and the 10 day recession period will begin.

Cheque Instructions

- Please make the cheques payable to, Harris Sheaffer, LLP., in Trust.
- Please ensure that the Project name: THE DAVISVILLE, and the suite # are in the memo section of each cheque.
- Drop all cheques to our Davisville Presentation Gallery, located at 2075 Yonge Street, Toronto, Ontario.
- Attention: Melissa Bennett
- If the deposit cheques are being provided by someone other than the purchaser, we will require the 3rd party information (government issued photo ID and the relationship to the purchaser, to comply with FINTRAC requirements.)
- The address on the cheques must match the address on the cheque issuer's ID.
- If purchasing in a corporation, please bring a copy of the articles of incorporation.
- No agent cheques or counter cheques will be permitted.
- In the event the deposit cheques are not received within 24 hours of signing the paperwork, the APS will become null and void, and the suite will be returned to inventory.

We will require a mortgage commitment (not a pre-approval) for 80% of the Purchase Price within 30 days of signing the Agreement of Purchase and Sale (see handout titled "Mortgage Commitment Requirements")

Thank You for your support and co-operation.