



## Complete Sales Process

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### STEP 1 | COMPLETION OF PRE-SALE FORMS

- ▣ Provide Finance Approval Letter (FAL).
  - ▣ Provide Potential Client Referral Form (PCRF) (not always applicable).
  - ▣ Complete Financial Transactions & Reports Analysis Canada form (FINTRAC).
  - ▣ Provide Photo Identification.
  - ▣ Complete Optional Features list (not always applicable)
  - ▣ Complete Purchase & Build Information form.
  - ▣ Complete Lot & Unit Reservation form (not always applicable).
  - ▣ Provide deposit (via bank draft).
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### STEP 2 | SELECT LOT, HOUSE PLAN, & FEATURES

- ▣ Select a lot (for more details about individual lots see the Notes Section on the lot price sheet or website).
  - ▣ If a lot is 47' wide, then subtract 8' for the side yards - a 47' wide lot accommodates a house that's 39' wide.
  - ▣ Select a house plan (plans are in floor plan package and shown on the website).
  - ▣ Minor revisions to the floor plan can be discussed with the Sales Representative.
  - ▣ Select features for the house (this step may have been started earlier - this is the Optional Features list).
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### STEP 3 | QUOTATION

- ▣ The Sales Representative prepares a quotation based on the lot, house, and features selected.
  - ▣ Typically, it takes 20 to 50 days to select a lot, review the house plan, and prepare the quotations.
  - ▣ It takes 180 to 365 days to build a new home - a closing date will be in the agreement.
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### STEP 4 | SIGN AGREEMENT

- ▣ Once the Purchaser has selected all features an agreement can be signed.
  - ▣ The deposit structure to start building is outlined on the Frequently Asked Questions document.
  - ▣ Once the agreement is signed the Purchaser distributes copies TO their Mortgage Broker, Lawyer, & Realtor.
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### STEP 5 | REMOVE CONDITIONS (IF APPLICABLE)

- ▣ Some agreements will have conditions (e.g. conditional on finance approval or Lawyer review).
  - ▣ To remove the conditions an amendment is signed that states the conditions are removed.
  - ▣ Once the conditions are removed the agreement is firm.
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### STEP 6 | DRAWING REVIEW & APPLIANCE SELECTION

- ▣ The Builder draws the house plans based on the details in the agreement.
- ▣ The Sales Representative reviews the drawings to ensure the items selected are shown on the drawings.
- ▣ Once the drawing review is complete a building permit is obtained & the home is enrolled in Tarion.

- ▣ Purchaser selects their appliances and obtains specification sheet for each appliance (will be needed later).
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#### **STEP 7 | SELECTIONS PROCESS**

- ▣ After the drawing review the Builder's Design Consultant contacts the Purchaser to arrange selections meetings (to select paint, flooring, lights, etc)
  - ▣ The Purchaser delivers a copy of their appliance specifications to the Design Consultant (shows opening sizes).
  - ▣ The selections process consists of approximately 3 to 6 meetings at the Builder's Selection Studio (spread out over approximately 30 to 60 days).
  - ▣ If the Purchaser fails to meet the selections timeline the Builder can extend the closing date (costs the Purchaser \$200.00 per day) or irrevocably make the selections for the Purchaser.
  - ▣ An electrical plan is completed by the Builder (shows locations of lights, etc)
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#### **STEP 8 | PREPARE FOR CLOSING & SET UP ACCOUNTS**

- ▣ Approximately 45 days prior to closing the Purchaser directs their Lawyer to commence the closing process.
  - ▣ The Purchaser's & Builder's lawyers work together to collect all the information needed to close the transaction.
  - ▣ The final price of the house is comprised of the price in the agreement, changes made during the selections process, lawyer fees, land transfer fees, property tax adjustments, etc.
  - ▣ Once the final price is known the Purchaser arranges to meet their Lawyer to sign the necessary papers.
  - ▣ Approximately 30 days prior to closing the Purchaser contacts each utility provider and sets up accounts.
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#### **STEP 9 | PRE-DELIVERY INSPECTION (PDI)**

- ▣ Approximately 15 to 25 days prior to the closing the Builder will contact the Purchaser to confirm the PDI.
  - ▣ At the PDI the Purchaser meets the Builder's Service Team and inspects the house.
  - ▣ Between the PDI and the closing date the Service Team completes the deficiencies noted on the PDI list.
  - ▣ At the PDI the Purchaser and the Service Team arrange how the keys will be delivered on the closing date.
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#### **STEP 10 | CLOSING DAY**

- ▣ The Purchaser's Lawyer and Builder's Lawyer work together to ensure the successful transfer of funds.
- ▣ Once the funds are transferred the Service Team delivers the keys and the Purchaser can move in!