

## OFFER TO PURCHASE PROCEDURES

### Step 1 – Signing the Offer

Required documents to be signed when submitting an Offer to Purchase for approval:

- Offer to Purchase
- House to Sell Conditions Sheet (if applicable)
- Initial Deposit
- GST Rebate Form

All offers that are written conditional to the sale of an existing home are subject to “House to Sell Conditions” or a “48 Hour Clause”. This allows you 30 days to actively market your home. This clause allows Avalon to continue to offer the property for sale. If a satisfactory offer is presented, you the purchaser will have 48 hours after the notification to waive the condition, choose another lot in our community, or have your deposit refunded.

If a purchaser writes an offer conditional to sale of their existing home, the purchaser must list their home with our approved realtor.

Purchasers that are planning to move to their new home prior to receiving the funds from the sale of their existing home should ARRANGE FOR INTERIM FINANCING. This will allow you to take possession of your new home before you must be out of your existing home.

**Step 2** – Offer to Purchase is submitted to the General Manager or Sales Manager for approval (2-3 days)

**Step 3** – Once your offer has been approved, meet with our approved Mortgage Representative. You will need to have your mortgage approval completed within 10 days of submitting your offer to purchase.

*Note 1:* Items that will be required by our mortgage representative:

- Confirmation of income in the form of a letter from your employer (including length of employment and salary) and/or latest pay stub.
- Confirmation of funds for down payment
- Offer to purchase

*Note 2:* We would be happy to cover the legal fees incurred in purchasing your new Avalon home providing that you use our approved lawyer and lending institution.

*Note 3:* If you choose to use another financial institution or solicitor, Avalon will not be responsible for any delays with regards to possession dates or times.

## LEGAL AND LENDING COSTS

Our approved legal firm and lender have been provided with all the necessary information in order to quickly and efficiently process your legal and mortgage documents. Using an outside lawyer or lender who is unfamiliar with the development can complicate the process and cause possession date delays. As a result, additional work is required and further costs are incurred. If you do not use our approved solicitor or lender, you will be responsible to pay your own legal fees.

### Step 4 – Confirmation of mortgage approval

After Avalon has received confirmation of your mortgage approval from our mortgage broker, your sales representative will arrange an appointment to finalize the remaining details.

### Step 5 – Second Deposit

Once the conditions of your offer to purchase have been satisfied, we will require the balance of your deposit. Note: It will be the Builder’s discretion to cancel the offer if the deposit deadlines are not met.

### Step 6 – Setting the Possession Date

Avalon will give you a possession date when the building has been dry walled and stippled. Any date given prior to drywall is merely an estimate and **should not** be used for planning purposes.

We do realize that many of our purchasers have existing homes to sell and that they would like to coordinate the possession date with the closing date of their existing home as close as possible to avoid a double move. Avalon will do our best to accommodate your requested possession date, however, our policy is to confirm in writing all possession dates after the drywall has been completed. It should be understood that Avalon is not responsible for any costs or inconveniences that occur as a result of using verbally given estimated possession dates.

### Step 7 – Visiting the Lawyer

If you are using Avalon’s solicitor, Ryan Roy, he will be contacting you approximately 1-2 weeks prior to your possession date to finalize your legal requirements. Ryan Roy makes the legal end of the job as simple as he can by meeting you at your convenience. Please keep in mind that Mr. Roy cannot contact you until he has received mortgage instructions from the bank and the changes-to-contract list from Avalon. For this reason, you will need to finalize all of your changes well before your possession date and if you are porting your mortgage or choosing a different lending institution or legal office, you will need to ensure that your mortgage instructions have been sent to your lawyer.