

IMPORTANT MESSAGE

The Berkshire Residences will be an in-person sales process with virtual signing appointments available by request. As Public Health advisories remain in effect for physical distancing, we have taken all measures to ensure the safety of our team, you and your clients. The Berkshire Residences Sales office will be open only **BY APPOINTMENT ONLY**. We will not be open to walk-in clients. Please do not visit the sales office without a previously confirmed appointment.

Events & Dates:

Platinum Broker Worksheet Submission

Can be submitted via the broker portal under Worksheet
Worksheet Portal Opens After Broker Info Session on October 22, 2020
Worksheet Submission Deadline: Tuesday October 27th

Broker Portal Access: <https://berkshireresidences.com/broker-portal>

Broker Portal Password: BerkshireVIP

Platinum Broker Open House

This is your opportunity to bring your clients to view the sales centre and model suite. This is not a selling event!

Please note:

Only one client permitted per appointment time booked by the link provided
Only those registered for an appointment will be permitted to enter the sales
centre
You are not permitted to advertise this as an event, as those who do not have
an appointment in advance will not be permitted to enter the sales centre

**Saturday October 24th & Sunday October 25th
From 12:00PM to 5PM**

Book your Appt: <https://calendly.com/berkshireresidences/platinum-brokers>

Platinum Broker Signing Event

**Saturday October 31st & Sunday November 1st
From 12:00PM to 5PM**

You will be called for an appointment once a unit has been allocated to your
client. Virtual Signing is available upon request. You can request this at the time
you are called with your allocation.

Information Package

COVID 19 Pre-Cautions
COVID 19 Wellness Form
Sales Procedures for Purchasing
Incentive program
Price List

COVID- 19 PRE-CAUTIONS

We have an important role to play in providing a safe environment for our staff, our clients and our community. In light of the ongoing COVID-19 situation, we have made the following adjustments at our presentation centre to ensure business continues and to provide the safest and best service to our clients during this time.

- The presentation centre will be open **BY APPOINTMENT ONLY**. The Platinum Broker Open house will be by appointment via Calendly booking, while your signing appointment will be provided to you by the team at Berkshire Residences.
- To practice safe physical distancing, we are limiting the number of people permitted in the presentation centre at one time.
- We have increased the frequency of our office cleaning schedule with hard surfaces being wiped down between appointments.
- Our Sales Team will be wearing masks or face shields.
- We require that a face mask be worn for the entire duration of your appointment and that you sanitize your hands upon entrance.

If you have an appointment to attend the presentation centre, please review the following procedures before you arrive:

- We ask that you limit the number of people accompany your appointment to just those who will be on the Agreement of Purchase and Sale. We ask that you leave extended family members at home.
- If you have an appointment to attend the presentation centre, please remain at the door while physically distancing until a member of our team greets you
- Upon entrance please provide for us with the completed Covid-19 wellness form and you will be asked to sanitize your hands. A face mask is required for your entire appointment
- To minimize contact, we will not be shaking hands during the appointments
- We ask that you maintain a 2 meter distance and to cover your mouth and nose using your arm or tissue if you cough or sneeze.
- Please limit yourself from touching surfaces in the model suite
- Please remember, if you are feeling unwell, we ask that you reschedule your appointment.

VISITOR WELLNESS & ACKNOWLEDGEMENT FORM

Buyer Name & Contact Number:

Buyer Name & Contact Number:

Sales Agent & Brokerage:

Buyer Initial	Buyer Initial	Agent Initial	<u>I confirm (All Must be Initialed for Access to Sales Office):</u>
			I have been free of all signs of illness, including cough, fever, loss of smell/taste, trouble breathing or any other respiratory issue for the past 48 hours.
			I do not have a confirmed case of COVID-19 (and am not under investigation for a potential case of COVID-19).
			I have not, in the past 14 days, been in close contact with anyone with a confirmed case of COVID-19 (or anyone under investigation for a potential case of COVID-19).
			In the past 14 days, I have not travelled outside of Ontario or been in contact with anyone who has travelled outside of Ontario.

I acknowledge and agree as follows:

1. I am requesting an in-person appointment to the sales office. I do so voluntarily and of my own free will without any coercion by any person or company and being fully aware that we are in the midst of COVID-19 virus pandemic and the virus appear to be highly contagious.
2. I fully understand that by seeking in-person access to the sales office, there is a risk I may be exposing myself to the potential transmission of the COVID-19 virus, as well as risking transmission to family, friends, and acquaintances. I knowingly, freely and voluntarily, accept the inherent risks of this activity, including possible contamination, illness, or death.
3. I understand that only necessary parties will be attending the visit to the sales office. We deem this to mean the Buyers sales representative and the Buyers who would be named in any Agreement of Purchase and Sale.
4. I will maintain at least 6 feet or 2 meter distance from all other persons present throughout the duration of the visit.
5. I agree to the following practices regarding in-person visitation during the COVID-19 pandemic, including but not limited to: keeping my hands in my pockets, refrain from touching any surfaces or screens, and disinfecting my hands immediately before and after the visitation at the property.
6. I understand that wearing masks has been recommended as an added layer of protection against the transmission of bacteria.
7. I understand the risks related to in-person visitation during the COVID-19 virus pandemic and I take full responsibility for any consequences resulting from partaking in this visitation.

Signature: _____

Date Signed: _____

I THE BUYER VERIFY THE REPRESENTATION MADE ABOVE ARE ACCURATE

Signature: _____

Date Signed: _____

I THE BUYER VERIFY THE REPRESENTATION MADE ABOVE ARE ACCURATE

Signature: _____

Date Signed: _____

I THE SALES AGENT VERIFY THE REPRESENTATION MADE ABOVE ARE ACCURATE

PROCEDURES FOR PURCHASING

Signing Appointments Start October 31st & November 1st 2020 Between 12 to 5PM

- 1) Worksheets will NOT be accepted in person or by fax or email. Worksheets will be accepted via our online submission website through our broker portal only

Broker Portal Access: <https://berkshireresidences.com/broker-portal>

Broker Portal Password: BerkshireVIP

- 2) The online worksheet submission page will ask for your client's details and top two (2) suite choices. The worksheet form outlines all the information that will be required.
- 3) Online worksheet submission will be open: **Thursday October 22nd 2020**, Following the Info session.
- 4) Online worksheet submission deadline: **Tuesday Oct 27 2020 @ 5PM**
- 5) Our Sales Representatives will contact you with your suite allocation to arrange an appointment for signing. Only agents that have been allocated a suite will be contacted.
- 6) Once a suite has been allocated to a specific worksheet and client, if that client decides not to proceed, the suite will be forfeit and re-allocated to the next worksheet in order.
- 7) To Purchase, your client must provide one piece of valid government issued photo identification such as a Driver's License with current address or a passport. If the identification includes an address, it must be current address to be considered valid.
- 8) We will require a mortgage Pre-Approval of the home withing the 10 days of signing the Agreement of Purchase and Sale.