Section 1: Intake Form Completion and Verification

Procedure:

*Response Timeline Expectations – Please note if an approval is required or you are submitting an offer/intake form and a response is required from Losani Homes over the weekend or outside our business hours, there may be a delay in receiving a response. Kindly be advised that responses may not be received until our standard business hours. Please ensure this expectation is communicated with prospects.

1. The sales agent is responsible for completing the intake form/worksheet and submitting it along with 2 valid Purchaser IDs, Co-operating agent business card if applicable and a copy of the bank draft to the Sales Administrator
2. If a purchaser wishes to have a corporation listed on the Agreement of Purchase and Sale, a natural individual must also be included on the APS.
3. Please submit the intake form, all IDs, and the FINTRAC to Bryanna by email, and CC Lisa, Michelle, and John-Anthony for approvals. Once the deal has been approved, Losani Homes Sales Administration (Bryanna) will prepare the deal on Builder Contracts and send it for signing via DocuSign.
4. When the deal becomes conditional, please send the Conditional Letter to the purchasers and complete the firm-up date on the letter, outlining what is required within the 10-day conditional period. Please BCC salesadmin@losanihomes.com
5. Sales Agents must ensure that Purchasers meet the mandatory mortgage checklist requirements and that the mortgage approval is sent to the Sales Administrator prior to firming up the agreement.
6. A few days before firming up the agreement, the Sales Agent will reach out to the Purchaser to confirm all legal requests and inquiries have been satisfied, and to ensure the purchaser is all good to firm up.
7. When the deal becomes firm, please send the Post-Firm Letter to the purchasers, outlining next steps and key contacts. Please BCC salesadmin@losanihomes.com
8. Please deliver all deposit cheques to the Losani Homes Head Office once the deal has become firm.
9. Deposit Cheque Memo Line Should Read: The Community, Lot #, Deposit #

   (E.x Seasons Lot 12 Deposit #2)

Intake Form Checklist:

- **Verification of Canadian Citizenship:**
    - Two valid government-issued photo IDs are required. Accepted forms of ID include:
        - Driver's License
        - Ontario ID Card
        - Permanent Resident (PR) Card
        - Passport
    - Health cards and expired identification will not be accepted as valid forms of ID.
- **In-Person Verification:**
    - If the purchaser visits the sales office in person, the sales agent must:
        - Photocopy the purchaser's license.
        - Write "Verified in person" along with the date and your signature on the photocopy.
- **Remote Verification:** If the purchaser is unable to visit the sales office in person, please use this website to verify the validity of their driver's license using the website link below
    - https://www.dlc.rus.mto.gov.on.ca
    - Upon completion of this step, please print the "Driver's License Check Results" and attach it to the back of the intake form.

Section 2: Bank Draft or Deposit Cheque from Third Party

In the event that a bank draft or deposit cheque is provided by an individual other than the purchaser, the following information must be completed and attached to the intake form, along with completing the section in the FINTRAC.

Cheque Provider (Third Party) Form to be Completed:

- **Lot**:
- **Date**:
- **Cheque Provider Name(s)**:
- **Address**:
- **City**:

- **Postal Code**:
- **Residence Phone**:
- **Date of Birth**:
- **Driver's License Number**:
- **Expiration Date**:
- **Email**:
- **Profession**:
- **Company Name**:
- **Relationship to Purchaser**:

** Note: This form must be completed and accompanied by Two (2) Pieces of government Issued ID*

Section 3: Corporate Bank Draft or Deposit Cheque from Third Party

When a bank draft or deposit cheque is provided by a corporation, the following form must be completed and attached to the intake form, along with completing the section in the FINTRAC.

Cheque Provider (Corporation) Form to be Completed:

- **Lot:**
- **Date:**
- **Cheque Provider Name(s):**
- **Address:**
- **City:**
- **Postal Code:**
- **Residence Phone:**
- **Date of Birth:**
- **Driver's License Number:**
- **Expiry Date:**
- **Email:**
- **Nature of Business:**

** Note: This form must be completed and accompanied by Two (2) Pieces of government Issued ID*

Section 4: Fintrac

The completion and submission of the FINTRAC form is required for each purchaser listed on the Agreement of Purchase and Sale (APS), with all fields fully filled out. If a corporation is on the APS along with a natural person, a corporate FINTRAC form must also be completed. Additionally, the "Information Form Respecting Corporations/Other Entities" must be completed, and the articles of incorporation should be attached.

- All completed FINTRAC to be sent to Bryanna Luccitti

Section 5: Post-Completion Deal Folder Audit:

On or before the deal goes firm, conduct a thorough audit of the deal to ensure all required documentation is included and the folder is complete. The following checklist must be reviewed:

Deposit Cheques

- 1st deposit cheque must be Bank draft
- Ensure all deposit cheques have been received.
- Verify the dates on the cheques are correct.
- Confirm the amounts on the cheques are accurate.
- If the cheques are issued by a corporation, a corporate FINTRAC form must be completed.
- If the cheques are issued by a third party, ensure that section is completed in the FINTRAC form
- Verify that the name on the cheques matches the name on the Agreement of Purchase and Sale (APS). If there is a discrepancy, a FINTRAC form must be completed.
- Ensure the memo line on the cheques is correct.

Mortgage Approvals:

- Ensure all mortgage approval documents meet the required guidelines and standards.

Identification Requirements:

- Two valid government-issued photo IDs are required (e.g., Driver's License, Ontario ID Card, PR Card, Passport).

Cheque Provider Information:

- If the cheque provider is a third party, the appropriate form must be completed.
- If the cheque provider is a corporation, the corporate form must be completed.

FINTRAC Compliance:

- Verify that all relevant FINTRAC forms are fully completed and included in the folder.

Losani Homes Sales & Marketing Team Email Contacts

Lisa Sales & Marketing Director - LChamorro@losanihomes.com

Bryanna Sales Administrator- BLuccitti@losanihomes.com

Michelle Lead Marketing Specialist - MAlarcon@losanihomes.com

John-Anthony Sales & Broker Relations Manager - jalosani@losanihomes.com