

# Realtor Information

## COOP AMOUNT:

- We co-operate at 4% on the base price per home sold net of HST. 1% paid at firming once the full deposit has been provided and 3% paid at closing. Please allow up to 30 days for processing each payment.
  - Realtors shall be entitled to the total 4% sales commission only where the prospect is ready, willing, and able to complete the sale, which may be evident by an actual transfer of title following the agreement of purchase and sale or similar agreement.
  - Further to the previous paragraph and without limitation, where any sales commission has been paid to the Realtor in advance of the completion of the sale (including transfer of title to the prospect), despite any other agreement to the contrary, the Realtor shall be required to return any such payments of sales commission where the prospect is not ready, willing, and able to complete the transaction. Such sales commission shall be returned promptly by the Realtor to the Vendor, and in any event, no later than ten (10) business days from the delivery of a notice from the Vendor indicating the amount of sales commission to be returned.

## HOW TO SEND INVOICE:

- You will receive a Work Order from your Sales Representative.
- Make sure your invoice is addressed to the correct company name: **Granite Homes (816 Woolwich Street) Ltd.** You will also find this in the top left corner of the Work Order.
- Please make sure your invoice references the Work Order Number.
- The first invoice can be submitted on firming. The second invoice can be submitted on closing. Please do not submit second invoice in advance.
- Please submit your invoice and an attached copy of your Work Order to **payables@granitehomes.ca**
- You can submit a void cheque with your invoice if you prefer e-transfer. If we do not receive a void cheque, we will automatically issue a cheque and mail it within 30 days of receiving the proper invoice.

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**ZOE WOOD** | New Home Sales Representative  
northside@granitehomes.ca | 519-589-4859

Prices and promotions are subject to change without notice. Please see Sales Professional for details.  
E. & O. E. Effective April 10, 2025.

