

City of Lloydminster

Policy And Procedures For Residential Land Sales



February 24, 2004

STATEMENT

The City of Lloydminster, as a public land developer, hereby sets out the methods and process employed by the *City* for marketing, selling and disposal of *City* owned *residential lots* to prospective *purchasers*.

PRINCIPLES

Residential lots may be marketed to potential *purchasers* by *land sale draw*, *RFP*, *tender*, or as otherwise determined by *Council*.

Residential lots shall be sold to *purchasers* in a fair and timely and consistent manner.

A *purchaser* shall complete the development of a *residential lot* within a specified period of time.

The process and general terms for purchasing a *residential lot* shall be set out in this policy.

A ten percent (10%), partially refundable *deposit*, shall be made on all *residential lot* purchases.

Full payment shall be made sixty (60) days from the *deposit* date or prior to commencement of construction.

DEFINITIONS

Words and terms in italics in this Policy and Procedures for Resident Land Sales shall have the following meanings and shall be construed to include singular, plural, possessive or interrelated forms of the word.

48-Hour Hold - means a prospective *purchaser's attendance* at the *Planning and Development Department* of the *City* during the *City's* normal business hours to sign a *request to hold form* specified in Schedule A and paying the prescribed fee, requesting that a *residential lot* be placed on hold, and withheld from other prospective *purchasers*, for a time period of not more than 48 hours from the execution of the document. Upon expiry of the 48-hour period, the *City* may sell the *residential lot* to any other prospective *purchaser*.

Balance of the Purchase Price - means the total of the *purchase price* plus *GST* for a *residential lot*, less the amount of the *deposit* and/or any *48-hour hold* fee plus *GST* already paid on the *deposit*.

City - means the Municipal Corporation of the City of Lloydminster.

Commence Construction - means that all applicable permits have been attained and actual physical construction has commenced on the *residential lot* site in accordance with the plans submitted to the *Planning and Development Department*.

Complete Construction - means that construction of a residential building on a *residential lot* is complete and the building is ready for occupancy and an *occupancy permit* has been granted.

Contractor - means a provincially registered company, having a *City* business license to operate as a bona fide "General Contractor" within the *City*, and whose principle function of the company is to build and sell homes, and effective June 1, 2004, be registered with a provincial or national new home warranty program..

Conditions of Sale: - means the condition as noted in Schedule E of this policy

Council - means the municipal *Council* for the City of Lloydminster.

Deposit - means a monetary *deposit* in the amount of ten percent (10%) of the *purchase price* and includes any *48-hour hold fee* and *GST* for a *residential lot*.

Development Officer - means a *Development Officer* of the *City* or his designate.

Encumbrance - means an *encumbrance* required to be registered on the land title, by the *City*, to protect utility services, restrict the development on a *residential lot* or notify prospective *purchasers* and landowners in the vicinity regarding unique features of a *residential lot*. *Encumbrances* include but are not limited to easements, right-of-ways and restrictive covenants.

First-Come First-Served Basis - means prospective *purchasers* will be dealt with in the order they arrive at the *Planning and Development Department*, during normal business hours, to purchase or place a 48-hour hold on a *residential lot*.

Full Payment – means the completion of payment, including *GST*, of the full *purchase price* for a *residential lot*, less the *deposit* and *48-hour hold fee*, including *GST*, already paid on a *residential lot*.

Individual – means a private *individual*, and includes their spouse or any dependant.

GST - means the Goods and Services Tax payable pursuant to the Excise Tax Act of Canada which is payable on the *purchase price*, or portion thereof, for a *residential lot*.

Land Sales Draw - means the advertisement, sale and process of disposing of any *residential lot* by a lottery draw, prior to any remaining *residential lots* of a subdivision being placed on the open market.

Lot Returns - means a *purchaser* fails to pay the *balance of the purchase price* of a *residential lot* within sixty (60) days of the *deposit* date or fails to meet conditions of the *option to purchase agreement*, resulting in the termination of the *option to purchase agreement*, forfeiture of the *residential lot* and the return of any payments made to the *City*, less all applicable fees.

Occupancy Permit – means approval granted by a *Development Officer* allowing occupancy of a building.

Option To Purchase Agreement - means the agreement in Schedule D, entered into by a *purchaser* and the *City*, to purchase a *residential lot* from the *City* in accordance with the conditions listed in the *option to purchase agreement*.

Planning and Building Department - means the municipal department responsible for the administration of the *City's* Land Use Bylaw, development permits, building permits and *residential lot* sales.

Purchase Price – means the full purchase price that has been approved by *Council*, for a *residential lot*.

Purchaser - means a *contractor* or *individual* who participates in a *land sales draw*, purchases, signs a 48-hour hold form, makes a deposit or executes an *option to purchase agreement* for a *residential lot*.

RFP (Request for Proposal) – means an advertised request for prospective *purchasers* to submit written proposals for the purchase and development of a *residential lot*.

Request To Hold Form – means a document conforming to Schedule A

Residential Lot - means any or all *residential lots* developed or sold by the *City*.

Statutory Declaration – means the document specified in Schedule C.

Tender – means the process as defined in the *City's* Tendering Policy.

Third Party Transfer - means the transfer of a land title to a person other than identified by the *option to purchase agreement* or *transfer of title information sheet*.

Transfer of Title - means the process of transferring title for and ownership of a *residential lot* from the *City* to the *purchaser*.

Transfer of Title Information Sheet – means the document specified in Schedule F

COUNCIL'S RESPONSIBILITIES

- To approve and amend this policy as deemed necessary.
- To approve the *purchase prices* for *residential lots*.

DEVELOPMENT OFFICER'S RESPONSIBILITIES

- To conduct *residential lot* sales in accordance with this policy.
- To determine whether a returned *residential lot* should be sold either by *land sale draw* or on a *first-come first-served basis*.
- To grant, if deemed necessary, extensions to the deadline to *commence construction* for a *residential lot* subject to the payment of any extension fees by the *purchaser*.
- To process the sale of *residential lots* in accordance with the terms and conditions of any *option to purchase agreement*.

PURCHASER'S RESPONSIBILITIES

- To review and investigate all *encumbrances*, engineering elevation designs, utility line locations, zoning regulations, easements, existing or proposed vicinity or adjacent developments, and be familiar with the conditions and regulations regarding the purchase of a *residential lot*.
- To grant any necessary *encumbrances* required by the *City*.
- To consult with appropriate *City*, government departments or agencies in order to determine the feasibility of the *purchaser's* proposed development
- To complete the purchase and development of a *residential lot* in accordance with the *option to purchase agreement*.
- To comply with all conditions or requirements, and their duties under this policy.

PROCEDURES

Procedures for Offering Residential Lots for Sale

When a subdivision or *residential lot* is ready to be registered and utility services or improvements have been made or are in place to allow development or future development, or are otherwise ready to be sold, and *Council* has approved, *residential lots* will be advertised and sold by one of the following procedures:

- *Land Sales Draw*, in accordance with regulations noted in Schedule B
- *RFP*,
- *Tender*, or
- As otherwise determined by *Council*.

- *Council*, at its discretion, may identify procedures other than those outlined above for sales of *residential lots* and for unsolicited specific development proposals received by the *City*.

48-Hour Holds On Residential Lots

If a *residential lot* remains unsold after a *land sales draw*, a *purchaser* may, by attending at the *Planning and Development Department* and completing a *request to hold form* and paying a non-refundable fifty dollars (\$50.00) fee plus *GST*, *48-hour hold fee*, place a *residential lot* on hold for 48 hours. This means, that the *City* will not sell that *residential lot* to another *purchaser* during the 48-hour period. Within 48 hours of placing a *residential lot* on *48-hour hold*, the *purchaser* must make a *deposit* and/or execute an *option to purchase agreement*, failing which the *City* will be entitled to market and sell the *residential lot* to any other *purchaser*. An *individual* or *contractor* shall only be allowed a maximum of two (2) lots on hold at any one time. In the event a *purchaser* immediately purchases a *residential lot* other than the one in which a *48-hour hold* had been placed, the *Development Officer*, at his discretion, may apply the *48-hour hold fee* to the purchased *residential lot*.

Execution of an Option To Purchase Agreement and Payment of a Deposit

- An eligible *purchaser* wishing to purchase a *residential lot* shall execute an *option to purchase agreement* and pay the *deposit*.
- A *purchaser* of a *residential lot* must make *full payment* within sixty (60) days of the date of the *deposit*. The *option to purchase agreement* shall be terminated, at the discretion of the *Development Officer* and the *deposit* or any payments, less all applicable fees, shall be returned to the *purchaser* if the *purchaser* fails to pay the *balance of the purchase price*.
- In extraordinary circumstances the *Development Officer* may, at his discretion, extend the deadline for *full payment* of the *purchase price* for the *residential lot* for a period of time to be determined by the *Development Officer*, subject to the *purchaser* paying interest on the *balance of the purchase* at a rate of 10% per annum, calculated from the date of the expiry of the 60 day period until the date that *full payment* for the *residential lot* is received. The time limit of the extension shall not exceed fourteen (14) days.

GST

- The *purchaser* is responsible for paying any *GST* in relation to the purchase of a *residential lot*.
- *Purchasers* must pay applicable *GST* at the time making a *48-hour hold*, *deposit* or *full payment* of the *residential lot*.

Commence Construction

Purchaser must be at the *commence construction* stage, on a *residential lot* not later than six (6) months from the *deposit* date. Failing this, the *option to purchase agreement* shall become terminated, at the discretion of the *Development Officer*, and the *purchaser* shall forfeit all rights to the property and the *deposit* or any payments plus *GST* paid, less all applicable fees, shall be returned to the *purchaser*.

Extensions to Commence Construction

The *Planning and Development Committee*, at their discretion, may grant one (1) extension of six (6) months for the deadline to *commence construction* for a *residential lot* and *Council* may grant additional extensions on a month-to-month basis.

Complete Construction

The *purchaser* must *complete construction* on a *residential lot* not later than twelve (12) months from the date that the development and building permits are issued; failing which both the building and development Permit shall be considered to be expired and will be required to be renewed at the original permit fee rates.

Extensions to Completed Construction

The *purchaser* shall pay the following fees for the extension of the deadline to complete construction:

- Ten percent (10%) of the permit fees for each month up to and including the third (3rd) month.
- Twenty percent (20%) of the permit fees for the fourth (4th) and subsequent month

Residential Lot Returns

A *purchaser* may return a *residential lot* within sixty (60) days of the date of the *deposit*, upon which the *option to purchase agreement* shall be terminated. The *City* shall retain an administration fee of \$500.00 and return the remainder of the *deposit* including *GST* to the *purchaser*. The *purchaser* shall sign any quitclaim document and have no further interest in the *residential lot*.

A *purchaser* may return a *residential lot* after sixty (60) days of the date of the *deposit* upon which the *option to purchase agreement* is terminated. The *City* shall retain an administration fee of four percent (4%) of the *purchase price* of the *residential lot* and return the remainder of any payment, including *GST* to the *purchaser*. The *purchaser* shall have no further interest in the *residential lot*.

Should the *purchaser* not complete a purchase after the initial sixty (60) day period and improvements or alterations have been made to the residential lot, the *City* reserves the absolute right to retain, as liquidated damages, a penalty fee amount of up to 10% of the *purchase price*.

The *Development Officer*, at his discretion shall determine whether a returned *residential lot* should be sold either by *land sale draw* or on a *first-come first-served basis*.

Transfer of Title

The *City* shall not be required to transfer title of a *residential lot* to a purchaser unless and until:

- the full payment has been made and,
 - o a Land Surveyor's Real Property Report on the *residential lot* has been accepted and validated by the *City* for compliance with submitted plans.
 - o Or, a caveat being registered on the title to ensure;
 - a Land Surveyor's Real Property Report is submitted to confirm the building location is in compliance with the submitted plans, and
 - the purchaser agrees to pay the costs of registration and release of the caveat.

Transfer to any other party other than those specifically named in the *option to purchase agreement* will not be permitted.

Title to all *residential lots* sold by the *City* shall be subject to all *encumbrances* registered against the certificate of title. It is the *purchaser's* responsibility to investigate the certificate of title.



Schedule A

REQUEST TO HOLD FORM

Name: _____
Address: _____
City: _____
Postal: _____
Phone: _____ Cell: _____ Other: _____

In accordance with the conditions of the *City's*, Policy and Procedures for Resident Land Sales,
I/we wish to place Lot _____ Block _____ Plan _____ on hold.

I/we acknowledge and agree that;

- the City will not sell this *residential lot* to any prospective purchaser during this *48-hour hold* period
- I/we have the right to execute the *option to purchase agreement* for this residential lot at any time prior to the expiration of the *48-hour hold* period.

I/we further acknowledge and agree that should we fail to make a *deposit* or execute an *option to purchase agreement* for this *residential lot*, within the 48-hour period from the date and time of signing this document;

- The *City* shall retain the fifty-dollar (\$50.00) holding fee, plus *GST*,
- I/we will relinquish all interest in this *residential lot*.

Date: _____

Time: _____

Prospective Purchaser

Prospective Purchaser

Witness



Schedule B

Land Sale Draw Regulations

1. An *Individual* is eligible to purchase only one (1) *residential lot* within any twelve (12) month period.
2. Bona fide *contractors* are eligible to purchase only two (2) *residential lots* per subdivision at any one time.
3. An *individual* or *contractor* may, as an *individual's* delegate, represent an *individual* at the *land sales draw*, provided the *individual* being represented has provided documentation authorizing power of attorney to the *delegate* at a *land sales draw*.
4. No person shall represent either a contractor or a *contractor* as an *individual* at the same *land sales draw*.
5. Any *individual* or *contractor* entering a *land sales draw* shall complete a *statutory declaration* form of Schedule C.
6. Private *individuals* and *contractors* will enter their name only once and at the same time for the primary draw.
7. *Contractors* selecting their first *residential lot* will have to wait until the primary draw is completed before they can re-enter their names for the secondary draw.
8. Any *individual* or *contractor* who does not adhere fully to the rules of the *land sales draw* regulations will not be permitted to enter or remain in the draw, and any *residential lot* they have selected or placed a *deposit* on will be returned to the *land sales draw* or open market.
9. The second draw will begin only after all *individuals* and *contractors* have selected one residential lot and no more names remain to be drawn in the primary lot draw.
10. *Contractors* will re-enter their names for the second draw.
11. *Individuals* or *contractors* selecting a *residential lot* must make the *deposit* at the time of selecting the *residential lot*. Failure to make the *deposit* forthwith will result in the lot being returned to the market.
12. The *City* will not do third party transfers of title. The name on any draw ticket and *transfer of title information* sheet shall be the same.



STATUTORY DECLARATION FORM

STATUTORY DECLARATION

CANADA) IN THE MATTER OF DECLARATIONS AND RULES
PROVINCE OF ALBERTA) FOR PARTICIPATION IN A *LAND SALES DRAW*
TO WIT:) CONDUCTED BY THE CITY OF LLOYDMINSTER

I, _____, OF _____, IN THE CITY OF LLOYDMINSTER IN THE PROVINCE OF ALBERTA DO SOLEMNLY DECLARE AS FOLLOWS:

1. I am participating in the City of Lloydminster *land sale draw* on _____ as a(n) (check one only):

_____ *Individual* (means a person purchasing a *residential lot* for construction of a single family residence for their own personal use); or

_____ *Contractor* (means a licensed *contractor* purchasing a *residential lot* for resale.)
2. In order to ensure that the *land sales draw* is conducted in a manner, which is fair to all participants, I make the following declarations and agree to follow and be governed by the rules set out in this *statutory declaration*.
3. If participating as an *individual*, I declare that:
 - (a) I am not acting on behalf of or as agent for any *individual* or *contractor* present or not present at this *land sales draw*, unless I have been provided with an executed Power of Attorney authorizing me to act in that capacity.
 - (b) It is my intention to construct a single family dwelling, for my own personal use, on a *residential lot* purchased at this *land sales draw*.
 - (c) It is my intention to live in and occupy the single family dwelling constructed on the *residential lot* purchased at this *land sales draw* for a period of at least nine (9) months following the *complete construction* of a single family dwelling.
 - (d) In the event that I purchase a *residential lot* at this *land sales draw*, I understand that I will not transfer title to the land to another participant of this *land sales draw* or any other third party, or participate in another *City land sales draw* during the nine (9) months that I occupy the land in accordance with 3(c).
 - (e) In the event and for any reason that I am unable to construct a single family dwelling, after purchasing a *residential lot*, pursuant to the above terms and conditions, I shall return the *residential lot* purchased at this *land sales draw* immediately to the City of Lloydminster, in accordance with the terms and conditions of the *option to purchase agreement* and the City's Policy and Procedures for Resident Land Sales.



OPTION TO PURCHASE AGREEMENT

OPTION TO PURCHASE AGREEMENT

THIS AGREEMENT is being made this ____ day of _____, ____ A.D.

BETWEEN: THE CITY OF LLOYDMINSTER, 4420-50th Avenue, Lloydminster, Alberta, T9V 0W2 (hereinafter called the "CITY") OF THE FIRST PART

AND: _____

(hereinafter called the "*PURCHASER*") OF THE SECOND PART

LAND DESCRIPTION: LOT _____, BLOCK _____, PLAN: _____ CIVIC ADDRESS: _____
RESERVING THEREOUT ALL MINES AND MINERALS UNTO HER MAJESTY.

WHEREAS the *CITY* has agreed to grant the *PURCHASER* an *Option to Purchase* for the above described residential lot (hereinafter called the "*LAND*") subject to the following terms and conditions:

NOW THIS AGREEMENT WITNESSETH that in consideration of the sum of \$ _____ now paid by the *PURCHASER* the *CITY* (the receipt of which is hereby acknowledged):

The *CITY* hereby grants to the *PURCHASER* the sole and exclusive option to the purchase of the *LAND* free and clear of any and all liens, charges and *encumbrances* save and except those shown on the existing Certificate of Title for the *LAND* or created or permitted by the *PURCHASER* or implied pursuant to the Land Titles Act for the Province or Utility Easements, for the sum of \$ _____ in lawful money of Canada (hereinafter called the "*PURCHASE PRICE*"), plus any applicable taxes payable as hereinafter provided.

The Option hereby granted shall be open for acceptance by the *PURCHASER* at any time up to but not after 12:00 o'clock noon, Lloydminster time, on the ____ day of _____, _____, and shall be deemed to have been accepted by the *PURCHASER* if:

- The *PURCHASER* had advised the *City* that he is prepared to *commence construction* and will obtain the necessary municipal permits, and has otherwise complied with the by-laws and regulations of the local municipal authority; and
- The *PURCHASER* has delivered to the *City* full payment for the *balance of the PURCHASE PRICE*. In the event the *PURCHASER* accepts the Option in the manner specified and within the time herein limited, then:

The *City* shall, upon the *PURCHASER* making full payment and meeting *Transfer of Title* requirements, execute and deliver to the order of the Purchaser documentation in preparation for a transfer of the *LAND*.

Upon acceptance of this Option, the *PURCHASER* shall *commence construction* of a dwelling within six (6) months from the date of the *deposit* being made.

The *PURCHASE PRICE* shall include and the *City* shall arrange, provide and pay for the cost of services of the *LAND* comprised in the subdivision as soon as reasonably possible, and utility services to the *LAND* in conformity with the usual practice for the *City*; and the *City* shall not be liable or responsible in damages or otherwise for delay in completion of the said services. It is also understood and agreed that the *Purchaser* shall not in any way hinder or interfere with the activity of the *City*, or authorized personnel in respect of the construction and installation of the said services.

All outgoings, including taxes, rates, levies, charges, assessments, utility charges and other impositions charged, assessed or payable with respect to the *LAND* only (excluding those with respect to the improvements to the *LAND*) shall be adjusted between the parties hereto as of the date of this agreement.

The sum(s) paid to the *City* in consideration for the granting of its Option shall, in its acceptance as herein defined be applied to the *PURCHASE PRICE* payable by the Purchaser to the *City* for the LAND.

The *PURCHASER* covenants that it is their intention to reside on the LAND and that the development being proposed is for the *PURCHASER*'s own personal dwelling.

The *PURCHASER* agrees that the *City* shall not permit the *PURCHASER* , other than a *contractor*, to purchase additional LAND(s) from the *City* for a minimum of one (1) year from the date of this Agreement.

In the event the Option hereby granted is not accepted by the *PURCHASER* in the manner AND WITHIN THE TIME HEREINBEFORE specified, then this Agreement and everything herein contained shall be null and void for all purposes and the *City* shall be entitled to retain the sum(s) paid as consideration for the granting of this Option.

Time shall be of the essence of this Agreement.

No assignments of the Agreement, or any rights hereunder, by the *PURCHASER* shall be valid.

This Agreement shall endure to the benefit of and be binding upon the parties hereto together with their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties have executed these presents the day and year above written

**** CITY OF LLOYDMINSTER****

DATE

MAYOR

CITY CLERK

****PURCHASER(S)****

WITNESS AS TO THE SIGNATURE of purchasers

PURCHASER

PURCHASER

****AFFIDAVIT OF EXECUTION****

I, _____, _____ of the City of Lloydminster in the Province
WITNESS OCCUPATION
of _____ make an oath and say that:

I was personally present and did see the *PURCHASER(s)* named above who is/are personally known to me to be the person(s) or company named therein, duly sign and execute the same for the purpose named therein.

The same was executed at City of Lloydminster in the Province of Alberta that I am the subscribing witness thereto.

THAT I know the said Party(ies) and each is in my belief of the full age of eighteen years.

SWORN before me at the City of Lloydminster)
in the Province of Alberta)
this ____ day of _____ A.D. ____) WITNESS _____

A COMMISSIONER OF OATH IN AND FOR THE PROVINCE OF ALBERTA



Schedule E

CONDITIONS OF SALE

- i) A *purchaser* intending to qualify for the purchase of a *residential lot* as an *individual* or a *contractor* shall file with the *City* a *transfer of title information sheet*.
- ii) *Purchasers* filing a *transfer of title information sheet* as an *individual* or *contractor* shall complete a *statutory declaration* form specified in Schedule C.
- iii) *Residential lots* sold to an *individual* shall be limited to one (1) lot per *individual* within any twelve (12) month period. Only *purchasers*, or their duly authorized nominee, providing documentation authorizing power of attorney for that *individual* may participate in a *land sales draw*.
- iv) *Residential lots* sold to *individuals* shall, as a condition of sale, be only for the purpose of constructing the *purchaser's* own dwelling.
- v) *Residential lots* sold to *contractors* shall be on a rotating basis to a maximum of three (3) *residential lots* at one time per subdivision. At any time in which one (1) *residential lot* has been developed to the point where the foundation is completed, a land surveyor's real property report has been received and approved by the *Development Officer*, a *contractor* may purchase an additional *residential lot*. All *contractors* must have a *City contractor's* license prior to purchasing a *residential lot*.
- vi) The *City* reserves the sole and absolute right to make final and binding determination as to whether the prospective *purchaser* is qualified for the purchase of the lot as an *individual* or a *contractor*.

TERMS OF SALE:

- i) Upon selection of a *residential lot*, the *purchaser* shall pay to the *City* a minimum *deposit* of 10% of the *purchase price* (plus GST).
- ii) Notwithstanding the above, the full *purchase price* must be paid prior to the issuance of a building permit.
- iii) Construction must commence no later than six (6) months from the date of *deposit*, and be completed within twelve (12) months of the date of the building permit and/or development permit.
- iv) The *Development Officer* will transfer title when the *purchaser* has met *commence construction* requirements to the satisfaction of the *Development Officer*.
- v) It is the *purchaser's* right and responsibility to perform a site review prior to purchasing any residential lot.
- vi) Residential lots are sold and purchased on a where is, as is basis.

DEFAULT:

- i) Failure by the *purchaser* to *pay* the *City* any *deposit* or *balance of the purchase* with the initial sixty (60) day period shall result in the cancellation of the purchase, and the *City* shall charge to the account of the applicant an administration fee of \$500.00 and refund to the *purchaser* the balance of the *deposit* and/or the *purchase price* paid, including *GST*.
- ii) Should the *purchaser* not complete a purchase after the initial sixty (60) day period, and no improvements or alternations have been made to the lot, the *City* shall retain an administration fee equal to 4% of the full purchase price.
- iii) Should the *purchaser* not complete a purchase after the initial sixty (60) day period, and improvements or alternations have been made to the lot, the *City* reserves the absolute right to retain, as liquidated damages, a penalty fee amount of up to 10% of the purchase price.
- iv) If circumstances warrant, extensions for commence construction or complete construction may be granted in accordance with the *City's* Policy and Procedures for Resident Land Sales.
- v) Should the *purchaser* fail to commence and complete construction within the time required and/or complies with all the terms of the *Option to Purchase Agreement* this shall result in the cancellation of the purchase and the *City* shall charge the account of the *purchaser* the amount paid as consideration for granting the option.



Schedule F

TRANSFER OF TITLE INFORMATION SHEET

SUBDIVISION NAME: _____

Lot: _____ **Block:** _____ **Plan:** _____

ADDRESS: _____

PURCHASER:

PHONE NUMBERS:

Name(s) in full _____

Home: _____

Mailing Address: _____

Work: _____

Cell: _____

Fax: _____

Contact Person _____

Contact # _____

(if Corporate Purchaser)

Property Price:	\$	_____
GST:	\$	_____
Total:	\$	_____

Deposit: \$ \$ \$ Date Received: _____

Balance: \$ \$ \$ Date Due: _____

If more than one owner, lease check the following:

Deceased owner's interest goes to his/her estate (Tenants in Common)

Deceased owner's interest goes to the surviving owner (Joint Tenants)

School Support: Separate

Public

Signature: _____ Date: _____

DEVELOPMENT OFFICERS AUTHORIZATION FOR TRANSFER OF TITLE:

Full payment has been received, construction is past foundation stage and they are eligible for a Transfer of title. Please prepare a transfer of title as per the above information and forward it for our signature.

Development Officer _____

Date _____