

# SHEPHERD VILLAGE

A Caring Christian Seniors' Community

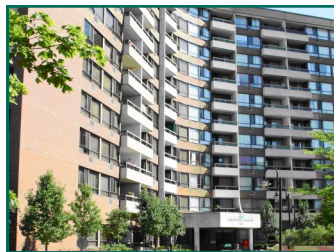


**GARDENS**  
Life Lease Residences

**MANOR**  
Seniors' Apartments

**TERRACE**  
Retirement Suites

**LODGE**  
Long-Term Care



3760 Sheppard Avenue East Toronto, Ontario M1T 3K9

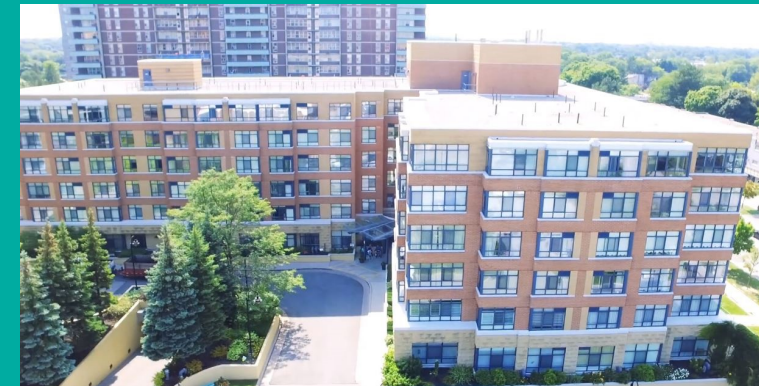
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[www.shepherdvillage.org](http://www.shepherdvillage.org)

**SHEPHERD VILLAGE**  
A Caring Christian Seniors' Community

# SHEPHERD GARDENS

## BUYER'S GUIDE



115 Bonis Avenue  
Scarborough, ON M1T 3S4

 416-609-5700

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*Frequently Asked Questions . . . continued*

**Can I access health care services while living at the Gardens?**

Shepherd Gardens is intended for mature, active, independent-living adults. As such, Shepherd Village does not offer healthcare services to residents of the Gardens.

Residents may utilize the services of our Wellness Clinic and Pharmacy, and/or purchase healthcare services from a private or community provider.

**If my health deteriorates and I can no longer live independently in my Gardens unit, what option do I have?**

**1) Purchase external healthcare services**

Although residents of the Gardens are expected to be capable of living independently, you are free to purchase healthcare services from an external provider.

**2) Move to Shepherd Terrace-Retirement & Assisted Living**

Shepherd Terrace offers two lifestyle choices for its residents. Retirement living where meals and housekeeping services are provided as part of the monthly rent, and Assisted Living, where residents receive 30-minutes of healthcare services per day, and require assistance with the functions of daily living.

**3) Move to Shepherd Lodge-Long Term Care (or other long term care facility)**

Shepherd Lodge offers full 24hr care for residents with a variety of care needs who can no longer live independently, or for those that require more care than can be provided in Assisted Living.

**Do I get preference to move to the Shepherd Terrace-Retirement/Assisted living, or Shepherd Lodge-Long Term Care?**

Shepherd Village is designed as a 'continuum of care' for seniors. Should the time come and you require healthcare services and/or assistance, suites at Shepherd Terrace are available on a first-come first-served basis. Please make an appointment and speak with our Marketing Manager to discuss accommodation options at the Terrace.

For Shepherd Lodge-Long Term Care, the applications and waitlist for all long-term care are managed and governed by the Ministry of Health and local Community Care Access Centres. Shepherd Village unfortunately does not have any influence on priority placements.

If you have any questions about accommodation at Shepherd Terrace, or would like to book a tour, please contact our **Marketing Manager** at 416-609-5700 ext 332 or at [marketing@shepherdvillage.org](mailto:marketing@shepherdvillage.org).



## *Frequently Asked Questions*

### **How do I set up a tour to view the Gardens and available units?**

When a unit is for sale, it is the responsibility of the seller to contact interested buyers and show the unit.

### **I've been on the Gardens contact list for ages, why have I not heard from anyone?**

The reason for this may be any of the following reasons:

- 1) The information we have on file may be out of date.
- 2) A unit within your desired type and/or price range has not been up for sale.
- 3) Only a list of strongly interested buyers is provided to the seller. No priority is given to these names and the seller(s) may not have contacted you as yet.

### **If I move in, what type of insurance do I need?**

Shepherd Gardens is covered under building insurance. A certificate will be provided to you at the closing date. You are responsible to provide proof of insurance for personal property.

### **Can I use a real estate agent when buying or selling a unit?**

Yes. You are free to seek third party assistance when buying or selling a unit. In addition, you are free to consult legal advice when reviewing each of our sale procedure documents.

### **What does Shepherd Village receive in return of each sale?**

When selling a unit, owners retain 90% of the sale price of their unit. A transfer fee of 10% of the sale price (or fair market value) is collected.

### **What does Shepherd Village do with all the money collected from Gardens sales?**

Since Shepherd Village is a not-for-profit organization, all revenue generated from Gardens sales are incorporated into the maintenance and operation of Shepherd Village facilities, services and various amenities.

### **Will Shepherd Village buy my unit from me or my family when I no longer need it?**

No. It is the responsibility of each Gardens owner to sell their unit privately.

However, if after 6 months the unit is not sold, the owner and Shepherd Village may enter into an agreement to buy the unit for 85% of its market value. *(this arrangement is made at the discretion of Shepherd Village Management only)*



## *Preface*

So you are interested in purchasing a Life Lease unit at Shepherd Gardens...

This Buyers Guide is your resource for information on Shepherd Gardens, the purchasing process and what to expect once you have entered into an agreement to purchase.

## *Background*

Shepherd Village acts as a facilitator in the sale process. We will provide guidance for completing the required legal documents, at each step of the sale process. We will also ensure that the interested buyer adheres to our admission requirements. *(see page 11 for admission requirements)*

Units at Shepherd Gardens are sold privately. Shepherd Village is not a real estate agent nor can we act in a real estate agents' role when units are up for sale. As such, it is the responsibility of the owner to determine the sale price of their unit. Shepherd Village will not set the sale price or value of each unit, however a third party appraisal may be performed to determine the value, at the cost of the owner. In addition, tours of the Gardens and showing of units for sale are the responsibility of the owner (or designated representative). Showings are conducted at their convenience.

The concept of a Life Lease is relatively new, emerging within the last 10 years, and has grown substantially since. Units at Shepherd Gardens are similar to those of condominiums, however differ slightly in their transfer (buy/sell) procedures. *(For more information on 'the Life Lease concept' see page 6)*

Residents of Shepherd Gardens do not 'own' the unit, as is the case with the traditional condominium, however own the right to occupy the unit for a life term, hence the term 'Life Lease.'

Residents have a 'leasehold interest' in the Gardens, not a 'freehold interest' like that of a condominium or house. A 'leasehold interest' offers many of the same benefits as a 'freehold interest', such as;

- return on their initial investment (similar to equity like that of a house)
- share any appreciated value of the building and property
- no specified termination date
- life lease can transfer to residents' estate

Shepherd Gardens-Life Lease units must be owner-occupied, that is to say only the 'owner' of the unit may occupy the unit.

For those who are strongly interested in purchasing a unit at Shepherd Gardens, a copy of the Life Lease Occupancy Agreement (LLOA) can be provided for review. We encourage you to take the time to review the LLOA, you may consult legal advice if you wish, so as to gain an understanding of the Life Lease concept and to make a fully informed decision.





## Letter from the President & CEO

Dear Friends:

We at Shepherd Village are extremely pleased to be providing private independent living in Shepherd Gardens. Shepherd Gardens provides seniors, 65 years of age and older, a resident-funded housing alternative called Life Lease. Life Lease residential developments are a relatively new concept which have proven extremely successful in several municipalities across Canada. Shepherd Gardens offers an alternative housing option for the Christian community.

Conveniently located at 115 Bonis Avenue near the intersection of Kennedy Road and Sheppard Avenue in Scarborough, Shepherd Gardens provides excellent accessibility to public transportation, direct access from Highway 401, and is close to hospitals and churches. Shepherd Gardens is a place for walking — where you can access everything without having to use your car. Agincourt Mall, the public library and the Tarn O'Shanter Golf Course are all within steps of Shepherd Gardens.

Shepherd Gardens consists of 115 suites ranging in size from the Dahlia Suite, a one bedroom suite at 679 square feet, to the Juniper Suite, a two bedroom suite plus den at 1284 square feet. Shepherd Gardens is a complete community with a wide range of amenities, easy living features, and personal services available from Shepherd Village.

Suites at Shepherd Gardens feature a spacious living/dining room, modern eat-in kitchen, sun-room, full ensuite bathroom, second full bathroom, walk-in closet, laundry/storage room, three appliances (stove, refrigerator and dishwasher) and individual heating/air-conditioning controls.

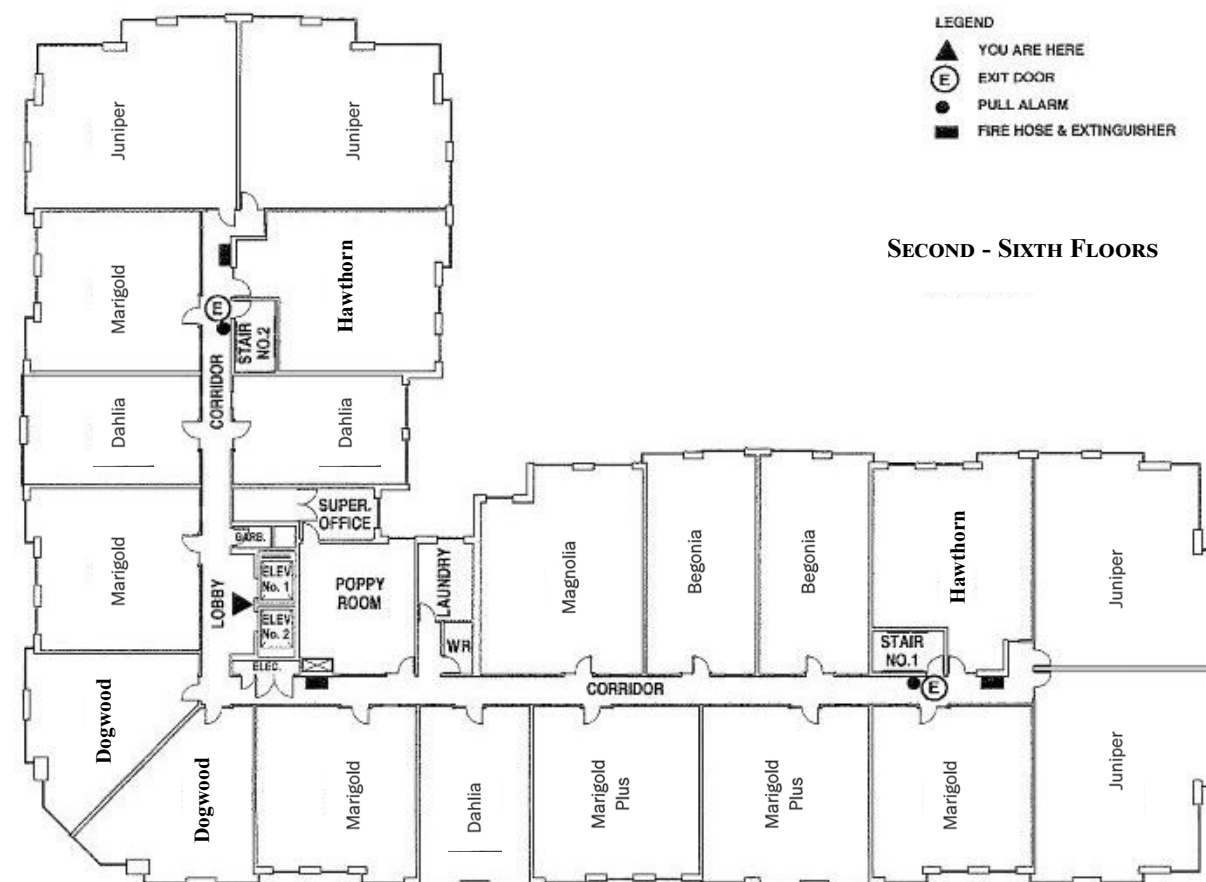
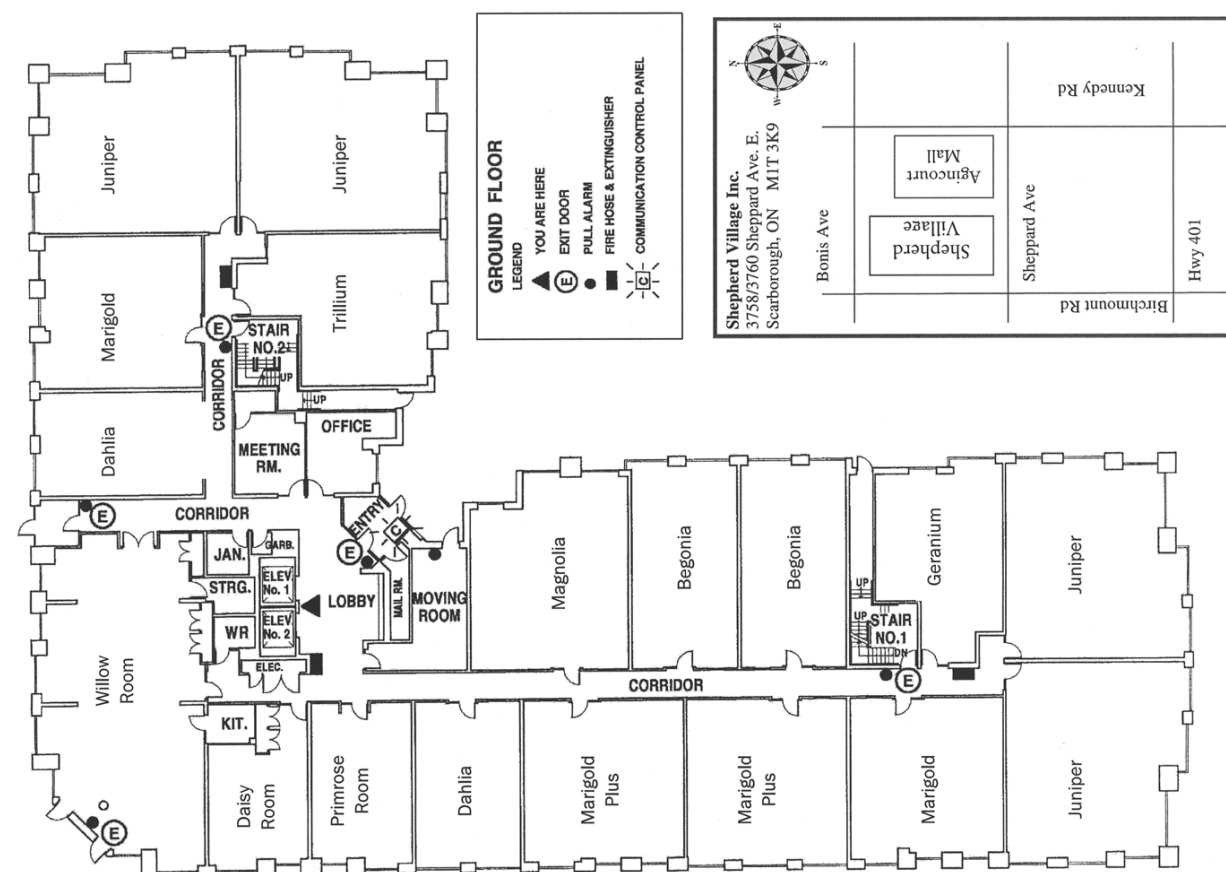
Residents of Shepherd Gardens have access to a wide range of building amenities including the ground floor common room, library, resident lounges, games room, exercise room, recreational areas to accommodate workshop/hobby activities, underground parking, bike and scooter storage, storage lockers, a security controlled entrance system, and the great convenience of guest suites within Shepherd Village for visiting family and friends.

Occupants of Shepherd Gardens have exclusive lifetime use of their suite, under a Life Lease Occupancy Agreement, and have input into the operation of the complex through a Residents Association together with Shepherd Village management which forms the nucleus of this not-for-profit venture.

A monthly charge paid by occupants covers such costs as property repairs and maintenance, water, sewage, common area utilities, administration, building insurance, the generation of heat and air-conditioning, hot and cold water and a replacement reserve fund. Each occupant is responsible for individual hydro, property taxes, contents insurance, telephone, and cable television payments.

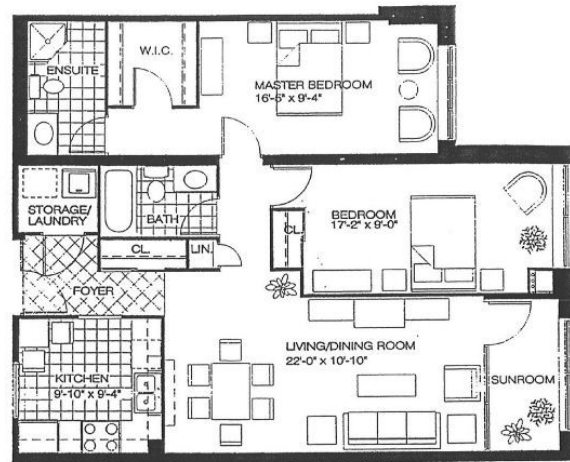


## Shepherd Gardens - Ground Floor





## Shepherd Gardens— Life Lease Residence

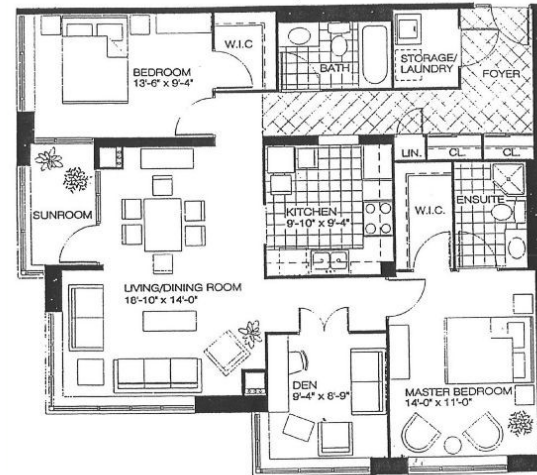


### Juniper

- Two bedroom + den suite
- Number of suites—24      1,284 square feet
- One full bathroom + ensuite
- Walk-in closet in master bedroom
- Full kitchen (fridge, stove, dishwasher)
- Glass-walled sunroom, storage/laundry room
- Convenient den

### Magnolia

- Two bedroom suite
- Number of suites—6      1,122 square feet
- One full bathroom + ensuite
- Walk-in closet in master bedroom
- Full kitchen (fridge, stove, dishwasher)
- Glass-walled sunroom, storage/laundry room



When selling their life interest in Shepherd Gardens, the occupants are able to retain between ninety and ninety-five percent of the appreciated value of their Life Lease. Therefore, residents of Shepherd Gardens have many of the same benefits of home ownership without the headaches and worries that maintaining a home can entail.

This Life Lease concept is especially suited to today's active adults who wish to devote more time to the things that are really important to them without the concerns of home maintenance and personal security.

Shepherd Gardens also offers access to a wide range of services and amenities available in Shepherd Village. This high quality of service provides occupants of Shepherd Gardens with private independent living and the comfort and security of knowing their needs will be met.

The easy living features of a Shepherd Gardens suite include: raised electrical outlets, task lighting at kitchen counters, easy to operate levered door handles and lower window sills — just to mention a few of the features that make suites in Shepherd Gardens outstanding in meeting the needs of today's seniors.

If you wish to learn more about this exciting new housing concept or purchase a Life Lease suite, we would be pleased to speak with you and arrange an opportunity for you to view our suite layouts. Thank you for your interest, we hope you will become part of our Shepherd Village community.

May God Bless and Keep You,

**Wendy Beckles**  
President and Chief Executive Officer  
Shepherd Village Inc.

Suite Name	# of Suites	Type	Sq ft
Dahlia	17	One Bedroom Suite	679
Dogwood	10	One Bedroom Suite	737
Begonia	12	One Bedroom + Den Suite	843
Geranium	1	One Bedroom + Den Suite	843
Marigold	22	Two Bedroom Suite	946
Trillium	1	Two Bedroom Suite	973
Marigold Plus	12	Two Bedroom Suite	1,018
Hawthorne	10	Two Bedroom Suite	1,029
Magnolia	6	Two Bedroom Suite	1,122
Juniper	24	Two Bedroom + Den Suite	1,284





## 'The Life Lease Concept'

Today's Resident Funded Community

**"Life Lease is a unique housing option for mature adults and seniors"**

A Life Lease project allows residents an opportunity to purchase an interest in the project and to "share" in any appreciated value of the building and property. Today's seniors are able to protect their investment and earn a return, similar to the equity growth in their home, without the headaches and worries associated with the maintenance of their property. Life Lease creates community and a sense of well being for the residents.

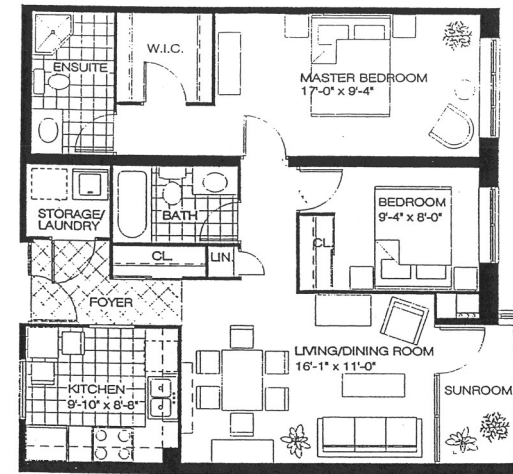
The sponsoring organization of this Life Lease project is Shepherd Village Inc. Actual ownership and title of the Life Lease development remains in the name and protection of this not-for-profit charitable corporation, which ensures high quality management and long-term maintenance benefits for all residents. The Life Lease Occupancy Agreement establishes a leasehold interest in Shepherd Gardens, not a freehold interest as you would have with a condominium or single family home. However, your leasehold interest has many of the same benefits.

A Life Lease development provides an active community for those who want to take advantage of private independent living with access to amenities and services. The easy living features of Shepherd Gardens, together with access to the services and amenities of Shepherd Village, provide the preferred housing alternative.

**Life Lease residents have a leasehold interest-the exclusive right to occupy the suite of their choice, and shared use of the common areas.**

Under a Life Lease arrangement residents have the right to transfer to a future resident their right to occupy a unit and use of the common facilities. This right of transfer is subject to certain conditions to ensure the integrity of the residential complex and is established in order to ensure the intent and fabric of the community is maintained for the 65+ population. Life Lease housing gives you the convenience and freedom of private independent living today with the option of homemaking and care services in the future.

**"Life Lease arrangements where consumers buy the right to occupy... is one example of increasing opportunities."**



## Marigold

- Two bedroom suite
- Number of suites—22      946 square feet
- One full bathroom + ensuite
- Walk-in closet in master bedroom
- Full kitchen (fridge, stove, dishwasher)
- Glass-walled sunroom, storage/laundry room

## Trillium

- Two bedroom suite
- Number of suites—1      973 square feet
- Located on the ground floor only, large floor-to-ceiling windows
- One full bathroom + ensuite
- Walk-in closet in master bedroom
- Full kitchen (fridge, stove, dishwasher)
- Glass-walled sunroom, storage/laundry room



## Marigold Plus

- Two bedroom suite
- Number of suites—12      1,018 square feet
- One full bathroom + ensuite
- Walk-in closet in master bedroom
- Full kitchen (fridge, stove, dishwasher)
- Glass-walled sunroom, storage/laundry room

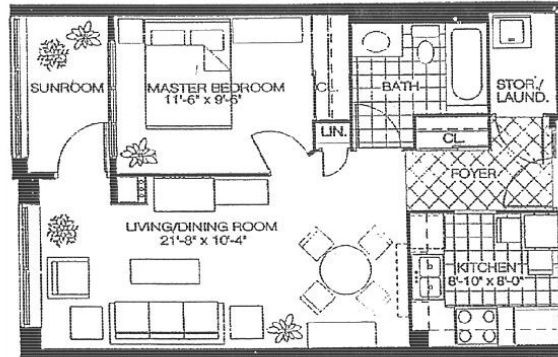
## Hawthorn

- Two bedroom suite
- Number of suites—10      1,029 square feet
- One full bathroom + ensuite
- Walk-in closet in master bedroom
- Full kitchen (fridge, stove, dishwasher)
- Glass-walled sunroom, storage/laundry room





## Shepherd Gardens— Life Lease Residence



### Dahlia

- One bedroom suite
- Number of suites—17      679 square feet
- One full bathroom
- Full kitchen (fridge, stove, dishwasher)
- Glass-walled sunroom, storage/laundry room
- Large bright windows

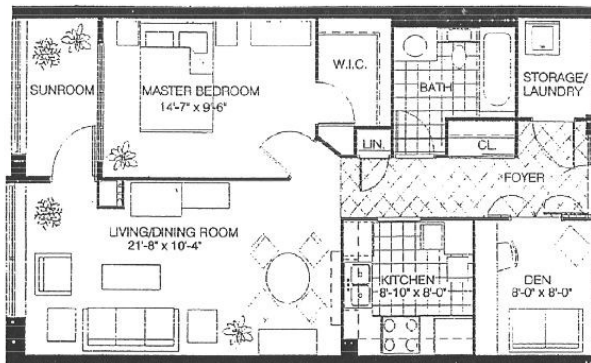
### Dogwood

- One bedroom suite
- Number of suites—10      737 square feet
- One full bathroom
- Walk-in closet in master bedroom
- Full kitchen (fridge, stove, dishwasher)
- Glass-walled sunroom, storage/laundry room
- Large bright windows



### Begonia

- One bedroom + den suite
- Number of suites—12      843 square feet
- One full bathroom
- Walk-in closet in master bedroom
- Full kitchen (fridge, stove, dishwasher)
- Glass-walled sunroom, storage/laundry room
- Convenient den



### Geranium

- One bedroom + den suite
- Number of suites—1      843 square feet
- Located on the ground floor only, large floor-to-ceiling windows
- One full bathroom, storage/laundry room, full kitchen (fridge, stove, dishwasher), glass-walled sunroom, convenient den, 4 clothes/coat closets



## Benefits of Life Lease Communities

The opportunity for capital investment and security of tenure are the primary benefits of Life Lease housing.

- Residents can receive a return on their life interest and initial investment similar to the equity which may be realized on a private home or condominium. This is preferable to rental accommodation where there is no return on rental payments. Life Lease offers residents security of tenure since most Life Lease plans have no specified termination date and the life interest may transfer to the resident's estate.

All maintenance costs are the responsibility of the not-for-profit organization and are paid for under a Monthly Occupancy Fee.

- This feature is especially appropriate for residents who wish to have an interest in their dwelling unit, the flexibility and freedom to "get-up-and-go" without the worries associated with the security and maintenance of their homes.

The economies of scale of operating a multi-residential building usually result in lower maintenance costs than in private residences.

- Life Lease projects being built today include energy-efficient heating and cooling systems. Residents of Life Lease communities are enjoying tremendous savings in heating and cooling of their individual suites.

The common facilities of Life Lease projects create a sense of community and well being.

- Life Lease projects typically include features such as a multi-purpose room with kitchen, hobby games room, library, meeting room, resident storage lockers, security controlled entrance system, and outdoor recreation areas. These amenities are beneficial for all residents, particularly for those who are occasionally "shut-in" due to weather or health reasons.

Life Lease projects provide residents who live alone with a reassuring and supportive environment.

- Shepherd Gardens offers access to a wide range of services and amenities found in Shepherd Village. The high quality of service will provide each occupant of Shepherd Gardens with private independent living and the comfort and security of knowing individual needs will be met. A variety of safety design features have been incorporated to provide every resident with a safe and secure environment including security entrance system, well lit public areas, TV monitored security surveillance in the lobby and parking garage and a security gate house.





## Shepherd Village Inc.—A Brief History

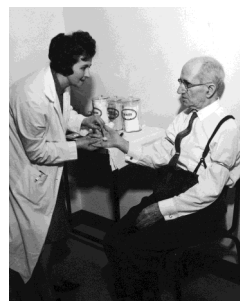
The Shepherd Village we see today comes from humble roots and has been many years in the making. Shepherd Village has been associated with the Pentecostal Assemblies of Canada and part of the local community since the early 1960's.

In 1957, members of several Pentecostal churches banded together to address the issue of low-rental housing for retired pastors and missionaries. As a result, **'Shepherd Lodge'** was incorporated in 1957 and completed in 1961.



The 'old' Shepherd Lodge featured 150 beds, and provided assistance to meet the physical, emotional, social and spiritual needs of its residents. This building remained in service until 2000 when the decision was made to redevelop Shepherd Lodge. Completed in 2004, the 'new' Shepherd Lodge features 252 basic and private rooms, and is one of the newest and largest long-term care facilities in Toronto.

In 1976 a seniors rental apartment building was built and named **Shepherd Manor**. Featuring 263 bachelor, one-bedroom and two-bedroom apartments, the Manor was the second addition to what would later become 'Shepherd Village'.



In 1991, **Shepherd Terrace** was completed and added a third building on the same site. The Terrace offers 143 private retirement and assisted-living suites for seniors who require some assistance with the functions of daily living, but do not require a placement in long-term care.

Growing quickly, management realized that a 'continuum of care' was now being offered, from independent living at Shepherd Manor, to assisted-living at the Terrace, and long-term care at the Lodge.

Finally, 1999 saw the addition of **Shepherd Gardens**, a private 'Life Lease Residence' for mature and active seniors. Similar in nature to condominiums, The Gardens offered an alternative to rental apartments for those capable of living independently, but wanted to be part of a Christian Community.

In 1998, Shepherd Lodge, Shepherd Manor, Shepherd Terrace, and the soon to be Shepherd Gardens, officially became **Shepherd Village**.

To date, Shepherd Village consists of these four inter-connected buildings that offer a full continuum of care for seniors 65 years +, who wish to live in a warm, secure, caring Christian environment.

Expanding over the years from a single building to a four—building, multi-dimensional complex, Shepherd Village continues to maintain its affiliation with the Pentecostal Assemblies of Canada, local churches, and the principles and values upon which it was founded.



## Amenities & Services

One of the best advantages to living at Shepherd Gardens are the amenities & services that are available to you as a resident in the Shepherd Village community.

Many of the amenities and services are provided at no cost to you, and in some cases cost less than outside providers as Shepherd Village subsidizes these amenities and services for you.

We offer these amenities and services for your convenience, and to ensure that you can devote more time to the things that are really important to you, without the burdens of home maintenance, personal security or health.

### HOUSEKEEPING SERVICE

Light housekeeping services as well as annual spring and fall cleaning are available on a pay-per-use basis.

### LAUNDRY SERVICE

Residents can take advantage of individual suite hook-ups for optional washer/dryer or use the laundry facilities provided on the second and fifth floors. Arrangements can also be made for laundry pick-up and delivery at reasonable rates.

### MEAL SERVICE

Residents may arrange to have restaurant meals in the Courtyard Restaurant. Professional food services staff led by our Master Chef prepare a varied menu selection for lunch and dinner. Arrangements can also be made to entertain guests. Menu and prices are available on request.

### HAIRDRESSING/BARBER SERVICES & SPA

Hairdressing, barber and spa services are available and appointments can be made at the beauty salon located on the ground floor of Shepherd Lodge.

### PHARMACY & CONVENIENCE STORE

Located on the ground floor of the Lodge, Summit Pharmacy offers a wide range of common prescriptions for convenient and fast pickup.

### SOCIAL & RECREATIONAL PROGRAMS

Programming may be organized by residents through their Residents Association or they may choose to participate in programming provided by Shepherd Village including church services at the Church in the Village, exercise programs, recreational events, entertainment and excursions.

### THE FITNESS CENTRE

is a welcoming space for older adults to access healthcare and exercise in a comfortable, accepting and barrier-free setting.





## *Sale & Purchase Process—Legal Documents*

### **Agreement to Purchase**

Once a verbal agreement has been reached between the buyer and seller, a meeting is scheduled for both parties to meet with the Marketing Manager to sign an **'Agreement to Purchase.'**

This agreement is the first legal document required to be signed by both the buyer and seller.

Details typically outlined in the agreement are the following;

- Sale price of the unit
- Closing date
- Conditions of sale (ie; sale of home, financing arrangements, etc)
- Furniture items, appliances, and other belongings to be transferred
- Condition of the unit, repairs, etc.
- Coverage of monthly occupancy fees in the event of a closing date extension

A deposit cheque for \$5,000 must be presented at this meeting to validate the 'Agreement.' The deposit is held 'in trust' by Shepherd Village Inc., until the closing date, where it is applied to the purchase amount.

### **Surrender of Lease**

This document is signed by the seller (or designated representative) on the closing date, and prior to the signing of a new LLOA. Once signed, the unit is no longer leased to the previous occupant.

### **Life Lease Occupancy Agreement (LLOA)**

Referred to as the 'LLOA', this legal agreement is the heart of the Life Lease Concept.

We recommend that you take time to review this document, consult legal advice if you wish, in order to make a fully informed and educated decision.

This document is prepared by Shepherd Village and is to be signed on the closing date. As per our admission requirements, only those names that appear on the LLOA are permitted to reside in the unit. In addition, a signature is required at the closing for each individual whose name appears on the LLOA. *(Names and signatures can be added & removed from the LLOA at later date)*

Once signed, this binding legal document gives the purchaser the right to occupy the unit for a life term. In the event of death, incapacitation, or the health of the occupant deteriorates and they require medical assistance in an Assisted-Living facility or Long Term Care, a designated Power of Attorney, Executor are permitted to sign on behalf of the occupant.



## *Shepherd Gardens—A Closer Look*

### **LOCATION:**

Shepherd Gardens is located at 115 Bonis Avenue adjacent to Shepherd Manor, one block North of Kennedy Road and Sheppard Avenue in Scarborough. This ideal location provides excellent accessibility to public transportation, direct access from Highway 401 and Highway 407 and is close to hospitals and churches. Agincourt Mall, the public library and the Tam O'Shanter Golf course are all within steps of Shepherd Gardens.

### **Building Features:**

- |                                 |                                 |                                 |
|---------------------------------|---------------------------------|---------------------------------|
| Main floor common rooms         | Party room with full kitchen    | Games, exercise & reading rooms |
| Resident lounges & social rooms | Workshop/crafts/hobby room      | Coin-operated laundry rooms     |
| Secure main entrance system     | 24hr Security personnel on-site | CCTV surveillance               |
| Guest Suite                     | Two elevators                   | Underground parking             |
| Car wash bay                    | Bike and scooter storage        | Resident storage lockers        |
| Garbage chute & Recycling       | Lush landscaped grounds         | Wheelchair accessible           |

### **Suite Features:**

- Spacious living and dining room, private heated sunroom
- Modern eat-in kitchen with 3 energy-efficient appliances (refrigerator, stove, dishwasher)
- Ample storage and closet space, microwave shelf in kitchen
- Large storage/laundry room with hook-ups for optional washer & dryer
- Individual heating/air conditioning units
- Smart-metered electrical service

### **Easy Living Features:**

- |   |   |
|---|---|
| Wide recessed entrances and doorways                          | Large bathrooms and medicine cabinets           |
| Electrical receptacles 18" above floor level                  | Rocker type light switches                      |
| Double wing handle faucets                                    | Wall blocking for grab bars in bathrooms        |
| Roll over thresholds at sunroom doors                         | Task lighting at kitchen counters               |
| Light switches & thermostats at 4ft height                    | Wide public corridors with convenient handrails |
| Lever-style hardware on all doors                             | Easy grip cabinet handles                       |
| Electrical rough-in for future automatic suite door operators |   |





## *The Purchase Process*

<b>Step 1-</b>	<b>Meet with Marketing Manager</b> Complete a Guest Registration form and indicate the following: <ul style="list-style-type: none"> <li>• which unit type(s) you are interested in purchasing (see pages 16-19 for floor plans)</li> <li>• your desired price range</li> <li>• Your motivation to purchase / expected time frame for purchase</li> </ul> Each of these elements is vital as it will dictate which units you will be contacted for
<b>Step 2-</b>	<b>Review the following documents:</b> <ul style="list-style-type: none"> <li>• Interested Buyers Guide</li> <li>• Agreement to Purchase</li> <li>• Life Lease Occupancy Agreement</li> <li>• Shepherd Gardens brochure &amp; price list</li> </ul> These documents will only be provided to you if you indicate you are strongly interested in purchasing a unit in the near future.
<b>Step 3-</b>	<b>Addition to the Shepherd Gardens contact list</b> <ul style="list-style-type: none"> <li>• Your name, phone number, unit &amp; price preference, and desired purchase date information will be added to the <b>Gardens Interested Buyers Contact List</b> (<i>based upon the information you have provided in your Guest Registration sheet</i>)</li> </ul>
<b>Step 4-</b>	<b>Short List</b> <ul style="list-style-type: none"> <li>• A short list of <u>only strongly interested buyers</u> will be provided to each seller.</li> <li>• These short lists are based upon the information indicated on your Guest Registration sheet.</li> <li>• Individuals will be contacted at the sellers discretion and no preference will be given</li> </ul>
<b>Step 5-</b>	<b>Viewing the Unit</b> <ul style="list-style-type: none"> <li>• Once you have been contacted by a seller to view their unit, all discussion &amp; negotiation regarding sale price, conditions of sale and items included in the sale must be conducted between the buyer and seller <u>only</u>.</li> </ul>
<b>Step 6-</b>	<b>Meet with Marketing Manager to sign 'Agreement'</b> <ul style="list-style-type: none"> <li>• Once a firm verbal agreement has been reached between the buyer and seller, both parties must contact Shepherd Village to set up an appointment to outline and sign an 'Agreement to Purchase' (<i>please review the agreement for details</i>)</li> </ul>



<b>Step 7-</b>	<b>Agreement to Purchase</b> At the appointment, both the buyer and seller (or their designated representative) <u>must</u> be present. Please note the following: <ul style="list-style-type: none"> <li>• by signing the 'Agreement to Purchase' this is now considered a <u>binding</u> offer</li> <li>• You must bring a cheque for \$5,000 as a deposit, to be held 'in-trust' until the closing date, where it will be applied to the agreed upon purchase price.</li> <li>• All items outlined in the Agreement to Purchase are at the discretion of the buyer &amp; seller, and will not be influenced by Shepherd Village.</li> </ul>
<b>Step 8-</b>	<b>Closing Date</b> A closing date must be established and agreed upon by both parties, and is subject to approval of Shepherd Village
<b>Step 9-</b>	<b>Statement of Account</b> A Statement of Account will be generated and sent to the buyer This statement will outline the following: <ul style="list-style-type: none"> <li>• The amount for each certified cheque that must be brought at the closing</li> <li>• Required personal document to be brought on closing day (ie: SIN, photo ID, health card, etc.)</li> <li>• proof of insurance for personal property</li> </ul>
<b>Step 10-</b>	<b>Closing Day</b> At your closing day you are required to bring all the documents requested by Shepherd Village. <ul style="list-style-type: none"> <li>• All parties whose name appears on the Life Lease Occupancy Agreement <u>must be present on the closing date</u>.</li> <li>• Shepherd Village will provide you with a copy of our building insurance certificate.</li> </ul>

Owners are welcome to sell their unit to whomever they choose, provided that they meet our admission requirements

### **Admission Requirements**

- The buyer must be at least 65 years of age (or older)
- Must be capable of living independently (*a medical assessment may be required*)
- The purchase is a cash purchase. No liens, mortgages or loan are permitted. A certified cheque must be presented at the closing for the full sale price.
- All units are owner occupied (*The occupant of the unit must have their name on the Life Lease*)
- **All pending sales must be reviewed by the President & CEO of Shepherd Village, and are subject to his/her approval.**

