

TAMMY MORIN-NAKASHIMA, NOTARY PUBLIC

209, 3740 Chatham St., Richmond, BC V7E 2Z3

TEL: (604) 275-0070 / FAX: (604) 275-0080

Reply to: conveyancer@richmondnotary.ca

MORTGAGE – NEW OR REFINANCE INFORMATION FORM

To assist you in meeting your funding date, this form must be fully completed and returned within 2 days.

Filled in by: _____ Date: _____

BORROWER # 1: _____

Tel: Home: _____ Work: _____ Cell: _____

Occupation: _____

Current Address: _____

Is it okay to leave detailed messages on the phone number(s) given? Yes No

E-mail contact info: _____

BORROWER #2: _____

Tel: Home: _____ Work: _____ Cell: _____

Occupation: _____

Current Address: _____

Is it okay to leave detailed messages on the phone number(s) given? Yes No

E-mail contact info: _____

Will there be a guarantor on your mortgage? Yes _____ / No _____

Is anyone signing by Power of Attorney? Yes _____ / No _____

If anyone is signing by Power of Attorney, our office **must** have the original within 3 days of today's date.

COVENANTOR: _____ Relationship: _____

Tel: Home: _____ Work: _____ Cell: _____

Occupation: _____

Current Address: _____

Is it okay to leave detailed messages on the phone number(s) given? Yes No

E-mail contact info: _____

Available to sign? Yes _____ / No _____

Independent Legal Advice may be required for the Guarantor. If so, who would the Guarantor's notary or lawyer for signing be? _____

Do you live at the property being mortgaged? Yes _____ / No _____

if not, where: _____

Does your Lender require an Assignment of Rents? _____

Who did you work with to secure this mortgage? Mortgage broker _____ / Banker _____

Name: _____ Phone: _____ Fax: _____

CHARGES ON TITLE TO CLEAR:

Mortgage with: _____ Branch: _____

Contact Person: _____ Mortgage Ref No: _____

Approx Bal Outstanding \$ _____ Are you expecting a penalty Yes _____ / No _____

If yes, what amount do you expect for the Penalty \$ _____

Notes _____

Mortgage with: _____ Branch: _____

Contract Person: _____ Mortgage Ref No: _____

Approx Bal Outstanding \$ _____ Are you expecting a penalty Yes / No Amount of Penalty \$ _____

Notes _____

INSURANCE AGENT: _____ Branch: _____

Tel. No. _____ Fax No. _____ Contact Person: _____

Address: _____ Cost of Binder N/C or \$ _____

SURVEY/TITLE INSURANCE:

Do you have a site survey certificate? Yes _____ No _____ if No, often Lenders require either a survey or Title Insurance and some lenders insist on Title Insurance, You must satisfy yourself as to which you want. Do you require us to facilitate and order a site survey or title insurance on your behalf?

CONDOMINIUM INFORMATION:

Who is the property management company? _____ Contact Person _____

Phone: _____ Fax: _____

Are Strata fees paid up to date? Yes / No. If no, amount outstanding: \$ _____

PROPERTY TAXES & MUNICIPAL UTILITIES:

Are your property taxes paid and up to date? Yes / No. If no, approx balance outstanding \$ _____

NOTES: _____

FOR OFFICE USE ONLY:

ADDITIONAL REQUIREMENTS OF LENDER:

Site Survey Certificate _____ Certificate of Insurance _____ Receipt for payment of taxes _____

Miscellaneous bills to be paid by us _____ Executed Discharge for filing by us _____

Void Cheque _____ Other _____ Copies of Credit Card Statements _____

Independent Legal Advice _____

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