

Date _____

Name of the Financial Institution

Address of the Financial Institution

the “Financial Institution”

Pursuant to your instructions, we have prepared a Charge/Mortgage of Land, a draft copy of which is enclosed herewith, which will be either registered electronically or, if it is a paper document, executed and registered, prior to any funds being disbursed. We submit our interim report as follows:

Member(s)

File number: _____ Loan amount: \$ _____

Guarantor(s)

Registered owner(s)

Municipal address

BRIEF LEGAL DESCRIPTION OF PROPERTY (THE “PROPERTY”): PIN number: _____
Lot number: _____
Plan number: _____

Purchase price: \$ _____

☐ Existing Property ☐ New construction

THE UNDERSIGNED HEREBY CERTIFIES THAT WHEN THIS ADVANCE IS MADE:

- ☐ **OPTION 1 - Non Title Insured Mortgage:**
 - All tax and utility bills issued up to the mortgage advance date will have been paid in full.
 - We have obtained and examined a plan of survey for this Property prepared in accordance with the requirements expressed in your instructions and we certify that the use and location of all buildings including secondary buildings comply with the zoning regulations of the municipality and any other competent authority. We also confirm that the plan of survey does not reveal the existence of any encroachments or easements or other qualifications EXCEPT AS NOTED BELOW. You were informed of these matters prior to this report and these were accepted by you. They are neither detrimental to your security nor to the marketability of title.
 - All requirements in the Instructions to Solicitor relating to ascertaining the identity of each member, spouse and guarantor signing the Charge/Mortgage of Land will have been met.
- ☐ **OPTION 2 - Title Insured Mortgage:**
 - The Property will be insured by title insurance without any exceptions or qualifications by the title insurance company.
 - All requirements in the Instructions to Solicitor relating to the title insurance and ascertaining the identity of each member, spouse and guarantor signing the Charge/Mortgage of Land will have been met.

Name of title insurance company

Title insurance policy number

FIRE AND OTHER PERILS INSURANCE: On or before the date of registration of the Charge/Mortgage, the Property will be insured for fire and extended coverage. The amount of such insurance must be sufficient to fully cover the debt owed to both the Financial Institution and all prior ranking lenders, if any, up to the replacement value of the building(s). The policy will be subject to the standard mortgage clause of the Insurance Bureau of Canada and the same will reflect your interest as _____ chargee/mortgagee.

Details of the insurance are as follows:

Company: _____ Policy No.: _____

Amount: \$ _____ Broker: _____

Effective date: _____ Expiry: _____

ENCLOSURES:

- ☐ Draft Charge/Mortgage;
- ☐ Draft Declaration re: plan of survey;
- ☐ Draft Direction re: funds;
- ☐ Water analysis certificate (rural properties);
- ☐ Pumping test (rural properties);
- ☐ Plan of survey;
- ☐ Draft Title Insurance Policy;
- ☐ Draft Declaration re Rents;
- ☐ Status Certificate;
- ☐ Septic system certificate (rural properties);
- ☐ _____
- ☐ _____

ADDITIONAL COMMENTS:

REQUEST FOR FUNDS:

Funds will be required on: _____

Law Firm: _____

| | |
|-------------------|----------------------------|
| _____ | _____ |
| Name of Solicitor | Solicitor's signature |
| | _____ |
| | Law Society Licence Number |