



Please fill out this form if you would like us to represent you for your refinance and email it back to us. The form may not populate if it is filled out on a smartphone or iPad.

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

What is the completion date? \_\_\_\_\_ Amount Borrowing? \_\_\_\_\_

List all persons who are on title (and whether they will remain or be removed from title):

Full Name (Include middle name): \_\_\_\_\_ Occupation: \_\_\_\_\_

SIN Number: \_\_\_\_\_ Stay on Title Remove from title

Full Name (Include middle name): \_\_\_\_\_ Occupation: \_\_\_\_\_

SIN Number: \_\_\_\_\_ Stay on Title Remove from title

Is there a mortgage on the property? YES NO Amount owing? \_\_\_\_\_

Which bank? \_\_\_\_\_ Reference Number? \_\_\_\_\_

Are you paying out the existing mortgage? If yes, is the new mortgage first or second?

\_\_\_\_\_

Name/Phone No./E-mail address of broker issuing your home insurance:

\_\_\_\_\_

Is it a strata property? Yes No If yes, which strata management company?

\_\_\_\_\_

Will you be available to sign documents? (usually 1-5 days before the completion date)

\_\_\_\_\_

**Additional Information**

- Please give your Mortgage Broker our office's contact information so we can start your paperwork
- Please ensure that we receive mortgage instructions from the Lender at least 5 days before your completion date or rush fees may be incurred