



Integrity

Thank you for choosing DLC – City Wide Mortgage Services to prepare your application for mortgage financing. We are proud to offer a high level of service and it will be our pleasure to lead you through the process. DLC – City Wide Mortgage Services maintains the highest level of integrity: we will never commit fraud or falsify application documents and we expect the same from our clients. You can expect the highest level of professionalism from the team at DLC – City Wide Mortgage Services and feel secure in the knowledge that our advice is given with your best interests in mind.

Confidentiality

Your private information and its security is important to us. Over the course of your mortgage application we will request and be privy to much of your personal information; from SIN numbers to bank account history, from employment verification to company financials. Be assured you can provide your personal information knowing that we will only collect the information necessary to achieve your financing goals. We do not sell your information to a third party. Your information and documents will be stored in a secure encrypted service and all paper documents will be destroyed immediately after they are stored electronically, unless we are required by law or requested by you to retain paper documents. All conversations and notes we make are kept confidential. Note, however, that if we discover illegal, criminal or fraudulent activity, we may be required to report these findings to the appropriate authorities.

Disclosure

We will share the information you provided to us with potential lenders. In addition, we may also discuss aspects of your file with mortgage brokers from within our industry and from time to time may co-broker information to gain access to other lenders, if we feel it would be in your interests to do so. In the absence of specific direction from you not to do so, we will assume these arrangements are satisfactory.

Communication

Purchasing a home and acquiring a mortgage can be a stressful endeavor. The DLC – City Wide Mortgage Services team's goal is to facilitate much of the hard work for you and guide you through the process of obtaining a mortgage. During the financing process, we will assist you in dealing with appraisers and insurance agents. We will keep you informed throughout the application process, provide weekly progress updates from beginning to end and involve you in all important decisions. Our role through this process is to guide you, the client, through the mortgage financing process and explain the details of the mortgage you aim to register on your home.

At no point are we able to guarantee financing, as we are not the lender itself. You confirm that you understand that we cannot guarantee that we will be able to obtain financing for you and that even if you are **Pre-Qualified** or a lender commits to financing, we cannot guarantee that the lender will fulfill its **Mortgage Commitment** to you, particularly if circumstances change after you are approved for financing.

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Process

During the underwriting process, we will ask you to provide us with financial documents that many lenders will request before considering your application. Our goal is to **Pre-Qualify** your application with our knowledge of lending guidelines and rules. If we are successful in arranging financing for you the lender will often deliver a formal **Mortgage Commitment**. The **Mortgage Commitment** will provide terms and conditions specific to the **Mortgage Funding**. Lenders may ask for additional information to determine your credit worthiness before or after providing a **Mortgage Commitment**. Our goal is to fulfill all the funding conditions in the **Mortgage Commitment** as quickly as possible, but the precise timing cannot be guaranteed and is often dependent on how quickly documents or information can be obtained from you or from another source.

The Proceeds of Crime (Money Laundering) and Terrorist Financing Act

We are required to advise you that the Canadian federal government has enacted the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* (the "Act"). The Act imposes obligations on our mortgage advisors and staff to report and record certain client transactions.

The Act requires us to report "suspicious transactions" to an agency of the federal government; that is, financial transactions we reasonably suspect are related to the commission of a money laundering offence. Further, the Act prohibits our mortgage advisors and staff from informing clients that a suspicious transaction report has been made, or from disclosing to clients the contents of such a report.

You, should also be aware that under provisions of the Act that are not yet in force, certain authorities may have the power to seize our mail or enter our premises, as follows:

- the Financial Transactions and Reports Analysis Centre of Canada ("FINTRAC") will have the authority to enter our firm, without a search warrant, to determine if we are complying with the Act. FINTRAC officials will be able to access our computer and data processing system, examine and copy file information and records and reproduce any information or record; and
- the Canada Revenue Agency will have the authority to seize, retain and open mail that it reasonably believes contains \$10,000 or more in cash or monetary instruments.

The Act may require our mortgage advisors and staff to disclose confidential client information, particularly as it relates to the transfer of cash more than \$10,000 in one or more transactions.

Our obligations under the Act are not optional.

We encourage you to discuss with us any aspect of the above matters.

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Termination of Engagement



You may terminate this engagement at any time by providing us with written notice of your decision to do so.

Likewise, we may terminate this engagement at any time by providing you with written notice of our decision to do so.

We may terminate the engagement for reasons including, but not limited to, the following:

- (a) you fail to cooperate with us;
- (b) you provide us with false, incomplete or misleading information or do not promptly provide us with information we have required from you; or
- (c) you ask us to do something unethical or illegal; or
- (d) we cannot find suitable financing for you despite using our best efforts to do so.

Compensation

Generally, the lender pays us a fee for arranging your mortgage. The fee we are paid by a lender varies, depending on the lender and the nature of the financing. We will disclose our fee to you upon request and/or in a disclosure statement we provide to you.

However, if financing from a private or alternative lender is required, or if construction financing is required, you must pay a fee to DLC – City Wide Mortgage Services to arrange the financing. The fee we charge varies depending on the amount and nature of the financing required. We will disclose our fee to you and obtain your approval of our fee before you enter a mortgage commitment for financing.

Although our fees are generally paid by the lender, you may have to pay other expenses in connection with the financing we arrange including:

- Legal fees including, title search, title insurance, mortgage processing, law society fees, disbursements, property transfer tax, Provincial and Federal taxes;
- Appraisal fees;
- Strata document retrieval fees; or
- fees charged by the lender.

Protection

DLC – City Wide Mortgage Services may provide you with options for Life Insurance, Critical Illness and Disability to protect your investment and your family. While these insurance policies are not mandatory we prefer to verify that you have adequate coverage in place. Our partners for insurance products include, but are not limited to:

- (a) Mortgage Protection Plan through Manulife; and
- (b) A referral to a qualified insurance agent.

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Agreement

We rely on the information you provide to us. It is critical that you promptly provide us with the information we request and that all the information you provide to us is truthful, complete and accurate.

You warrant to us that the information you have and will provide to us in the mortgage application process is and will be true, complete and accurate and that you understand that it is being used to determine your credit worthiness. You also confirm that this engagement letter is the entire agreement between us and that we have not made and you have not relied on any guarantee, promise or representation that is not included in this engagement letter. You authorize us to obtain any further information we may require from any source (including, for example, credit bureau) from which we may request information and each source is hereby authorized to provide us with the information we request. You also understand, acknowledge and agree that the information given in the mortgage application form as well as other information we obtain in relation to your credit history may be disclosed to potential mortgage lenders, mortgage insurers, other service providers, organizations providing technological or other support services required in relation to this application and any other parties with whom you propose to have a financial relationship.

By signing this agreement, you give us permission to phone/email you in the future to discuss your mortgage needs.

Please confirm that you agree with all the terms and conditions in this engagement letter by dating, signing and returning this engagement letter to our office.

Signed: _____ **Date:** _____

Email: _____

Signed: _____ **Date:** _____

Email: _____



Dominion Lending Centres
City Wide Mortgage Services

Suite 103-1245 West Broadway
Vancouver, B.C. V6H 1G7 604-257-2600 / 604-257-2605 (fax)

An independent member of Dominion Lending Centres

MORTGAGE APPLICATION

COVENANT INFORMATION

APPLICANT			MARITAL STATUS	HOME TELEPHONE	BUSINESS TELEPHONE
BIRTHDATE	SOC. INS. NO.	NO. OF DEP.	HOW LONG AT PRESENT ADDRESS?		MONTHLY RENT
CURRENT ADDRESS				POSTAL CODE	PRESENT HOME VALUE
MONTHLY MTG. PMTS.	OUTSTANDING BALANCE	PREVIOUS ADDRESS (if less than 3 years)			HOW LONG?
CO-APPLICANT (if applicable)			MARITAL STATUS	HOME TELEPHONE	BUSINESS TELEPHONE
BIRTHDATE	SOC. INS. NO.	NO. OF DEP.	HOW LONG AT PRESENT ADDRESS?		MONTHLY RENT
CURRENT ADDRESS				POSTAL CODE	PRESENT HOME VALUE
MONTHLY MTG. PMTS.	OUTSTANDING BALANCE	PREVIOUS ADDRESS (if less than 3 years)			HOW LONG?

EMPLOYMENT & INCOME

EMPLOYER (Name)	JOB TITLE	HOW LONG?	GROSS ANNUAL EARNINGS	OTHER INCOME
EMPLOYER Street Address		CITY	POSTAL CODE	
FORMER EMPLOYER – If Less than 3 years (Name)	JOB TITLE	HOW LONG?	GROSS ANNUAL EARNINGS	OTHER INCOME
FORMER EMPLOYER Street Address		CITY	POSTAL CODE	

CO-APPLICANT EMPLOYER (Name)	JOB TITLE	HOW LONG?	GROSS ANNUAL EARNINGS	OTHER INCOME
EMPLOYER Street Address		CITY	POSTAL CODE	
CO-APPLICANT FORMER EMPLOYER – If Less than 3 years	JOB TITLE	HOW LONG?	GROSS ANNUAL EARNINGS	OTHER INCOME
FORMER EMPLOYER Street Address		CITY	POSTAL CODE	

Date: _____

Initials _____

Initials _____

BANK ACCOUNTS

BANK	BRANCH	TYPE OF ACCOUNTS	HAVE YOU EVER BEEN BANKRUPT?
BANK	BRANCH	TYPE OF ACCOUNTS	ANY INDIRECT LIABILITIES, GUARANTEES?

FINANCIAL INFORMATION

ASSETS	AMOUNT	LIABILITIES	MONTHLY PMTS	BALANCE OWING
CASH		CREDIT CARD		
TERM DEPOSITS/GIC'S		CREDIT CARD		
RRSP'S		CREDIT CARD		
STOCKS/BONDS/CSB'S		LOANS:PERSONAL/AUTO		
AUTOMOBILE		LOANS:PERSONAL/AUTO		
OTHER REAL ESTATE		OTHER MORTGAGE	P&I	
OTHER ASSETS		OTHER LIABILITIES		
TOTAL		TOTALS		

DECLARATION

If I have included information in this application in respect of any other person, including a co-applicant, I hereby confirm that such other person(s) has fully authorized me to release their personal information to you and to my Dominion Lending Centres - City Wide Mortgage Services' Specialist and that such other person(s) consent to all of the terms set-out herein. The word "Information" means personal information about me and any other person(s) identified in this application, obtained from this application or other sources.

I am hereby expressly consenting to the submission of my application and the disclosure of Information to third parties, such as lenders and insurers, for the purpose of arranging and/or renewing mortgage(s). I understand that this will allow lenders to submit commitments for my review.

I/we further acknowledge and agree that each potential mortgage lender, mortgage insurer or service provider to whom you provide the mortgage application and/or my/our personal information is permitted to receive such application and information and maintain records relating to me/us, including my/our Social Insurance Number(SIN) if I/we provide it, and collect personal information from me/us, you and from third persons, including credit bureau, credit reporting and collection agencies, financial institutions, my/our past and present employers, creditors and tenants, my/our spouse or any other person who has information about me/us for the purpose of recording, evaluating and responding to my/our application for mortgage financing or related activities and I /we specifically consent to the release and disclosure of personal information by such persons to and among you and each potential mortgage lender, mortgage insurer or other service provider.

I hereby consent to and agree that my Mortgage Broker or Agent may use the Information in order to identify me, protect me from fraud and error, understand my needs and eligibility for products and/or services, recommend particular products and services to meet my needs, provide ongoing services, and comply with legal and regulatory requirements.

I consent to and agree that my Mortgage Broker or Agent may use the Information for the above-noted purposes and may obtain Information about me from others, including consumer reporting agencies, credit bureaus, financial institutions, and real estate appraisers and may confirm the accuracy of the Information by contacting such third parties. I further consent to and agree that each lender considering my application may obtain Information about me (and all co-applicants) from others, including consumer reporting agencies and other such third parties.

I hereby consent to and agree that my Mortgage Broker or Agent may retain the Information after the last mortgage application made on my behalf, or the end of the term of the mortgage, whichever is later and that my Mortgage Broker or Agent may retain and use my personal information for the purposes listed above after the last mortgage application made on my behalf.

Applicant _____ Date: _____

Applicant _____ Date: _____

DETAILS OF LOAN

PURCHASE PRICE		DATE ACQUIRED		DOWNPAYMENT/EQUITY			SUBJECT REMOVAL DATE			CLOSING DATE		
MORTGAGE REQUIRED		INSURANCE FEE		TOTAL 1 ST MORTGAGE			INT. RATE		TERM		AMORT.	PMTS. /MONTH
SECOND MORTGAGE REQUIRED			TOTAL FEES		TOTAL 2 ND MORTGAGE			INT. RATE		TERM	AMORT.	PMTS. /MONTH
PROPERTY TAXES		MAINTENANCE FEES		HEAT	GDS	TDS	LTV					

PROPERTY DETAILS

CIVIC ADDRESS							AGE		ZONING		
LEGAL DESCRIPTION					PROPERTY TAXES		MAINTENANCE FEES		IS HEAT INCLUDED?		
LOT SIZE	TYPE OF DWELLING		TOTAL SQ.FT.	TOTAL ROOMS	BDRMS	FULL BATH	½ BATH	FIREPLACES	LEVELS		
OWNER OCCUPIED OR RENTAL?		ANNUAL RENTAL INCOME		IS THE SUITE AUTHORIZED?							
APPRaiser						TELEPHONE					
SELLING AGENT						TELEPHONE					

Notes
