

Attached please find a Mortgage Statement Request form to be used when requesting a payout statement for discharge or transfer purposes from Simplii FinancialTM Mortgage Servicing.

In response to suggestions received from customers and solicitors, we developed this standard form which sets out all of the information we require in order to process a statement request. Use of a fully completed Mortgage Statement Request form will eliminate delays caused by the volume of incomplete requests we have been receiving.

Please use this form. We will not be able to comply with any request that does not contain all of the information required in the Mortgage Statement Request form.

We are constantly looking at ways to improve our service. The use of this standard template will help us to provide you with a better turn around time.

Simplii Financial Mortgage Servicing



**Mortgage Statement Request (Discharge or Transfer)**

**Note**: You must complete **ALL** of the information required on this form. Failure to provide this information will result in a delay in processing your request. The statement preparation date will be based on the date we receive ALL of the information required to process your request and **NOT** the date of your original request. Requests made by a solicitor must be accompanied by confirmation on the firm’s letterhead that the firm is acting on behalf of the mortgagor(s). For all other requests, the signed consent of the mortgagor(s) is required at the bottom of this form.

Please clearly indicate the type of statement required [ ]  Discharge [ ]  Transfer (Assignment)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Simplii Financial Mortgage No. |  | Your Reference No. |  | Effective (Closing) Date of the Transaction |
|       |       |       |

## Full Name of all Mortgagors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name |  | Middle Initials |  | Last Name |
|  |       |       |
| First Name |  | Middle Initials |  | Last Name |
|       |       |       |

**Full Property Address**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Street No. |  |  | Unit No. |  | Last Name |
|       |  |       |       |
| City/Town |  |  | Province |  | Postal Code |
|       |  |       |       |

**Requestor Information**

|  |
| --- |
| Name of Firm, Company or Financial Institution requesting the statement |
|       |
| Street No. |  | Unit No. |  | Street Name |
|       |       |       |
| City/Town |  | Province |  | Postal Code |
|       |       |       |
| Telephone No. |  | Fax No. |  |  |
|       |       |

**CONSENT**

I/we hereby consent to the release of the information as set out in this Mortgage Statement Request form and any other information required to process the request.

      **X**

 Mortgagor's Name Mortgagor's Signature Date

      **X**

 Mortgagor's Name Mortgagor's SignatureDate

**FAX the completed Mortgage Statement Request form along with your accompanying letter, if applicable, to:
 1 877 333-3305.**