



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

_____	<b>X</b>	_____
Mortgagor's Name	Mortgagor's Signature	Date
_____	<b>X</b>	_____
Mortgagor's Name	Mortgagor's Signature	Date

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