



COMMERCIAL TITLE INSURANCE POLICY ORDER FORM

Under \$10 Million - Alberta

Date: _____

Tel No.: 289-562-5216 / 1-888-868-4853

Email: policyrequest@ctic.ca

Fax No.: 289-562-2478 / 1-866-214-1953

Law Firm Information:

Solicitor: _____ Assistant: _____

Law Firm: _____

Tel.: _____ Email: _____

Transaction Information:

Purchase Purchase Price: \$ _____

Share Purchase % of Shares being purchased: _____ Purchase Price: \$ _____

Refinance / New Mortgage Mortgagors are purchasing the property: Yes No

Existing Owner Policy Original Purchase Price / Appraised Value: \$ _____

Existing Owner Policy & Refinance Original Transfer Date: _____

Other - Please provide details: _____

Closing Date: _____ Your File No.: _____ Quote No.: _____

Policies Required:

Both Loan Policy Owner Policy

Purchaser / Mortgagor Information (if more than two purchaser/mortgagor(s), please provide the below noted information for each purchaser/mortgagor(s) as a schedule to this order form):

First Name: _____ Middle Name: _____ Last Name: _____

We are requesting CTIC to conduct an ID Verification* search: Yes No

If Yes, please provide: Phone No. _____ Email : _____

Current Address: _____

First Name: _____ Middle Name: _____ Last Name: _____

We are requesting CTIC to conduct an ID Verification* search: Yes No

If Yes, please provide: Phone No. _____ Email : _____

Current Address: _____

Corporation Name: _____

We are requesting CTIC to conduct an ID Verification* search on the Individual(s) Executing the Documents: Yes No

If Yes, please provide:

First Name: _____ Middle Name: _____ Last Name: _____

Phone No.: _____ Email : _____

Current Address: _____

Beneficial Owner: _____

We are requesting CTIC to conduct an ID Verification* search: Yes No

If Yes, please provide: Phone No. _____ Email : _____

Current Address: _____

* Chicago Title will conduct the identity verification using a process that utilizes information from a third party provider to help validate the identity. There is a fee for this service.

Property Information (if more than one property is being Insured, please provide the below noted information for each property as a schedule to this order form):

Municipal Address: _____

Legal Description: _____



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Interest Held:

Fee Simple Fee Simple, as to surface rights only
Leasehold, Landlord: _____ Registration Date: _____ Instrument No.: _____
Other, please provide details: _____

Property Type:

Apartment Building* Commercial / Industrial / Office building Condominium / Strata Energy Project
Farm, over 2 acres & income generating Hotel/Motel Mixed Use (residential & commercial)
Land under development Rooming / Student House Vacant Land Other (please specify): _____

*The transaction CMHC insured: Yes, Number of units: _____ No

- The Land is located on Indigenous lands: Yes* No
**Please note that an underwriter will contact you to discuss this transaction as further information is required in order to underwrite.*
- The property is connected to municipal sewer and water services: Yes No N/A
If no, evidence that a use/building permit was obtained from the relevant authority for the septic system:
 Yes No No septic system
Improvements have been made to the Land since the septic system was installed: Yes No Unknown
If yes or unknown, please provide details: _____
- The Land is waterfront: Yes No
- This property is being purchased under power of sale, foreclosure or judicial sale: Yes No
- Real estate taxes will be paid up to the Date of Policy and/or an undertaking will be obtained:
 Yes No Requesting CTIC to obtain the tax verification*
**Notwithstanding this request, an undertaking to readjust is needed. There is an additional charge for this service.*
If a tax verification is required, please provide the roll number: _____
- All existing mortgages will be discharged on closing or an undertaking** will be obtained:
 Yes One or more existing mortgage(s) will remain on title* No mortgage(s) currently registered on title
**Please provide a copy of the current historical title.
**Private mortgages must be discharged on closing as an undertaking is not acceptable.*
- There have been transfers, mortgages or discharges within the last 6 months which were not registered by our firm:
 Yes No
If yes, please provide details or provide a copy of the current historical Title:

- The Real Property Report reveals defects: Yes No No Real Property Report is available
If yes, please provide details or provide a copy of the Real Property Report:

- List all registered instruments affecting the Land which **will not** be discharged on closing or attach a copy of the current historical Title:

Encumbrance: _____ Instrument No.: _____ Registration Date: _____ In Favour Of: _____
Encumbrance: _____ Instrument No.: _____ Registration Date: _____ In Favour Of: _____
Encumbrance: _____ Instrument No.: _____ Registration Date: _____ In Favour Of: _____
- Transaction Protection Endorsement is required for the owner *(available for transactions less than \$5 million, there is an additional fee):*
 Yes No



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Lender Information (if additional lenders are to be insured, provide the below noted information as a schedule to this order):

Lender: _____

The Insured Lender is an administrative agent* and different from the lender listed on the loan agreement:

**Certain lenders will register their mortgage in the name of an administrative agent, such as Computershare. These agents are not the true lender.*

If yes, please provide the name of the lender listed on the loan agreement: _____

Mortgage Closing Date: _____

Mortgage Amount: \$ _____ Mortgage Ref. No.: _____

Priority: 1st 2nd 3rd 4th Other: _____

Construction Loan: Yes No

Type of Mortgage: Standard Loan Private Lender* Vendor Take Back Mortgage Other

**A private lender is any lender which is not a Chartered Bank, Trust Company, Credit Union, Insurance Company or Mortgage Finance Corporation.*

If a private lender, to your knowledge has the private lender submitted a title insurance claim to any title insurer in the past 5 years? If unknown, please inquire with the private lender or their solicitor:

Yes No

If yes, please provide details: _____

If a private lender, the mortgage proceeds are being used for:

- Expenses related to a business of the purchaser(s)
- Paying out an existing mortgage(s)
- Paying out unsecured debts of the purchaser(s)
- Purchase of another property
- Renovations
- Other*

If other, please provide details: _____

**Please provide a copy of the current historical title.*

If a private lender, proceeds will be directed ONLY to registered owner/their solicitor; prior mortgagee; registered owner's unsecured debtors; disbursements directly related to the transaction. I will notify the Company of any re-direction of funds.

Yes No

If no, please provide details: _____

11. The terms of the loan / credit agreement allow for:

Construction Advances Revolving line of credit Variable interest rate None

12. If a purchase and the mortgage amount is higher than the purchase price it is because:

- The mortgage is a line of credit and/or the funds being advanced are less than the purchase price.
- The mortgage appraisal value is higher than the purchase price and the funds being advanced are less than the purchase price.
- The Land is a new construction and/or the excess funds will be used for renovations.
- The mortgage amount is no more than 25% over the purchase price.
- Other, please provide details: _____

13. The Super Priority Liens / Deemed Trust Endorsement is required: Yes* No

**Not available for private lenders that are not 1st or 2nd priority*

14. Transaction Protection Endorsement is required for the lender (available for transactions less than \$5 million, there is an additional fee):

Yes No

15. The Insured requires the Encroachments, Restrictions and Work Orders – Post Date of Policy Endorsement: Yes* No

**Not available for private lenders; the Insured mortgage priority must be either 1st or 2nd priority and there is an additional fee.*

16. The Insured requires the Encroachments, Restrictions and Work Orders – Post Date of Policy Endorsement:

Lender: _____	Registered Amount: _____	Priority: _____
Lender: _____	Registered Amount: _____	Priority: _____
Lender: _____	Registered Amount: _____	Priority: _____



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17. This firm represents the following parties (and is allowed under the Rules of Professional Conduct of the Law Society to do so):

Purchaser/Mortgagor(s)* Lender Both*

I have acted for the purchaser / mortgagor(s) before: Yes No

*Purchaser / Mortgagor(s) were referred by:

Another solicitor acting in the transaction

Broker who I have worked with previously

Existing client(s)

Family member/friend

Lender

Real estate agent who i have worked with previously

Other*, please provide details: _____

**Please provide a copy of the current historical title.*

If Broker / Real estate agent, please provide the name and phone number:

Name: _____ Phone Number: _____

If not acting for both parties, please provide the full name and phone number of the other lawyer:

Name: _____ Phone Number: _____

18. If a private lender, the Lender has done business with the mortgagor(s) before. Yes No

19. If a private lender, the lender has verified ALL of the following: a) income, b) employment and c) performed a credit bureau check on the mortgagor(s).

Yes No

20. A notice of change has been filed in the past 12 months that changes the officers, directors or shareholders for the mortgagors(s) and/or vendor(s):

Yes* No N/A

If yes, please provide details: _____

**Please provide a copy of the corporate registry search.*

21. A corporate borrowing resolution signed by authorized officers/directors has been obtained for the purposes of this transaction:

Yes No N/A

If no, please provide details: _____

22. The borrowing resolution contains details of the transaction and to the best of my knowledge complies with provincial/federal requirements:

Yes No* N/A

If no, please provide details: _____

**Please provide a copy of the borrowing resolution.*

23. All other required corporate consents for this transaction (including from any shareholders) has been obtained:

Yes No N/A

If no, please provide details: _____

24. Title insurance has been applied for or this transaction has been discussed with another title insurance provider: Yes No

If yes, please provide details: _____

25. A party to this transaction is signing by way of Power of Attorney: Yes No

If yes, I confirm that I have prepared the power of attorney or that the power of attorney has been prepared by a Lawyer authorized to practice in this jurisdiction:

Yes No

26. One or more parties is represented by a real estate agent or broker: Yes No

27. If a purchase, I confirm that I have reviewed the agreement of purchase and sale.

Yes, and there are no concerns/ issues to disclose Yes, and I have concerns/issues to disclose

No, I have not reviewed the agreement of purchase and sale

If yes, please provide details: _____



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28. If a purchase, a portion of the deposit was paid to someone other than the Lawyer, Real Estate Agent/Broker or Builder:
- Yes No

If yes, please provide details: _____

29. There are matters or issues not addressed in this form that Chicago Title should be made aware of:
- Yes No

If yes, please provide details: _____

By submitting this order, it is acknowledged that:

Note: A law clerk or paralegal may submit the order on behalf of the solicitor, provided they have been specifically instructed by the solicitor. The statements contained herein are as if the lawyer made them himself/herself.

- 1. Title (and off title searches, where applicable) to the Land has been investigated in accordance with Chicago Title Insurance Company's Search Guideline;**
- 2. The necessary inquiries have been made to provide the information in this form;**
- 3. Identification of the purchaser(s) and/or of the signing officers/directors has been/will be verified before closing by reviewing a piece of Canadian Federal or Provincial Government issued PHOTO identification and confirm the validity to the best of your ability; and**
- 4. Consent has been obtained from my client to have their personal information provided to the Company for the purpose of issuing a title insurance policy and, where applicable, to have their personal information transmitted electronically.**

If needed, additional qualifications or details can be attached to this form.

All policies ordered but not issued are subject to a cancellation fee. Your order will be processed in sequence, during our business hours of 9 am to 8 pm EST Monday to Friday. If you have any inquiries please feel free to call us at 289-562-5216 or 1-888-868-4853. Chicago Title Insurance Company Canada is committed to protecting your client's privacy and personal information. The personal information you provide is kept confidential and is used to underwrite, assess and control risks, and issue and administer policies of title insurance. For our complete corporate Privacy Policy, please visit our website at www.chicagotitle.ca or contact our Privacy Officer at 1-888-868-4853.