



RESIDENTIAL TITLE INSURANCE POLICY ORDER FORM

Ontario

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: \$ []

Refinance / New Mortgage

Existing Owner Policy ----- Original Purchase Price / Appraised Value: \$ []

Existing Owner Policy & Refinance ----- Original Purchase Price / Appraised Value: \$ []

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:

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:

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:

If Yes, please provide:

First Name: [] Middle Name: [] Last Name: []

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: P.I.N.: [] (LT) or (R)

Described as: []

*If there is a survey showing defects we require the complete legal description. PIN number only is not sufficient.

Interest Held:

Fee Simple Fee Simple, as to surface rights only

Leasehold-Landlord: [] Registration Date: [] Instrument No.: []

Other, please provide details: []



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Property Type:

Bare/Vacant Condominium	Common Element Condominium	Condominium/Strata (New or Resale)	
Farm*	Mobile Home**	Live-Work Unit	Multi-Unit Residence***
Rooming/Student House***	Vacant Land	Single Family Dwelling	New Single Family Dwelling from a Builder
Other, please provide details: <input type="text"/>			

*Farm - **Under 2 acres:** Residential dwelling up to 6 units on the property. It does not matter if there is commercial operations or income being generated. **Over 2 acres:** Residential dwelling up to 6 units with NO commercial operations or the income being generated it is not the owner's primary business income. If there is commercial operations or it is the primary source of income then a Commercial policy is to be ordered.

**If a mobile home, the mobile home is it affixed to the Land? Yes No

***If multi-unit residence / rooming / student house, number of residential units? 1 2 3 4 5 6

1. 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.*

2. The property is connected to municipal sewer and water services: Yes No

3. The Land is waterfront: Yes No

4. If multi-unit residence, rooming / student house or Live-Work Unit:

Work orders are clear: Yes No* Search not done

*Please provide details:

Zoning is in compliance: Yes No* Search not done

*Number of permitted residential units under the zoning bylaw:

Fire code is in compliance: Yes No* Search not done

*Please provide details:

5. For transaction type Purchase and other only, this property is being purchased under power of sale, foreclosure or judicial sale.

Yes No

6. Real estate taxes (including utilities to the extent they form a lien) 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 assessment roll number:

7. *For properties in Sudbury, Greater Sudbury, Espanola, Killarney and French River ONLY: The building control search (Property request search) has been conducted*.

Yes (There are no issues) Yes (There are issues to report) No

If yes (There are issues), please provide details:

**For Property types: Farm, Live-Work unit, Mobile home, Multi unit residence, Rooming/Student house, Single family dwelling and other.*

8. 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 parcel register/PIN page including deleted instruments.*

***Private mortgages must be discharged on closing as an undertaking is not acceptable.*

9. There have been transfers, mortgages or discharges within the last 6 months which were not registered by our firm:

Yes Yes, buying from a builder No

If yes, please provide details or provide a copy of the parcel register/PIN page including deleted instruments:



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10. **OTHER THAN**, caveats, condo by-laws, declarations & regulations, easements / rights of way, restrictive covenants / by-laws list all registered instruments affecting the Land which **will not** be discharged on closing or attach a copy of the parcel register/PIN page including deleted instruments:

Encumbrance:	<input type="text"/>	Instrument No.:	<input type="text"/>	Registration Date:	<input type="text"/>
Encumbrance:	<input type="text"/>	Instrument No.:	<input type="text"/>	Registration Date:	<input type="text"/>
Encumbrance:	<input type="text"/>	Instrument No.:	<input type="text"/>	Registration Date:	<input type="text"/>
Encumbrance:	<input type="text"/>	Instrument No.:	<input type="text"/>	Registration Date:	<input type="text"/>

11. The Survey or Reference Plan reveals defects: Yes No No survey or reference plan is available
If yes, please provide details or provide a copy of the survey or reference plan:

12. Transaction Protection Endorsement is required for the owner(additional fee): Yes No

13. Encompass Home System Warranty Plan*: Yes** No

****The following information is mandatory. If not completed in full, the warranty will not be placed:**

Insured Owner's Email:

Transit No.: Institution No.: Account No.:

**The program is not available on dwellings with more than two residential units, seasonal properties or used primarily for business purposes. Coverage for plumbing, electrical system, central heating and air conditioning through Encompass Home Service. Complimentary benefit for the first 6 months, after the first 6 months, there is a low program fee per month.*

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: Yes No

**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.:

Mortgage 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 or Finance Company.*

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 parcel register/PIN page including deleted instruments.*

If a private lender, the proceeds will be paid to the registered owner or their solicitor (solicitor must undertake to pay balance to registered owner), secured creditors, institutions for registered owner's unsecured debts or to pay transaction disbursements:

Yes No

If no, please provide details:



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14. Transaction Protection Endorsement is required for the lender(additional fee): Yes No

15. If there are existing/uninsured mortgages, please provide details:

Lender:	<input type="text"/>	Registered Amount:	<input type="text"/>	Priority:	<input type="text"/>
Lender:	<input type="text"/>	Registered Amount:	<input type="text"/>	Priority:	<input type="text"/>
Lender:	<input type="text"/>	Registered Amount:	<input type="text"/>	Priority:	<input type="text"/>

16. 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:

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

Purchaser(s)* Lender Both*

If private lender and acting for both parties, subject to rule 3.4-14, a lawyer must not act for or represent both lender and borrower in a mortgage/loan transaction please amend your answer or provide details as to which exception permits you to act for both parties.

Please provide details:

I have acted for the purchaser(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 parcel register/PIN page including deleted instruments.*

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

Name: Phone Number:

Identification of the purchaser / mortgagor(s) and / or of the signing officers and directors has been verified by reviewing a piece of Canadian Federal or Provincial Government issued PHOTO identification and confirm the validity to the best of your ability:

Yes No

If no, please provide details:

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

If no, please provide details as to how the mortgagor(s) was referred to the lender:

19. If a private lender, the lender has verified ALL of the following. a) Income, b) Employment, c) Performed a credit bureau check on the mortgagor(s).

Yes No

If no, please provide details:

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

Yes* No N/A

If yes, please provide details:

**Please provide a copy of the corporate profile.*



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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) have 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. The property is owner occupied: Yes No*
If no, please provide details: _____
**Please provide a copy of the parcel register/PIN page including deleted instruments.*
27. One or more parties is represented by a real estate agent or broker: Yes No No, buying from a builder
If no, 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*
**Please forward a copy of the agreement of purchase and sale including amendments and a copy of the parcel register/PIN page including deleted instruments.*
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, the ordering solicitor confirms to Chicago Title Insurance Company Canada ("Chicago Title"):

- They are in good standing with the Law Society of Ontario;
- They have investigated title to the Land in accordance with Chicago Title's search requirements and have made the necessary inquiries to provide the information in this form; and
- They will advise Chicago Title of any changes to the information provided, including additional registrations, prior to closing.

Yes No

If no, please provide details: _____

If needed, additional qualifications or details can be attached to this form. A law clerk or paralegal may submit the order on behalf of the solicitor provided they been specially instructed by the solicitor to make the statements contained in the Certificate of Title.

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.