



CHICAGO TITLE CANADA

Private Lender Transactions

Checklist For Lawyers And Notaries

This document applies to all Provinces, except Québec

Service level expectations

1. Order private lender policies at least 72 hours before closing
2. Orders will be processed within 48 hours of the Company being in receipt of ALL information/documents required to assess the risk

Required Documents / information

To expedite the issuance of the policies, kindly upload all documents directly to the order by using the following feature:

After having acknowledged the statements on the last page of the order and having clicked SUBMIT:

I am a solicitor in good standing with the Law Society of Ontario and I have investigated Title and off title to the insured Land in accordance with the [Search Guidelines](#) of Chicago Title Insurance Company (the «Company»), and I confirm the following:

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. I have disclosed all title and off title matters which would otherwise qualify my opinion on title;
2. I will advise the Company of any changes to the information provided, to the extent it affects Title and/or the Land, including additional registrations prior to closing;
3. Identification of the mortgagor(s) 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;
4. A clear execution certificate for the mortgagor and/or vendor (for purchase transactions) and a status/estoppel certificate (for a purchase of a condominium unit) have been obtained;
5. If the transaction is a purchase and part of a lot, an abutting land search has been completed and any Planning Act violation reported to the Company;
6. I will comply with any and all requirements of the mortgage lender as set out in its instructions to Solicitor prior to funding; and
7. I have obtained consent 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.

Yes No

BACK < SUBMIT >

Use the Document upload functionality to add required documents. You can chose files from your folders or drag and drop the documents in the box.

Action	File Name	File Type	File Size (kb)
Remove	Choose File No file chosen	Select	0

Please drag and drop new files into this area.

File Name	Document Type	File Date

ADD DOCUMENT SUBMIT DOCUMENT(S)

Once you have uploaded all documents, an underwriter reviews the file.

To add information or notes, use this feature rather than sending an email. The underwriters will have access instantly to the notes you add in this box:

Document upload Notes

Notes

SAVE NOTES CANCEL

Tips to expedite issuance of title insurance policies for Private Lender transactions

1. Refinance Transaction: upload a copy of the appraisal (if no appraisal, indicate how the value was determined)
2. Refinance Transaction: upload Titles / PINs / Index (all inclusive of deleted instruments)
3. Purchase Transaction: upload the APS and Titles / PINs / Index (all inclusive of deleted instruments)
4. Borrower / purchaser is a corporation: upload copy of the Corporate Profile
5. Private Lender is a corporation: upload copy of Corporate Profile
6. When placing the order, use the question: "*There are matters or issues not addressed in this form that Chicago Title should be made aware of*" in order to provide important information about the transaction or the parties
7. After the order has been placed, use the NOTE section in CTICExpress to answer the underwriter's questions or add any additional information or document
8. Lender's lawyer: Add a note to indicate if parties are related or know each other
9. Please share any concerns with us.

Direction of funds

1. Indicate the amount payable directly to the borrower (net proceeds)
2. When the secured and unsecured debts are being paid directly from the proceeds by the lender's or borrower's lawyer, please let us know as it does mitigate the risk
3. Tell us where the money going. Even better show us by providing us with a copy of the trust ledger.
4. Disclose any redirection of funds and indicate why the money is redirected.

ID Verification of borrower / vendor

1. We will authenticate identity of vendors and/or borrowers in certain circumstances
2. Obtain consent from the borrowers to go through the ID Verification process in advance
3. Request a copy of the cell phone bills and utility bills in advance of closing to upload directly in the order; this will expedite the issuance of the policies.

General

1. Submit a Private Lender Approval Form for these lenders:
 - a. You act for them in multiple transactions per week/month
 - b. They are very diligent with regards to credit underwriting
 - c. They verify the identity of their borrowers
2. Consult the Resource Library in our website for important information and information sheets on a number of topics.
3. Order the right type of policy for
 - i. Property type (ex. a single family dwelling with a basement apartment is a multi-unit residence comprised of 2 units)
 - ii. Residential / commercial (ex. Farm property: See Farm Lands Information sheet; mixed use properties should be ordered as Commercial, etc.)
 - iii. The transaction type. When ordering a loan policy only in a purchase transaction, enter the order as a purchase.

**We know these tips will save everyone precious time. We wish you smooth sailing.
Thank you very much for your partnership with Chicago Title.**

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