



CHICAGO TITLE
CANADA



Busy season is still here!

How to avoid title order delays,
please help us to help you.

Here are 8 tips to improve efficiency, avoid surprises, telephone tag and email overload.

#1 – Issue on Title

Answer this question “YES”. *There are matters or issues not addressed in this form that Chicago Title should be made aware of.*

Describe the issue and upload the Parcel Register/PIN Page including deleted instruments **directly into the order** and any other documents to assist the underwriter.

By uploading directly into the order, you avoid the delay of someone matching your order to your email.

#2 – Signing by way of video conference

You **DO NOT** have to notify us when the client is signing via video conference. Our standard policy jacket provides coverage for remote signing.

#3 – No municipal address:

Tick the box. *No municipal address assigned*

#4 – Power of Attorney being used by vendor or purchaser:

A party to this transaction is signing by way of power of attorney <Yes>

I confirm that I have prepared the power attorney or that the power of attorney has been prepared by a lawyer authorized to practice in this jurisdiction. < Yes/No>

#5 – Private Mortgagor: (acting for borrower or lender)

Please provide the full name & phone number of the mortgagor/lender’s lawyer.

Information is often left out in answering this question, which will delay the processing of the order. Upload the Parcel Register/PIN Page directly into the order.

#6 – Review the Policy Issued for accuracy:

Review Schedules A & B. Ensure you have insured all parts of the property (i.e. Condo, parking, locker), the name(s) are correct, the address(es) are correct (i.e. blanketed properties) and take note of any exceptions to the standard policy jacket.

#7 – On well and/or septic:

If the property is on well and septic, or just well, or just septic, answer the question

The property is connected to municipal sewer and/or water service. < NO >

Do NOT put a note under the question “There are matters or issues not addressed in this form that Chicago Title should be aware of” as it will stop the order from auto adjudicating. Answer the question as NO and you will get the proper endorsements.

#8 – Representing a Private Lender:

Order the biometric Identity Authentication Service to protect your private lender from falling victim to a fraudster. A fee of \$25 + tax applies to each person authenticated. Speak to your Regional Manager for more information on how.

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

Head Office - Ontario / Western Canada

1-888-868-4853
info@chicagotitle.ca
www.chicagotitle.ca

Québec Office - Québec / Atlantic Canada

1-877-849-3113
souscription@ctic.ca
infoatlantic@ctic.ca
www.ctic.ca