NOBARI LAW PROFESSIONAL CORPORATION
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PRIVATE MORTGAGE CHECKLIST

Ontario real estate matter

Use this checklist to gather information commonly requested for an Ontario private mortgage transaction. Not every item applies to both borrowers and lenders, and the firm may request additional documents after confirming whom it is able to represent.

Client and Property Details

Client name(s) exactly as on identification:

Property address:

Acting as: ☐ **Borrower** ☐ **Private lender**

Preferred phone and email:

Core Documents and Information

✓	Document or information to provide
☐	**Identification** — Two current pieces for each individual client, as requested by the firm. Do not email ID unless specifically instructed.
☐	**Contact and party details** — Current address and occupation for each individual client, and marital-status information for borrowers or registered owners where requested.
☐	**Mortgage commitment and contacts** — Signed commitment or lending instructions, requested funding date, and mortgage broker or agent contact information.
☐	**Property information** — Property address, recent tax bill, purchase agreement if applicable, and condominium details where relevant.
☐	**Existing mortgages or secured debts** — Recent statements and lender contact information for each mortgage, line of credit, or secured debt that may require a payout or discharge.
☐	**Borrower information** — Property occupancy or tenancy, intended use of funds, and details of known arrears, judgments, liens, or other title concerns.
☐	**Private lender information** — Amount and source of funds, requested mortgage priority, payment or administration arrangements, and written lending instructions.
☐	**Insurance and appraisal** — Property-insurance information and any appraisal obtained or requested for the transaction, where applicable.
☐	**Entity documents** — Corporate, trust, estate, partnership, or signing-authority documents where a party is not acting personally.
☐	**Payment and funding instructions** — Void cheque, direct-deposit form, or funding details, if requested. Send them only through the method requested by the firm.
☐	**Signing and closing logistics** — Availability for signing and reliable contact information near the requested funding date.

Questions or Notes

PRIVACY AND DOCUMENT SENDING Please use the secure method requested by the firm. Do not send original documents unless asked. Avoid ordinary email for identification, banking information, passwords, or other sensitive records. Confirm urgent deadlines by telephone. Sending documents does not confirm that Nobari Law has accepted a retainer or completed a review.