

# Mortgage Application



Attention:  
Tel:  
Fax  
Email:

## Applicant One

Title	First Name		Mid Initial
Last Name		Suffix	
Home Phone			
Work Phone		O&E	
Current Address			
Unit Number			
City		Province	
Postal Code	Own Rent	Years There	
Birth Date	Month	Day	Year
SIN #			
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Common Law	<input type="checkbox"/> Single <input type="checkbox"/> Engaged	<input type="checkbox"/> Separated/Divorced <input type="checkbox"/> Widowed
Number of Dependants (excluding Spouse)			

## Applicant Two

Title	First Name		Mid Initial
Last Name		Suffix	
Home Phone			
Work Phone		O&E	
Current Address			
Unit Number			
City		Province	
Postal Code	Own Rent	Years There	
Birth Date	Month	Day	Year
SIN #			
Relationship To Borrower	<input type="checkbox"/> Spouse <input type="checkbox"/> Fiance <input type="checkbox"/> Other	<input type="checkbox"/> Co-Investor <input type="checkbox"/> Common Law	<input type="checkbox"/> Co-Habit <input type="checkbox"/> Co-Signor

If "Current Address" is less 3 years please provide a "Previous Address."

Previous Address		Unit Number
City		Province
Postal Code	Own Rent	Years There

Previous Address		Unit Number
City		Province
Postal Code	Own Rent	Years There

## Notes

1. Birth date and Social Insurance Numbers are required for all applicants, if primary applicant is married, then disclosure of primary applicant's spouse is required
2. If income noted on top of page two is other than salary, please provide details. For example, if hourly wage, indicate the minimum number of hours worked for each week and the hourly rate, or if any income is from commission, please provide details of base salary, if any, and commissions earned per year for last two years.

**PLEASE SIGN ON PAGE 6 AND RETURN APPLICATION WITH SIGNATURES TO BROKER**

**Requested Mortgage Details:**

Mortgage Amount required:  
 Purchase Price or Current Value:  
 Down Payment Amount:  
 Closing Date:

\$
\$
\$
Day/ Month/ Year

	Applicant One	Applicant Two
Current Employer		
Address		
City, Province		
Job Title/Position		
Years There		
If "Current Employer" is less than 3 years please provide a "Previous Employer"		
Previous Employer		
Address		
City, Province		
Job Title/Position		
Years There		
Annual Salary		
Other Income		
<b>Total Income Primary Applicant and Co-Borrower</b>		

Assets	Liabilities	Bank Name	Paymentt/Month	Total Debt
Cash/Savings Account	Personal Loan			
Credit Union Deposits	Personal Loan			
Real Estate Deposits	Auto Lease			
Bonds (Market Value)	Mortgage(s) to remain			
Stocks (Market Value)	on OTHER properties			
Real Estate (Market Value)		Credit Cards		
Automobiles (Market Value)		Charge Account		
Personal Effects		Other		
RRSP		Other		
Other				
Other	Mortgage(s) to remain on SUBJECT property			
Automobiles Yr/Make & Model	Mortgage			
	Rent			
Total Assets	Other			
Current Net Worth	Other			
	Total Liabilities	Applied to TDSR		

Bank/Trust name		
Branch Location		
Account Number		
Solicitor's Firm		NOTE: Obtain a sample "VOID" cheque if client wants payment to come from "Bank" account.
Solicitor's Name		
Street Address		
City		
Province, Postal Code		
Phone Number		Have you declared bankruptcy in the last 7 years?
Fax Number		Have you co-signed any other loans?



## SERVICE AGREEMENT

Acting on behalf of borrower

\_\_\_\_\_

the Mortgage Brokerage (we)

and

\_\_\_\_\_

\_\_\_\_\_

the Borrower(s) (you)

### 1. Term of Agreement

1.1. This Agreement begins on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_. It ends on the funding of the loan, mortgage or other financing.

### 2. Services

2.1. We will collect your personal information to determine your identity and credit eligibility.

2.2. We will submit your financing application and other documentation to the lender.

### 3. Personal and confidential information

3.1. You give your consent to us to collect, maintain, use, and disclose your personal information for the purpose of this Agreement and for all uses consistent with arranging and/or renewing loans, mortgages or other financing.

3.2. You agree, we will collect your personal information from any person or source that has personal information about you. You authorize them to release your personal information to us.

3.3. You agree we can provide your personal information and financing application to each potential lender, insurer, insurance agent/broker or service provider, and they may receive this information maintain records relating to you, including your Social Insurance Number if you provide it.

3.4. You agree, each potential lender, and we can verify any information from any source for the purposes of this agreement and arranging and/or renewing loans, mortgages or other financing.

3.5. You agree we will retain your personal information for safe keeping in accordance with the *Real Estate Act of Alberta*, the *Personal Information Protection Act (PIPA)* and the *Personal Information Protection and Electronic Documents Act (PIPEDA)*, whether or not your financing is approved or funded. You agree we may send the application and personal information to a corporate office of the brokerage and hold the information securely with access restricted to individuals having a need to deal with the information.

3.6. We will not:

- a) give out any of your confidential information without your consent, unless required by law.
- b) use confidential information we receive from you or that we get from performing under this agreement for any other purpose than those in this agreement unless you agree in writing.

3.7. Our duty to keep your information confidential continues after this agreement ends.

3.8. You understand the use of the information is to determine your credit eligibility.

3.9. You agree we may advise \_\_\_\_\_ about the progress of your application.

3.10. You agree we may add your name and contact information to our client lists at the end of the term of this service agreement to tell you about our services through electronic means. I/we agree \_\_\_\_\_ Initials I/we do not agree \_\_\_\_\_

#### **4. Our responsibilities**

- 4.1. We will review your personal information and documents received to confirm your identity and your credit eligibility. If further verification is required, we will notify all parties to any potential transaction of any changes.
- 4.2. We may provide related financial services.
- 4.3. We will only represent you.
  - a) Our responsibilities to you include:
    - i. to represent your best interests
    - ii. recommend a particular mortgage solution(s)
    - iii. advocate on your behalf
    - iv. provide confidential advice
    - v. be honest
    - vi. exercise reasonable care and skill
    - vii. gather your intended property and financial information to determine the lending options available to you
    - viii. disclose and explain appropriate finance options for your consideration
    - ix. complete and submit documentation to the lender; and
    - x. keep you informed of the progress of your application.
  - b) Our responsibilities to the lender are:
    - i. to be honest; and
    - ii. exercise reasonable care and skill

#### **5. Your responsibilities**

- 5.1. Communicate and cooperate with us.
- 5.2. Be honest.
- 5.3. Give us personal and financial information and keep us updated on any changes.
- 5.4. Pay all applicable expenses for a credit report, appraisal, Alberta Registries report and courier charges for this purpose of this agreement whether or not you receive approval or funding. We will discuss these expenses with you.
- 5.5. Pay for any costs we incur to verify your personal information.

#### **6. Credit Bureau Consent**

- 6.1. You authorize us to obtain credit report(s) from Equifax, TransUnion or \_\_\_\_\_.

#### **7. Our fee**

- 7.1. We will receive our fee for this mortgage transaction from the lender.
- 7.2. We may (will) also receive monies or non-monetary benefits from the lender that include  additional fees based on our volume of business with the lender,  our efficiency with the lender,  travel/gifts,  attendance at seminars or conferences,  equity shares with the lender and other:  
\_\_\_\_\_.

#### **8. Early end to this agreement**

- 8.1. Despite the end date listed at the beginning of this agreement, the agreement ends immediately if any of these things happen:
  - a) we both agree in writing to an earlier end date.
  - b) our licence to deal in mortgages is suspended or cancelled.
  - c) we are bankrupt, insolvent, or we are in receivership
  - d) you materially breach this agreement and we give you written notice to end it, or we materially breach this agreement and you give us written notice to end it.If the agreement ends for any of these reasons, there will be no effect on our rights and your rights under this agreement.

#### **9. Other details about this agreement**

- 9.1. The laws of the Province of Alberta govern this agreement.
- 9.2. Words in the singular meaning may be read as plural when required by the context.
- 9.3. The clause numbers will change as necessary, if there are changes in this agreement.
- 9.4. Any future changes to this agreement must be in writing and signed by both of us to be effective.
- 9.5. You agree the information provided to us and the financing application is true and correct.
- 9.6. You acknowledge this agreement accurately sets out what both of us agree to.
- 9.7. You acknowledge that you have read and received a copy of this Agreement.

## **10. Contact information**

- 10.1. You and we may communicate and deliver documents and information to each other in person, by mail, or electronically. You and we acknowledge there are risks with each of these methods and we have explained these risks to you.
- 10.2. We will use the following contact information for all written communications between both of us. Both of us must tell each other in writing within two business days of the change of this information.

Keystone Mortgage Corporation (“Keystone”, “we”, “us” and “our”), in accordance with our privacy policy and our obligations at law, may collect, receive, retain, use and disclose personal information about you, our client, for the purposes of: verification; assessing credit-worthiness; establishing credit limits; maintaining client relationships; presenting your mortgage application to various lenders and insurers and providing information to you about other products and services that may be of interest to you. We may also disclose your personal information to (i) any potential purchaser of our business and their advisors, (ii) any third party service providers to whom we may outsource our business functions and (iii) any parties involved in the securitization, assignment or pledge of a loan or mortgage that are obtained through us.

By signing this form, you are providing your acknowledgement and express consent to Keystone Mortgage Corporation and our agent:

1. to collect, use, retain and disclose your personal information for seven (7) years following the later of a) the date of your latest application with us, or b) the date on which your loans or mortgages we have arranged for you have expired or been terminated;
2. to inquire about and receive your personal information from: consumer reporting agencies, credit bureaus, real estate appraisers, your bank(s) or other financial institutions with whom you deal, your past mortgage brokers, your present and past employers and other third parties who may have information about your financial status;
3. that the approval or granting of any mortgage by a lender to you, as arranged by Keystone, is not to be construed or relied on by you as representing the value or condition of any underlying security or representing that you have the ability to repay the arranged mortgage debt;
4. to receive commercial electronic messages and other forms of business information, communications and marketing regarding products and services that may be of interest to you;
5. that Keystone and our agent may receive fees or incentives from a lender for arranging a mortgage or loan for you. Fees and incentives include but are not limited to money, points or goods and services. Fees and incentives may vary between lenders for similar products and may also be dependent on the amounts and types of mortgage products originated.
6. that Keystone and our agent have not provided you with any investment advice or services and has advised you of the need for independent financial and tax planning advice from a qualified professional.

If you do not wish to receive any information or marketing from us regarding other products or services that may be of interest to you, please initial the box where indicated:

**No, you may not send me any information on other products or services**

**CLIENT EXPRESS CONSENT & ACKNOWLEDGEMENT:**

I hereby acknowledge the information disclosed above and provide my express consent,

**Borrower**

**Brokerage**

Name _____	Name _____
Name _____	_____
Address _____	Address _____
_____	_____
Phone _____	Phone _____
Fax _____	Fax _____
Email _____	Email _____

**SIGNED AND DATED:**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Borrower: \_\_\_\_\_

Print Name of Borrower: \_\_\_\_\_

Signature of Borrower: \_\_\_\_\_

Print Name of Borrower: \_\_\_\_\_

Signature of Brokerage  
Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_