

## SAMPLE REPORT TO LENDER (GENERAL)

(To use the following sample report, highlight and copy all areas that you wish to include in your own report, and paste the selected text into your own word processing document.)

**TO:** [Insert Mortgage Lender's name]

**FROM:** [Insert firm or Lawyer's name]

**DATE:** [Insert date]

**RE:** [Insert brief description of Mortgage i.e., Smith Mortgage loan from ABC Bank]

**PROPERTY:** [Insert municipal address of property i.e., 25 Waters Street, Newmarket, Ontario]

**MORTGAGE REFERENCE:** [Insert lender's mortgage reference number]

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This will confirm that:

- a [Insert first/second, etc.] mortgage was registered on the property in the amount of \$[Insert amount], as Instrument No. [Insert instrument number] on [Insert date];
- you are insured as a "mortgage lender" in TitlePLUS<sup>®</sup> Policy No. [Insert policy number], Policy Version No. [Insert version number]; and
- fire insurance coverage naming you as a "loss payee/named insured" has been obtained by the purchaser.

Enclosed with this report is:

- Schedule "A" to the TitlePLUS policy;
- Schedule "B" (if applicable) which sets out the additional opinions or verifications requested from me with respect to matters which are not covered, excluded and/or excepted under the TitlePLUS policy; and
- Form 5, Report on Client Mortgage Investment [if applicable].

Additional Enclosures (if requested by you):

- confirmations and details of fire insurance coverage;
- the duplicate original of your registered mortgage; and
- other documents requested by you (if any). [e.g., post-dated cheques etc.]