

COMMERCIAL TITLE INSURANCE ORDER FORM

Please Note: if you require specific coverage for a title issue, please contact us to speak with an Underwriter before closing. Our Search Requirements and sample policies are available upon request. **For transactions over \$10 Million you may be contacted by a Stewart Title Representative for more information.**

TO: Stewart Title Guaranty Company – Atlantic DATE: Total Pages
 ATTN: EMAIL: STGHALPOLICYORDERS@STEWART.COM
 TEL: 902-420-0802/888-757-0078 FAX: 902-420-0804

LAW FIRM INFORMATION

Solicitor: _____ Contact: _____
 Firm: _____
 Address: _____
 Tel: _____ Fax: _____
 Email: _____ Your File No: _____
 Have you ordered from Stewart Title before? Yes No
 Do you prefer documents to be sent by: Fax Email* Provide Email address: _____
If no selection is made, policy will be delivered via fax. *Lawyer/Notary acknowledges that they have obtained consent from their client(s) to have their personal information transmitted over the internet, being a non-secure transmission route.
 Are you/your firm acting for: The Borrower/Purchaser The Lender
 Please list the names of any other solicitors acting on this transaction: _____

POLICY INFORMATION

Transaction Type: _____ Closing Date: _____
 Purchase Refinancing
 Property Type:
 Commercial Condominium Vacant Land Farm
 Commercial (please specify use): _____
 Policies Required: Owner Lender Both
PURCHASE PRICE: \$ _____
 Interest In Land:
 Fee Simple Leasehold -If Assignment of Lease, the original Lease was registered on _____ As Instrument No. _____ Other _____

OWNER / PROPERTY INFORMATION

Purchaser / Borrower Name(s): _____
 If corporation, please provide name(s) of Corporate Signing Officer(s): _____
 Current Vendor Name(s) (if purchase transaction): _____
 Municipal Address of Property to be Insured: _____

Full Legal Description of Property to be Insured: Attach a complete copy of the metes and bounds description

P.I.D. _____ (Land Titles) (Registry)

MORTGAGE INFORMATION - For additional Lender Policies, please attach a separate page.

If the mortgage blankets over additional properties please complete and attach our "Blanket Properties Form" (available on request)

Private Lender? Yes No If Private Lender, what is the term of the Mortgage? _____
 Lender: _____
MORTGAGE AMOUNT: \$ _____ PRIORITY First Second Third
 Reference/Loan Number: _____ Construction Mortgage VTB

TITLE SEARCH RESULTS

NOTE: Private mortgages must be discharged prior to or on closing.

1. Existing Mortgages:

- To Be Discharged (please specify which mortgages are being discharged)
No Existing Mortgages on Title
Remaining on Title (Please list details below and add separate sheet if required)

Lender:

Date of Registration: Instrument Number:
Original Principal: Priority: First Second Third
Other (Specify):

2. How long has the Borrower and / or Vendor owned the property?

3. Details of ALL other Registered Instruments (attach additional explanations, SRI, CRO or relevant pages from title search):

Table with 3 columns: Instrument Number, Registration Date, Type of Document

Are there any other matters affecting title which you would qualify on your opinion? Yes No

If "Yes", please explain:

SURVEY INFORMATION

If no survey is available, further underwriting may be necessary and you will be contacted by us.

Do you have a survey? Yes No

If "Yes", please fax a copy of the survey for our review.

Does the survey disclose any defects or are you aware of any changes made since the survey date? Yes No

If "Yes", please explain:

OFF-TITLE SEARCH RESULTS Please refer to our commercial search requirements (available on request or on our website).

1. Tax Search Results - Verbal confirmation from the Municipality, a receipt tax bill, a reference in a vendor's/mortgager's Statutory Declaration or Tax Certificate is sufficient for transactions under \$10,000,000. For larger transactions please see our search requirements

- Paid To Date Arrears to be Paid from Closing Funds Other (Specify):

2. Judgment Search Results (search Borrower and/or Vendor, when applicable)

- Clear Judgment(s) against current parties being paid out and lifted
Similar Name Execution(s) Client affidavit being obtained for writs under \$50K
Solicitor affidavit being obtained for writs over \$50K

3. Building/Zoning Search Completed? Yes No If "Yes", are Search Results clear? Yes No

Use of Property:

- a) Is the property currently under construction? Yes No
b) If the property is currently under construction, has a compliance search been completed for all Subdivision Agreements and Development Agreements on title? Yes No Will obtain (please advise of any outstanding issues) None on title

4. Fire Work Order Search Yes No If "Yes", are Search Results clear? Yes No

5. WHEN ORDERING A LOAN POLICY - Borrowing Resolution for the Borrower

- Obtained Not yet, but will be obtained before closing Not a Corporate Borrower
I have confirmed that the borrower has the authority to enter into this mortgage: Yes No
Have there been any recent changes (within the last 12 months) of any officers/directors? Yes No

6. Current Corporate Certificate of Status / Corporate Profile for the Borrower and/or Vendor

- Obtained Not obtained, but will be obtained before closing Not Applicable

7. Utility Search Results (to the extent that they may form a lien against the property) - Verbal confirmation from the Municipality, a receipted utility bill, a reference in a vendor's/mortgagor's Statutory Declaration or a Utility Certificate is sufficient for transactions under \$10,000,000. For larger transactions, please refer to our search requirements.

- Paid To Date Arrears to be Paid using closing funds There are no arrears forming a lien

8. Condominium Status Certificate

- Clear Certificate Not Clear (Please fax a copy for our review) Not Required: Refinance Under \$2 Million

ADDITIONAL QUESTIONS - A

1. Have you/your firm ever acted for the Purchaser/Borrower in the past? Yes No

If "No", the clients were referred by: _____

2. **IF PURCHASE** Was a real estate agent involved?

Yes No If "No", please fax a copy of AGREEMENT OF PURCHASE AND SALE and PARCEL REGISTER.

If "Yes", provide the name and phone number of the agent:

Name: _____ Phone Number: _____

ADDITIONAL QUESTIONS - B

1. **FOR ALL TRANSACTIONS**

Will you be obtaining Canadian/Provincial government issued photo ID of the borrower/purchaser prior to closing and keeping a legible copy in your file? Yes No

Please note – if the purchaser/borrower is a corporation, photo ID must be obtained for the Signing Officer.

If "No", is the borrower/purchaser a long term client of yours? (ie. Have you known the client for at least 1 year?) Yes No

If the borrower/purchaser is not a long term client and you have not obtained Canadian/Provincial government issued photo ID please explain: _____

If you are acting for the Lender, you are still required to verify that proper Photo ID has been obtained.

2. **IF PURCHASE**

Was any portion of the deposit paid DIRECTLY to the Vendor? Yes No

If "Yes", please explain: _____

3. **IF REFINANCE**

Are the mortgage proceeds being paid to anyone OTHER than an existing lender, the borrower directly, or the solicitor in trust?

Yes No

If "Yes", please explain: _____

4. **FOR ALL TRANSACTIONS**

Have there been any transfers or discharges of mortgages registered within the last 6 months?

Yes No

If "Yes", please explain: _____

5. **FOR ALL TRANSACTIONS**

Has another title insurance company refused to issue a title insurance policy for this transaction? Yes No

If "Yes", please explain: _____

6. **FOR ALL TRANSACTIONS**

Is a Power of Attorney being used in this transaction? Yes No *If "Yes", please fax a copy of the Power of Attorney to our office for review*

Stewart Title is committed to protecting the privacy and personal information of those insured under Stewart Title policies. The information provided about them is kept confidential and used for the issuing of policies and administering any claims which may arise under those policies. For a copy of our complete privacy policy, please visit our website at www.stewart.ca, or contact our Privacy Officer at 1-888-667-5151. For purposes of the *Insurance Companies Act* (Canada), this document was issued in the course of Stewart Title Guaranty Company's insurance business in Canada.

Last Updated: February 2010