

COMMERCIAL TITLE INSURANCE ORDER FORM (Western Canada Form) PAGE 1 of 3

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 – Commercial Operations DATE: _____ Total Pages _____
 ATTN: _____ EMAIL: stgwccommorders@stewart.com
 TEL: 403-538-5125 / 866-515-8401 FAX: 403-264-6861 / 866-765-0514

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* No Preference

*Lawyer/Notary acknowledges that they have obtained consent from their clients to have their personal information transmitted over the internet, being a non-secure transmission route.

If no selection is made, policy(ies) will be delived by fax.

Are you/your firm acting for: The Borrower/Purchaser The Lender

Please list the names of any other solicitors acting on this transaction (ie. Vendor's Solicitor): _____

Have you received a quote regarding this transaction? Yes No If yes please provide the quote reference number _____

POLICY INFORMATION

CLOSING DATE: _____

Transaction Type: Purchase Refinancing Share Purchase (# of Shares: _____)

Property Type:

Commercial Condominium Vacant Land Farm

Commercial (please specify use): _____

Policies Required: Do you require a GAP ONLY POLICY? (POLICY ENDS UPON REGISTRATION) Owner Lender Both

Do you require Full Policy Owner Lender Both

PURCHASE PRICE: \$ _____

Interest In Land:

Fee Simple Leasehold (If Assignment of Lease, the original Lease was registered on _____ as Instrument Number _____) *If this transaction involves Native Lands, please contact our Underwriting Department.

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: [OR PROVIDE COPY(IES) OF TITLE(S)] _____

PID (BC ONLY) _____ Surface Parcel # (SK Only) _____

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? _____ What is the mortgage interest rate? _____

Lender: _____

MORTGAGE AMOUNT: \$ _____ PRIORITY First Second Third

Reference/Loan Number: _____ Construction Mortgage VTB

TITLE SEARCH RESULTS

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 [OR PROVIDE COPY(IES) OF TITLE(S)]:

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

Do you have a survey? Yes No

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

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. **For SASKATCHEWAN Properties only: Writ Registry Search Results** (search Borrower and/or Vendor, when applicable)

- Clear Execution(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 – Corporate Borrowing Resolution for the Borrower**

- Obtained Not yet, but will be obtained before closing Not a Corporate Borrower

6. **WHEN ORDERING A LOAN POLICY - I have confirmed that the borrower has the authority to enter into this mortgage:** Yes No

7. Have there been any recent changes (within the last 12 months) of any officers/directors? Yes No

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

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

9. **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

10. **Condominium Status Certificate**

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

ADDITIONAL QUESTIONS

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 of title 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*

7. **FOR ALL TRANSACTIONS**

Is a Private Lender providing the new mortgage? Yes No

a) Is the subject property mortgage free? (ie. Presently no mortgages on title) Yes No

b) Is the subject property vacant land? Yes No

c) Is the transfer to the borrower for nominal consideration? (If the transfer is an estate conveyance or transfer from trustee to beneficiary, or an inter-family/inter-spousal transfer, please answer "Yes" to this question) Yes No

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 purposes set out in our privacy policy, including but not limited to, the underwriting and issuing of policies and administering of claims. 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: May 2010

Please attach a copy of an up to date Title Search with this order.