

RESIDENTIAL TITLE INSURANCE ORDER FORM (Western Canada Form)

TO: <u>Stewart Title Guaranty Company – Western Residential Operations</u>	DATE: _____	Total Pages _____
ATTN: _____		
LAW FIRM INFORMATION		
Solicitor: _____	Contact: _____	
Firm: _____		
Address: _____		
Tel: _____	Fax: _____	
Email: _____	Your File No: _____	
Have you ordered from Stewart Title before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you prefer documents to be sent by: <input type="checkbox"/> Fax <input type="checkbox"/> Email* <input type="checkbox"/> 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 delivered by fax.		
Are you/your firm acting for: <input type="checkbox"/> The Borrower/Purchaser <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide the quote reference number _____		
POLICY INFORMATION		CLOSING DATE: _____
<u>Transaction Type:</u>		
<input type="checkbox"/> New Home Purchase <input type="checkbox"/> Resale Home Purchase <input type="checkbox"/> Refinance <input type="checkbox"/> Existing Owner		
<u>Property Type:</u>		
<input type="checkbox"/> Single Family Residential Condominium/Strata <input type="checkbox"/> Yes <input type="checkbox"/> No Bare Land Condominium/Strata <input type="checkbox"/> Yes <input type="checkbox"/> No		
Vacant Land <input type="checkbox"/> Yes <input type="checkbox"/> No Improvement Endorsement Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		*If Yes, Fair Market Value including Improvement is: \$ _____
Is this property being purchased from a developer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Construction Start Date: _____
<input type="checkbox"/> 2 to 6 unit Residential Number of Units: _____		
Building & Zoning Search Conducted <input type="checkbox"/> Yes <input type="checkbox"/> No		Legal Number of Units (revealed by zoning search): _____
Fire Work Order Search Conducted <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Farm Property With residential house? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Mixed Use or Commercial (please use Commercial Order Form)
<u>Policies Required:</u> <input type="checkbox"/> Owner <input type="checkbox"/> Lender <input type="checkbox"/> Both <input type="checkbox"/> Existing Owner*: Market Value \$ _____		
*please retain in your file a copy of one of the following documents; evidence from the municipal assessment office as to the current Fair Market Value, a certified appraisal or a Realtor's Letter of Opinion		
<u>Property Occupancy:</u> <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenanted		
PURCHASE PRICE: \$ _____		
<u>Interest In Land:</u>		
<input type="checkbox"/> Fee Simple <input type="checkbox"/> 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.		
<input type="checkbox"/> Other: _____		

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OWNER / PROPERTY INFORMATION

Purchaser / Borrower Name(s) (Last Name, First Name): _____

Current Vendor Name(s) (if Purchase transaction): _____

Municipal Address of Property to be Insured (For additional properties, please attach a Blanket Properties Form): _____

Full Legal Description of Property to be Insured: (MAY BE LEFT BLANK IF A COPY OF THE TITLE SEARCH IS ATTACHED)

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)

Please choose one of the following if applicable:

Credit Master Mortgage Construction Mortgage Multiple Disbursements All Obligation/Unspecified

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: _____

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 the Title(s) and indicate what Instruments will be discharged):

Instrument Number	Registration Date	Type of Document
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

If "Yes", please explain:

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SURVEY/REAL PROPERTY REPORT INFORMATION

Do you have a survey/Real Property Report? Yes No

Does the survey/Real Property Report disclose any discrepancies, encroachments or additions? Yes* No

*If "Yes", please describe all discrepancies, encroachments or additions (including but not limited to encroachments of fences and boundary walls, encroachments for which an encroachment agreement has been entered into and/or violations of setback requirements (and provide a copy of the survey/Real Property Report):

TAX SEARCH RESULTS

Please refer to our residential search requirements (available on request or on our website).

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

Taxes not assessed, but undertaking to pay obtained? Yes No

ADDITIONAL ENDORSEMENTS

Do you require a septic system endorsement? Yes No

Do you require a water potability endorsement? (lender only) Yes No

Do you require a condo/strata endorsement? Yes No

Do you require a gap endorsement? Yes No

Other: _____ Yes No

ADDITIONAL QUESTIONS [ANSWERS TO THE BELOW QUESTIONS ARE ON THE UNDERSTANDING THAT THEY ARE COMPLETED "TO THE BEST OF YOUR KNOWLEDGE" AND THE ANSWERS ARE A RESULT OF DUE DILIGENCE CONDUCTED IN ACCORDANCE WITH THE PRACTICE STANDARDS OF YOUR PROFESSIONAL SOCIETY.]

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:

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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

Depending on your answers to the above questions, Stewart Title may require further documentation for review by our Underwriting department. This documentation could include: an up to date title search; a copy of the purchase contract and any amendments thereto; a copy of the power of attorney if one is being used; a copy of the statement of adjustments; proof of deposits; or other documentation deemed necessary by the Underwriting department.

Please be advised that Stewart Title will not cancel any policy order for which the insured transaction has closed. As such, an Existing Home Owner Policy can not be cancelled. Any cancellation request regarding a transaction that did not close must be received within 30 days of the closing date that was provided at the time of ordering. Stewart Title reserves the right to charge an administrative fee for cancelling any policy for which a policy number was provided or assigned.

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.