

Date:
Submitted by:
Brokerage Name / Location:
Contact PH #
Contact email:

Please provide the following information, which will assist us in processing the application:

Civic Address: _____

Proposed Title of the Property - _____

Purchase Price / Refinance Value: \$ _____

Requested Mortgage Amount: \$ _____

LTV: _____ % Down Payment Source: _____

Year Built: _____ Site Area: _____ # of Storeys: _____

Residential Properties – suite breakdown: # of Bachelor _____

of One Bed _____

of Two Bed _____

of Three Bed _____

Are all suites legal: _____ Rental Inclusions: _____

Heat Source: _____

Number of elevators: _____ Number of parking stalls: _____

Construction Type: (i.e. wood frame concrete etc.) _____

Zoning & Permitted Uses (if known): _____

Broker Fee: \$ _____ Charged Separate or included in Lender fees: _____

**Please provide the following information, which will assist us in processing the application.
Please be as detailed as possible and use a separate sheet for details, if necessary.**

What is the purpose of the transaction?

For Purchases,

What past experience do you have in owning similar types properties?

Where is down payment coming from?

What made you pick this property specifically?

Do you have any plans to upgrade the property? If so, what improvements are you planning to make, how much will this cost and where are the funds coming from?

For multiple buyers, what is the relationship between the partners?

Are any units will be vacant on possession? Will you occupy any?

Are you aware of any deferred maintenance?

Are you aware of historic vacancies?



For Refinances,

What lender is the mortgage currently with? _____

Have all payments been paid on time? _____

What is the outstanding balance (if more than 1 mortgage please include)?

- What is the reason for the equity take out?

- Do you have any plans to upgrade the property? If so, what improvements are you planning to make, how much will this cost and where are the funds coming from?

- How long have you owned the subject property for?

- Please describe your property management experience?

- Are there any important dates you are trying to meet for financing (maturity date etc.)?

General Questions

Have you ever filed for bankruptcy? If yes, when, why and what is the status?

Have you ever had a judgment filed against you? If yes, when, why and what is the status?



Are there any other details that you think would be important to know about yourself or the transaction?

Date Signed: _____ Signature: _____

Date Signed: _____ Signature: _____

For Individual Borrowers and/or Guarantors:

- Completed and Signed personal net worth statements on a CMLS Financial provided statement, this full document must be completed
- Copy of the previous year's income tax return, including Schedule A.

For Incorporated Borrowers and/or Guarantors:

- Financial Statement for the past two years, including the most recent year-end.
- Completion of Mortgage Loan Information Statement indicating the type of structure (i.e. sole proprietorship, limited company, partnership, etc.), the ownership of the entity (including percentage ownership), key individuals, their responsibilities and reporting relationships.
For complex Borrowers, provide an organization chart describing the relationship with associated entities.

Property Information:

- Current rental agreements for the subject property with rent effective dates.
- Minimum two years of completed financial statements for the subject property, including a current up-to-date detailed financial statement for the subject property
- Copies of property taxes, insurance and utilities invoices for the past twelve months.
- Schedule of non-recurring capital costs for the past three years. With appropriate documentation to support costs of any repairs
- Detailed physical description of the subject property and surrounding area including age, construction type, number and type of units, condition, etc. (may be satisfied by an existing appraisal).
- Current (dated within the past six months) Phase I Environmental Report, with a Letter of Transmittal from the engineer confirming the report has been prepared to Standard CZ768, and that the Lender and CMHC may rely on the report for mortgage lending purposes.
* for properties with 7 units or more
- For rent increases above current actual rates, provide details as to how estimated rental increases would be achieved.
- For properties with commercial / retail space, the total square footage of the building and the total square footage allocated to commercial / retail space, along with copies of commercial / retail leases.

Refinance:

- Current mortgage statement (if refinancing) with the name of the borrower and lender
- Up to date property tax bill showing all payments have been made and taxes are current

Purchase:

- The amount and source of down payment.
- Copy of executed Purchase & Sale Agreement.