

# Statement Request – Transfer of Mortgage

## Letter of Direction /Authorization

Please complete and sign this form to authorize Tangerine to obtain the information required to transfer your mortgage from your current lender. Most of the mortgage details below can be located on a recent mortgage statement. The Property Legal Description is an alpha-numeric code that may be found on your property tax bill.

### Current Mortgage Lender:

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number \_\_\_\_\_

Name of Client: \_\_\_\_\_

Property Mortgaged: \_\_\_\_\_

Current Mortgage Reference Number: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

I/We hereby authorize, direct and instruct you to prepare and deliver a “Mortgage Payout Statement for Transfer Purposes” as at \_\_\_\_\_ (enter closing date).

Please clearly indicate the date of the final payment on the “Mortgage Payout Statement for Transfer Purposes” and fax it to Tangerine at 1-800-597-2862.

**If this mortgage is not transferable please contact Tangerine at the number listed below.**

Upon receipt of funds to satisfy the above-referenced mortgage in accordance with your “Mortgage Payout Statement for Transfer Purposes” I/We hereby authorize you to prepare and deliver a Transfer/Assignment of the said mortgage in lieu of a discharge. **For registration purposes, please prepare the Assignment /Transfer of Mortgage document in the name of Tangerine Bank.**

I/We further authorize and direct you to deliver the following documentation to the address specified in the Letter of Disbursement.

### Documentation Required:

1. Plan of Survey
2. Release of your interest in the fire insurance policy
3. Duplicate Registered Mortgage/Charge
4. Executed Discharge of Mortgage, in triplicate
5. Discharge of any other security documentation in your possession relating to this mortgage

If you require further information, please call Tangerine at 1-800-574-5629.

Client Signature \_\_\_\_\_

Client Signature \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

Client Signature \_\_\_\_\_

Client Signature \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_