

MEMO FOR MORTGAGE

General

This memo is written to provide guidelines to you so that the mortgage work can be completed expeditiously and to minimize the cost to the client.

Instructions to Solicitors

Please pick up the mortgage instructions and bring them to our office to expedite the processing. If you wait for the bank to arrange the delivery it will take longer.

Lawyer's role

A lawyer in smaller amounts of mortgages may act for both the parties with consent. If a conflict develops we may act for neither party.

Documents not relating to the title should be signed by the client at the bank. If we need to advise you on additional documents there will be additional fees.

Courier

The cost of courier will be charged to the client. It is therefore preferable that all documents be supplied to us at one time.

Names of persons

It is preferable for us to deal with one person in the mortgage institution. Please let us have the name of the mortgage lending officer you are dealing with for the loan.

Cheque for Closing

We will deduct our fees from the proceeds of the mortgage or in the alternative we will need your cheque for the estimated amount of fees and disbursements.

Electronic Registration

In Richmond Hill and the York Region the registrations of the mortgage are required to be done electronically. There will be additional costs of the registration.

Disbursements

The disbursements that the client pays will include cost of search, courier, title insurance, registration fees and fees to search execution. These costs are paid by us on your behalf to other parties to complete the mortgage. Legal fees are what we will charge you for our services as lawyers.

Summary

We are pleased to give you these instructions to improve our service to you. Client's cooperation is important to carry out the work expeditiously.

If you have any question on our procedure or on this memorandum please call our office at the following address:

**CHAUHAN & ASSOCIATES
Barristers & Solicitors,
350 Highway 7 East, Suite 206,
Richmond Hill, Ontario,
L4B 3P8**

**Tel.: 416-771-1235
Fax : 416-771-1237
Email: jaylawyer@hotmail.com**