RESIDENTIAL TITLE INSURANCE ORDER FORM

To:	FCT Insurance Company Ltd.	Toll-free Fax:	1.800.705.0006
Attention:	Residential Title Insurance Services	Local Fax:	905.287.2403

Please select which policy(ies) you would like to order:

☐ **Home Ownership Protection Policy** (Insures Purchaser/Owner)	☐ **Loan Policy** (Insures Lender)	☐ **Existing Homeowner Policy** (Insures Homeowner, no purchase)

Please only complete the sections that apply to your transaction.

LAW FIRM INFORMATION

If you are a first time user or if your information has changed, please attach details of your address, phone number, fax number and email address.

Solicitor : First Name Last Name	Law Firm Name:
Contact: First Name Last Name	Your File No.:

TRANSACTION INFORMATION

Please select a transaction type:

☐ Purchase Resale ☐ New Home Purchase from Builder ☐ Refinance/ Non-Purchase Mortgage ☐ Existing Owner

Closing Date
day/ month/ year

What is the purchase price? *(purchase transactions only)* **$**

PROPERTY INFORMATION

Please select a property type:

☐ Single Family Dwelling	(Includes detached house/free hold townhouse/semi-detached)	☐ Multi-Family Dwelling Number of Units (2-6):	(Includes a house with more than one dwelling unit)
☐ Condominium		☐ Mobile Home	(Must be affixed to the land)
☐ Live/Work Unit	(1 of each)	☐ Manufactured Home	(Must be de-registered)
☐ Townhouse	(Condominium)	☐ Vacant Land	
☐ Rooming/Student House Number of Units:			

Is this property over 2 acres? ☐ Yes ☐ No

Is this property income generating? ☐ Yes ☐ No

Is this property on Indian/First Nations Land? *If yes, please attach the title search.* ☐ Yes ☐ No

Is this property leasehold? ☐ Yes ☐ No

Property Legal Description

(If the last registered deed contains the description as is currently used, we will accept the instrument numbers of the last registered deed in lieu of the metes and bounds description)

P.I.D.OR Legal Description if P.I.D. not applicable/available:

Address to be Insured:

Apt. / Unit No. Street No. Street Name

City Province Postal Code

Would you like to add the Market Value Endorsement for the Purchaser(s)/Mortgagor(s)? ☐ Yes ☐ No
The Market Value Endorsement can only be added to a Homeowner Policy.

Would you like to add the Deal Protection Endorsement to your title insurance order? ☐ Yes ☐ No
The Deal Protection Endorsement will be added to all policies being ordered (except an Existing Homeowner Policy).

Has an order for this transaction previously been placed with another title insurer? *If yes, please provide explanation:* ☐ Yes ☐ No

Thank you for choosing FCT. Your order will be processed in sequence, during business hours from Monday to Friday 8:00 a.m. to 8:00 p.m. EST. If you have any other inquiries please feel free to call us at 905.287.3122, or toll free at 1.866.804.3122.

AGENCY AGREEMENT (Complete when requesting an Owner's policy)

Do you (the ordering lawyer/notary or authorized individual acting on behalf of the ordering lawyer/notary and your firm representing the purchaser), consent to act as agent for FCT, for the purposes of verifying each purchaser's identity in accordance with the requirements under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* and its associated Regulations and the terms of the FCT Agency Agreement available at fct.ca/agency-agreement? ☐ **Yes** ☐ **No***

***Please provide the email address for each purchaser in the section below and advise they will receive an email from fctresidentialnoreply@fct.ca with instructions to complete identity verification through Bluink's eID-ME app. Identity verification must be completed prior to issuing the owner's policy.**

PURCHASER/MORTGAGOR INFORMATION

Person 1:

First Name Last Name

Complete the below when requesting an Owner's policy and acting as agent

Date of Birth: (mm/dd/yyyy)

Address on ID / Current Address:
Unit No. Street No.
Street Name City
Province/State Postal/Zip Code Country

ID Verification Type:
- ☐ Certificate of Indian Status – Canada
- ☐ Citizenship card – Canada (issued prior to 2012)
- ☐ Driver's licence – Canadian Province/Territory
- ☐ Global entry card – US
- ☐ National Defence ID card – Canada
- ☐ Nexus card – Canada or US
- ☐ Passport – Canada
- ☐ Passport - International
- ☐ Permanent resident card – Canada
- ☐ Photo ID card – Canadian Province/Territory
- ☐ Services card – British Columbia
- ☐ Dual-process method
- ☐ Credit file method

Complete the below when requesting an Owner's policy and not acting as agent

Contact Details: Email: Phone:

Person 2:

First Name Last Name

Complete the below when requesting an Owner's policy and acting as agent

Date of Birth: (mm/dd/yyyy)

Address on ID / Current Address:
Unit No. Street No.
Street Name City
Province/State Postal/Zip Code Country

ID Verification Type:
- ☐ Certificate of Indian Status – Canada
- ☐ Citizenship card – Canada (issued prior to 2012)
- ☐ Driver's licence – Canadian Province/Territory
- ☐ Global entry card – US
- ☐ National Defence ID card – Canada
- ☐ Nexus card – Canada or US
- ☐ Passport – Canada
- ☐ Passport - International
- ☐ Permanent resident card – Canada
- ☐ Photo ID card – Canadian Province/Territory
- ☐ Services card – British Columbia
- ☐ Dual-process method
- ☐ Credit file method

Complete the below when requesting an Owner's policy and not acting as agent

Contact Details: Email: Phone:

Person 3:

First Name Last Name

Complete the below when requesting an Owner's policy and acting as agent

Date of Birth: (mm/dd/yyyy)

Address on ID / Current Address:
Unit No. Street No.
Street Name City
Province/State Postal/Zip Code Country

ID Verification Type:
- ☐ Certificate of Indian Status – Canada
- ☐ Citizenship card – Canada (issued prior to 2012)
- ☐ Driver's licence – Canadian Province/Territory
- ☐ Global entry card – US
- ☐ National Defence ID card – Canada
- ☐ Nexus card – Canada or US
- ☐ Passport – Canada
- ☐ Passport - International
- ☐ Permanent resident card – Canada
- ☐ Photo ID card – Canadian Province/Territory
- ☐ Services card – British Columbia
- ☐ Dual-process method
- ☐ Credit file method

Complete the below when requesting an Owner's policy and not acting as agent

Contact Details: Email: Phone:

Person 4:

First Name Last Name

Complete the below when requesting an Owner's policy and acting as agent

Date of Birth: (mm/dd/yyyy)

Address on ID / Current Address:
Unit No. Street No.
Street Name City
Province/State Postal/Zip Code Country

ID Verification Type:
- ☐ Certificate of Indian Status – Canada
- ☐ Citizenship card – Canada (issued prior to 2012)
- ☐ Driver's licence – Canadian Province/Territory
- ☐ Global entry card – US
- ☐ National Defence ID card – Canada
- ☐ Nexus card – Canada or US
- ☐ Passport – Canada
- ☐ Passport - International
- ☐ Permanent resident card – Canada
- ☐ Photo ID card – Canadian Province/Territory
- ☐ Services card – British Columbia
- ☐ Dual-process method
- ☐ Credit file method

Complete the below when requesting an Owner's policy and not acting as agent

Contact Details: Email: Phone:

PURCHASER/MORTGAGOR INFORMATION cont'd

Corporation / Business Name (***Please provide the Corporate Profile report when requesting an Owner's policy***)

MORTGAGE INFORMATION

☐ New Mortgage ☐ Refinance/ Non-Purchase Mortgage ☐ Construction Mortgage ☐ Other, please specify:

Mortgage:		Mortgage Closing Date: day/month/year
Mortgage Amount: $	Priority: ☐ 1st ☐ 2nd ☐ 3rd	Mortgage Ref No.:

SEARCH AND OFF TITLE MATTERS (FOR ALL TRANSACTIONS)

Is the property on a waterfront?	☐ Yes ☐ No
Is the property connected to both municipal water and sewer services?	☐ Yes ☐ No
Is a Location Certificate available (Real Property Report in NL)?	☐ Yes* ☐ No
If yes, does it reveal any defects?	☐ Yes* ☐ No
Are there any other matters that would normally qualify your legal opinion (including but not limited to title matters, executions, liens, taxes, inability to successfully authenticate your client's/borrower's identification if you used an identification verification platform)?	☐ Yes* ☐ No

ALL PURCHASE TRANSACTIONS

Have you obtained an Estoppel Certificate in this transaction? (*Applicable for condominium only)*	☐ Yes ☐ No

What is the name of the vendor's solicitor? (By entering the name of the solicitor, you consent to us contacting the vendor's solicitor. If you do not enter the name of the solicitor, then you have not consented to us contacting the vendor's solicitor which may delay the deal)

Firm Name First Name Last Name

PURCHASE TRANSACTIONS – 2 TO 6 UNITS; ROOMING/STUDENT HOUSES

Has the building department work order search been completed?	☐ Yes ☐ No
Are there any work orders?	☐ Yes* ☐ No
Has the zoning search been confirmed?	☐ Yes ☐ No
Does the property comply with the zoning?	☐ Yes ☐ No*
Has the fire department work order search been completed?	☐ Yes ☐ No
Are the work orders clear?	☐ Yes ☐ No*

PURCHASE TRANSACTIONS – LIVE/WORK UNITS

Please attach the building, zoning and fire reports to this order if property is a Live/Work Unit.

EXISTING HOMEOWNER TRANSACTIONS

What is the purchase price or current estimated value?	**$**
What is the original transfer date?	day/ month/ year

CUSTOMER CONSENT STATEMENT

I confirm that I have obtained consent from the parties to the transaction (purchasers, borrowers, lenders, as applicable) to have their personal information provided to FCT for the purposes of issuing and administering a title insurance policy, and any other ancillary policy relating thereto, including for underwriting purposes and assessing and controlling risks. For FCT's corporate Privacy Policy, including information about service providers located outside of Canada, visit our website at fct.ca.

Please provide an explanation and attach pertinent documentation to this order (e.g. building, zoning & fire reports, Location Certificate/ Real Property Report, etc. if defects are revealed).

Your order will be forwarded to our Underwriting Department for review and an underwriter will contact you within 24 hours of receipt of all documents.

Notes/ Special Instructions:

TO SUBMIT YOUR ORDER FORM
Click '**Submit by Email**' or send directly to FCT at residentialsolutions@fct.ca.

Print Submit by email