

## IMPORTANT NOTICE

# Payout Statement Requests



As of **Feb. 28, 2022** RBC will no longer accept faxed or emailed requests for payout statements and/or discharge/transfer requests. As of this date, our fax number and email address for these requests will no longer be operative and your request will not be received by RBC.

Please submit all requests for payout statements and/or discharges/transfers via the Mortgage Statement and Discharge/Transfer Portal using the link below. There are no new or additional fees payable to submit requests via this portal:

<https://payout.firstcdn.com/Profile/Login.aspx>

The Mortgage Statement and Discharge/Transfer Portal (launched in collaboration with FCT) offers a one-stop-shop location for lawyers, notaries and third party service providers to:

- ✓ Submit requests for an RBC® mortgage statement and/or to discharge or transfer an RBC or RBC Royal Trust® mortgage
- ✓ Check the status of a request and receive status update notifications via email
- ✓ Communicate securely with RBC for mortgage statement and discharge or transfer requests

The types of requests that can be made via this portal for all RBC/RBC Royal Trust secured **residential** lending facilities (RBC Homeline Plan®, residential mortgages, secured lines of credit, bridge loans) include:

- Payout Statement
- Information Statement
- Confirmation of Zero Balance Statement
- Discharge requests
- Transfer Statement

For more information please visit:

<https://www.rbcroyalbank.com/legalforms/payouts-and-discharges.html>