

Statement Request for Mortgage Discharge or Transfer purposes

Please find attached a Mortgage Statement Request form to be used when requesting a payout statement for Discharge or Transfer purposes.

All statement requests should be for a date no less than 5 business days in the future and no more than 15 calendar days in the future. Any requests which fall outside of these parameters will be returned.

The Statement Request form identifies all of the information required by Scotiabank to process your request. In order to avoid delays in the processing of your statement request, please ensure all fields are completed.

Once your request is processed, statements will be faxed to you at the fax number on your letterhead. Completed statements will be issued to you 5 business days after your request is received.

- For properties in all provinces, excluding Quebec, Statement Requests and supporting documents are to be faxed to: **1-877-660-3466**
- For Quebec properties, Statement Requests and supporting documents are to be faxed to: **1-855-693-9993**

Additional Information for Third Parties (other than Lawyers / Notaries):

For statement requests made by a third party (other than a lawyer or notary) acting on behalf of an individual mortgagor, the Mortgagor Consent must be completed and signed by ALL registered mortgagors.

Additional Information for Lawyers / Notaries:

To avoid processing delays we ask all lawyers / notaries, to complete the Statement Request form located on scotiabank.com. Lawyers / notaries may use your own form (which must, at a minimum, include the information set out in the Statement Request form) or include such information in your written request.

In addition, all lawyers / notaries must provide a declaration on your law firm letterhead confirming the following:

- you are acting on behalf of at least one of the registered mortgagors
- you have obtained the consent of your named client(s) to the disclosure by Scotiabank of the statement requested and all information included in such statement.

By submitting a statement request, it means that you certify to Scotiabank compliance with the above.

Scotiabank Central Mortgage Unit, Statement Unit

STATEMENT REQUEST

Statement Type Required: ☐ Discharge ☐ Transfer

Authorization and Consent to Request Statement is attached: ☐

Reason for Payout:

- ☐ Sale of Property – No New Mortgage
- ☐ Sale of Property – New Mortgage with: _____
- ☐ Canadian Armed Forces Relocation Program (attach documents confirming Relocation Transfer)
- ☐ Other: _____

****MANDATORY - New Brunswick and Nova Scotia properties:**

PID #s: _____

BNS STEP #/Mortgage# Your file number Planned Payout Date (see rules above)

Represented Mortgagor Name(s)

First Name Middle Initial Last Name

First Name Middle Initial Last Name

Property Address

Street Number and Street Name Unit # City Province Postal Code

Requestor Information

Name of Law Firm, Notary, Financial Institution, or Company

Street Number and Street Name Unit # City Province Postal Code

Contact Name

Phone Number Fax Number

MORTGAGOR CONSENT

Note: This Consent Is not required to be completed if a lawyer / notary submits a declaration confirming that mortgagor consent has already been obtained.

I/we, the registered mortgagor(s) named below, hereby consent to Scotiabank releasing any and all mortgage statements required to complete the above request.

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date
