



Important Changes for Retail and Small Business Mortgage Information, Payout or Discharge Statement Requests and Payouts

Statements:

Effective June 8th 2015, Scotiabank (The Bank of Nova Scotia and Scotia Mortgage Corporation) is standardizing the Mortgage Information, Payout and Discharge Statement Request process in Saskatchewan and Nova Scotia as follows:

A new Statement Request form is available on Scotiabank.com located under Mortgage Solicitor Forms

Fax your Mortgage Information, Payout or Discharge Statement Request to:

Scotiabank – Central Mortgage Unit, Attn: Statement Requests
1-877-660-3466

The Statement will be returned to your office, via fax, on the fifth business day after receipt

In order to ensure there are no processing delays, please provide a declaration on your law firm letterhead confirming that you are acting on behalf of ALL registered mortgagors. Scotiabank is unable to provide a Statement to any third party(ies) without the express written consent of the mortgagor(s).

Please note that forwarding Statement requests directly to branches or through any other method will result in processing delays.

Mortgage Payout Processing:

Effective June 8th 2015, Scotiabank is standardizing the Mortgage Payout process in Saskatchewan and Nova Scotia. Upon receipt of funds, Scotiabank will pay out the outstanding debt, arrange for the preparation and execution of the discharge documentation and, when applicable, register the discharge.

Forward all Mortgage Funds for Payout to:

Scotiabank – Central Mortgage Unit
Attn: Payouts and Discharges
10 Wright Blvd.
Stratford, ON
N5A 7X9

Or

Your local Scotiabank branch

If you have any questions or require additional information, please contact our Support Desk toll-free, at

1-800-567-1331

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Roes', written over a horizontal line.

Robert Roes

Director, Central Mortgage Unit Servicing and Insurance Canada Processing Centre