

**\*Required**

Date:\* \_\_\_\_\_ Submitted by:\* \_\_\_\_\_

Phone Number:\* \_\_\_\_\_ Brokerage Name:\* \_\_\_\_\_

Email:\* \_\_\_\_\_ Brokerage Location \_\_\_\_\_

**Property Information**

Civic Address:\* \_\_\_\_\_

Proposed Title of the Property: \_\_\_\_\_

Year Built:\* \_\_\_\_\_ # of Legal Units:\* \_\_\_\_\_

If new build, when is the expected delivery date? \_\_\_\_\_

Site Area: \_\_\_\_\_ # of Parking Stalls:\* \_\_\_\_\_

# of Storeys: \_\_\_\_\_ Is parking included in the rent?\* Yes No

Laundry:\* Coin Laundry In - Unit Laundry

Heat Source:\* \_\_\_\_\_ Other: \_\_\_\_\_

# of Elevators: \_\_\_\_\_ Construction Type:\* Wood Frame Concrete

Zoning: \_\_\_\_\_ Other: \_\_\_\_\_

Amenities: \_\_\_\_\_

Is/are there a commercial unit(s)? Yes No

If yes: \*Please attach lease agreement(s)

Property Management:\* Self-managed Third Party Management

If Third Party Management: \*Please attach management agreement outlining company name, payment details and duties

Are utilities included in the rent?\* Yes No

If yes, please provide details: \_\_\_\_\_

Do you plan on completing renovations to the Property in the next 18 months?\* Yes No

If yes:

Item	Budget	Source of Funds	Completion Date

Have any renovations been completed within the past three years?\*    Yes    No

If yes:

Year	Item	Cost

Please attach receipts of completed renovations within the 12 months

\*Please attach copies of the following bills for the Property dated within the past 12 months:

- Annual Tax bill(s)
- Annual insurance bill
- Annual utility bill(s)

**RENTAL & UNIT INFORMATION**

Are any unit's owner occupied?    Yes    No

If yes, please provide details: \_\_\_\_\_

If the Property is a new build, will any units be vacant on possession?    Yes    No

\*Please attach the CMLS Rent Roll Template OR a rent roll of your choice for the Property with the following information included:

- Property Address
- Current rent per unit as stated in the rental contract as well as unit type details (studio, 1-, 2- 3-bedroom etc.)



Lease start and end date per unit

Dated & Signed

If the Property is a new build: Please attach all lease agreements or provide them as they become available. All lease agreements for new builds will be required prior to funding.

## LOAN INFORMATION

Requested Mortgage Amount:\* \_\_\_\_\_

LTV % (max):\* \_\_\_\_\_

Loan Purpose:\*  Purchase  Refinance

Purchase Price (if applicable):\* \_\_\_\_\_

Down payment amount: \_\_\_\_\_

Down payment source: \_\_\_\_\_

Are you aware of any deferred maintenance?  Yes  No

If yes, please provide details: \_\_\_\_\_

\*Please attach statement of equity for the purchase. Transfer information and 3 months of account history is required.

\*Please attach a copy of executed Purchase & Sale Agreement

\*Please attach the most recent two years of completed operating statements for the Property. If the Property has not been built yet, please attach a proforma operating statement outlining all expected revenues and expenses. If unavailable: please contact your Broker or Originator for a [CMLS Operating Statement Template](#)

Refinance Property Value (if applicable):\* \_\_\_\_\_

Current Balance: \_\_\_\_\_

Maturity Date: \_\_\_\_\_

How long have you owned the Property for? \_\_\_\_\_

Who has been managing the Property since acquisition? \_\_\_\_\_



Cash Equity Takeout will be used for: 1. Real Estate Acquisition (See Below) 2. Property Renovations (See Below)  
(select all that apply) Other: \_\_\_\_\_

1. If Cash Equity will be used for Property Acquisition: Property Address: \_\_\_\_\_  
Purchase Date: \_\_\_\_\_  
Please attach Purchase and Sale Agreement \_\_\_\_\_

2. If Cash Equity will be used for Property Renovations: Total Renovation Costs: \_\_\_\_\_  
Please attach a full budget breakdown outlining all renovation costs to be incurred

\*Please attach current mortgage statement dated within the past 6 months

\* Please attach current Property tax bill showing there are no taxes outstanding

\* Please attach two years of completed operating statements for the Property. Most recent statement must be dated within the past 12 months. *If applicable:* please provide full details on Other income and Misc. expense line items.

Acceptable operating statements for the Property include:

- T776 Statement of Real Estate Rentals for the Property (See Canada.ca)
- Property Financial Statements (completed by accountant)

If unavailable: please contact your Broker or Originator for a [CMLS Operating Statement Template](#)

## BORROWER INFORMATION

What past experience do you have in owning similar types properties? \*

\_\_\_\_\_

How many years of experience do you have? \*

\_\_\_\_\_

If multiple buyers, what is the relationship between the partners?

\_\_\_\_\_

Have you ever filed for bankruptcy? \* Yes No

If yes, when, why and what is the status? \_\_\_\_\_



Have you ever had a judgment filed against you? \* Yes      No

If yes, when, why and what is the status? \_\_\_\_\_

Are you a Guarantor, Co-Maker or Endorser on Anyone's Debt? \* Yes      No

If yes, provide details \_\_\_\_\_

Have you previously borrowed from other trust companies or banks? \* Yes      No

If so, which ones? \_\_\_\_\_

Do you have any liabilities under leases? \* Yes      No

If yes, provide details. \_\_\_\_\_

Are any of your assets pledged or in any other manner unavailable for payment of your debts? \* Yes      No

If yes, provide details. \_\_\_\_\_

Are any assets presently involved in a marriage or separation agreement? \* Yes      No

If yes, provide details. \_\_\_\_\_

For each individual Borrowers and/or Guarantors:

\* Please attach executed **CMLS Financial Personal Networth Statement**

\* Please attach a copy of the previous 2 years income tax return, including Schedule A.

For Incorporated Borrowers and/or Guarantors:

\* Please attach Financial Statement for the past two years, including the most recent year-end.

\* Please attach **CMLS Organization Chart Template** or a copy organization chart describing the relationship with associated entities as well as ownership interest(s)

## OTHER DOCUMENTS \*

5 or 6-unit building:

Please provide an Appraisal dated within the past 12 months at the time of funding, as well as an Appraisal Reliance Letter.

Please fill out the CMLS Environmental Questionnaire, provided by your Broker or Originator



7+ unit building:

Please provide an Environmental Site Assessment (ESA) dated within the past 12 months at the time of funding as well as an ESA Reliance Letter

Please provide an Appraisal dated within the past 12 months at the time of funding, as well as an Appraisal Reliance Letter for any properties with up to 24 units.

The foregoing information is submitted for the purpose of establishing credit and is a true, full and correct statement of my/our financial condition as at the date shown.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_