

Olympia Trust Company (“Olympia”) is pleased to offer the ability to hold mortgage investments within your self-directed accounts upon receipt of the following documents:

1. Copy of mortgage or hypothec.

- A draft copy is acceptable if funding to a lawyer.
- The mortgage must be registered to:
Olympia Trust Company
PO Box 2581, STN Central
Calgary, AB T2P 1C8
- If there are other lenders in addition to Olympia Trust Company, include a breakdown by percentage, fraction, or dollar amount.
- If the property is located in British Columbia, the registration must include Olympia’s Extra-Provincial Number A50545, and a Declaration of Trust (*if applicable*), which can be obtained from Olympia.
- If the property is located in Quebec, it must include Olympia’s Notice of Address 6824811.
- The mortgage must include a face value, first payment date, maturity date, interest adjustment date, interest rate, payment amount, and payment frequency.
- The mortgage amount registered must remain within 100% loan-to-value ratio. Olympia reserves the right to change the loan-to-value ratio accepted based on fluctuations in the real estate market.

2. Copy of transfer/assignment of mortgage (*if applicable*).

3. Mortgage Investment Direction, Waiver and Indemnity Agreement (*Olympia form*).

4. Valuation of property.

- Olympia will accept one of the following documents showing the property valuation:
 - Tax assessment from the current year.
 - Certified appraisal dated within the last 12 months with a current “as-is” value. Future and “as-at complete” values are not acceptable.
 - Purchase/sale agreement, if the property was sold within the last 12 months and the sale was at arm’s length.

5. Information statement showing the amount outstanding on prior encumbrances.

- Olympia will use the full amount registered on title for any line of credit products secured against the property.
- Olympia will accept one of the following:
 - Information statement from the financial institution dated within the last 30 days.
 - Screenshot from the institution within the last 30 days showing the name of the institution, date, balance owing, and property address.
 - Copy of a new mortgage registered within the last 60 days.

6. **Copy of title**, dated within the last 30 days.

7. **Payment method.** There are two possible payment methods:

- Completed *Mortgage Electronic Funds Transfer (MEFT)* Form. This is an Olympia form.
- Post-dated cheques.

8. **Corporate search** (*if the borrower is a company*).

9. **Estoppel certificate** (*if the property is a condominium*).

All documents will be reviewed by Olympia for accuracy prior to funding. Documents can be faxed or emailed for review. Funds will be advanced within 48 hours after receipt of fully completed documents.

Olympia can advance funds by:

1. **Wire transfer:** Funds will be transferred directly from Olympia's account to the lawyer's trust account.

- Olympia does not charge a fee for this option. The receiving institution, however, may charge a fee to the lawyer for receiving the wire.
- To set up this option, a *Wire Information Request Form* must be completed by the lawyer's office, which also requires a VOID cheque of the trust account.
- The daily wire cut-off time is 12:30pm MT.

2. **Direct deposit:** Olympia will issue a cheque and courier it to the bank on the same day for deposit into the lawyer's trust account.

- To set up this option, a VOID cheque of the trust account is required.
- The daily direct deposit cut-off time is 2:30pm MT.

3. **Pick up:** the cheque can be picked up at our office in Calgary, which is open until 4:30pm MT.

Documents required to be received within 45 days after funding:

1. Copy of the **registered mortgage or hypothec**.
2. Certified **copy of title** indicating Olympia Trust Company registered in the correct position.
3. Copy of the **registered transfer of mortgage**, if applicable.
4. Copy of the **title insurance certificate**, if required by you.