

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*
- The mortgage must include a face value, first payment date, maturity date, interest adjustment date, interest rate, payment amount, and payment frequency.
- If there are other lenders in addition to Olympia Trust Company, include a breakdown by percentage, fraction, or dollar amount.
- 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.
- 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 Québec, it must include Olympia’s Notice of Address 6824811.

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

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

- The terms entered on this form must match the terms outlined in the mortgage or hypothec.
- Any changes or amendments made to the terms entered must be initialed by the client.
- The **Direction to Rely on Mortgage Administrator** form must only be completed if a mortgage administrator is being used. Please confirm if the administrator you are using is currently set up with Olympia.
- If an existing mortgage is being transferred to Olympia, a different version of this form must be used, which can be obtained by contacting Olympia.

**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 of prior encumbrances (*if applicable*).**

- 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.**

- The title must be dated within the last 30 days.
- For properties in Ontario, *Parcel Register for Property Identifier (PIN)*.
- For properties in New Brunswick, *Certificate of Registered Ownership*.

**7. Mortgage Payment Authorization Form (Olympia form).**

- Any changes or amendments made to the terms entered on this form must be initialed by the authorized bank account holder.
- Payments scheduled for the 28<sup>th</sup> of the month or later will be coded as being taken on the last day of the month.

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

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

- The document must be dated within the last 30 days.
- For properties in British Columbia, *Strata Form B*.
- For properties in Ontario, *Status Certificate*.

Funds will be advanced 24 to 48 hours after receipt of all required, 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.