|  |  |  |  |
| --- | --- | --- | --- |
| **Law Firm Name:** |       | **Credit Union File #:** |       |
| **Conveyancer Name:** |       | **Lawyer File #:** |       |
| **Conveyancer Ph. Number:** |       | **Lawyer Fax #:** |       |
| **RE: Member Name:** |       |  |  |
| **Property Address:** |                 | **Date Funds Requested For:** |       |
| **Amount Requested:** |       |
|  |  |  |  |
| **Closing Method and Required Documents** |
| [ ]  | **Western Protocol** |  |
|  |  | WCP Schedule 1 – MUST BE ATTACHED TO THIS FORMProperty Insurance or Clear Estoppel CertificateNHW Enrollment #       (Completion mortgage only)Statement of Disclosure (as instructed)Mortgage Lending Agreement and/or Mortgage overdraft Agreement and Mortgage Schedule(s) if applicable |
| [ ]  | **Title Insurance** |  |
|  |  | First Canadian Title, Stewart Title, Chicago Title certificate- MUST BE ATTACHED TO THIS FORMSolicitor's Letter of OpinionProperty Insurance or Clear Estoppel CertificateBuilders All Risk Insurance (Construction mortgages only)NHW enrollment #       (Construction and Completion mortgages)Statement of Disclosure (as instructed)Mortgage Lending Agreement and/or Mortgage overdraft Agreement and Mortgage Schedule(s) if applicable |
| [ ]  | **Registration** |  |
|  |  | Builders All Risk Insurance (Construction mortgages only)Property Insurance or Clear Estoppel CertificateNHW enrollment #       (Construction and Completion mortgages)Statement of Disclosure (as instructed)Copy of TitleSolicitor's opinion of titleMortgage Lending Agreement and/or Mortgage Overdraft Agreement and Mortgage Schedule(s) if applicable |

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| **Requested Method of Delivering Funds** |
| **\*Note that drafts are processed up until 2:30 for same day requests. Otherwise drafts will be available the following business day.** |
|  |
| [ ]  | Draft for pickup by the law office at the following branch address:      . Payable to      . |
| [ ]  | Postdated Draft. Prepare draft for pick-up on      , for funding on       (possession date), for pick-up at the Servus Credit Union branch      . Payable to      .  |
| [ ]  | Trust account #       held with **\*\*Due to the inability to control timelines for delivery, Wire Transfers are offered only as special requests\*\*** |
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| **Property Taxes** |
| **If the Credit Union will be collecting property taxes on behalf of the member (indicated on the mortgage instructions), please advise of the roll # and levy amount.** |
|  |
| Roll #:  |       | Levy year:  |       | Levy amount:  |       |
|  |  |  |  |  |  |

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| Other Comments |
|       |

SERVUS CREDIT UNION LTD.

**IMPORTANT NOTICE**

Please be advised **original** executed documents will no longer be required by the Credit Union at closing, or for any subsequent follow up.

Exceptions to this are mortgage documents for properties outside of Alberta and Saskatchewan and for Personal and Corporate Guarantees. These original signed documents should be forwarded to us at your earliest convenience.

Please contact us if you have any questions or concerns.

Thank you,

Retail Lending Support – Red Deer

#201 4901 48 St.,

Red Deer, Alberta

T4N 6M4

Fax: 1 403 343 6637

Phone: 1 403 342 9175

Toll Free: 1 844 873 8245

Email: retaillendingsupport@servus.ca