



Make your home **your own.**

Reference Guide

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About Us

Founded in 1974, CMLS Financial is one of Canada's largest, independently owned mortgage services companies offering both Residential and Commercial mortgages. We originate our residential mortgages exclusively through mortgage brokers across Canada, (British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec and Atlantic Canada).

As a registered broker, this guide is designed for you to use as a quick reference tool to gain a better understanding of our products, lending guidelines, and servicing. The guide will be updated and published online as changes occur to our lending guidelines and services. Each product sheet has a version date so you will know when our most recent change occurred.

We hope you will find this guide useful and encourage you to contact your Regional Managers to answer any questions about our policies.

Contact Info

Underwriting Management Team (East & West)

Name	Title	Direct Line	Email
Jason Gress	Prime National Support Manager, West	1-587-880-6398	jason.gress@attainmortgage.com
Ken Lee	Near-Prime National Support Manager, East	1-416-862-8787	ken.lee@attainmortgage.com

Document Submission

Submit document files to mortgagedocuments@attainmortgage.com. Ensure the complete Attain mortgage number is in the subject line and please carbon copy your dedicated underwriter.

Underwriting Offices

Western
Underwriting
Vancouver

Oceanic Plaza Building
2110 - 1066 West Hastings Street
Vancouver, BC V6E 3X2

Prairie Underwriting
Calgary

Suite 2130, 333 - 7th Avenue SW
Calgary, AB T2P 2Z1

Eastern Underwriting
Toronto

18 York Street, Suite 1500
Toronto, ON M5J 2T8

V04/10/2019

Client Servicing Management

Brokers can contact us about their clients but must have submitted a signed "Client Consent Form" available on page 25.

Clients can contact us at:

Phone: 1-844-204-2020
Email: service@attainmortgage.com
Fax: 1.888.226.5124

Brokers can contact us at:

Phone: 1-844-204-2020
Email: service@attainmortgage.com
Fax: 1-888-226-5124

Programs Offered	Standard Purchase, Transfer/Switch (including Collateral), Rental Property, BFS Alt A (Stated), New to Canada, Purchase Plus, Second Home, Borrowed/Flex Down Payment
Loan Purpose	<p>Purchase up to 95% LTV (1-2 units max); up to 90% LTV (3-4 units) “No Fee” Transfer & “No Fee” Collateral Switch – Up to \$3,000 in new funds may be capitalized to help cover discharge fees, administration fees, accrued interest and penalties due to the relinquishing lender. Rental Properties - major centres only, no condos, 2-4 unit dwellings (no single unit dwellings) Add 5 bps to standard rates for BFS Alt A stated income (Purchases Only):</p> <ul style="list-style-type: none"> • LTV up to 65% (back-end insured, The Lender to pay premium) • LTV of 65.01 to 90% (insured, borrower to pay premium) <p>In addition, also applicable for rentals with a maximum 80% LTV:</p> <ul style="list-style-type: none"> • LTV up to 65% (Insurable) • LTV 65.01% to 80% (Insured) <p>Bridge Financing available; contact your Regional Manager for more information.</p>
Loan Amount	<p>Minimum mortgage amount \$50,000 (min \$150,000 for Switch/Transfer). Maximum mortgage amount:</p> <ul style="list-style-type: none"> • High-Ratio: \$924,999.10 + premium • Conventional: Maximum \$799,999.(80% LTV Insurable) • Uninsured Max \$1,000,000 subject to sliding scale parameters • Stated Income (Alt A): \$750,000 in Greater Toronto, Calgary, and Vancouver; max \$600,000 for rest of Canada • Rentals: \$750,000 in Greater Toronto, Calgary, Vancouver; max \$600,000 for rest of Canada <p>Exceptions for larger loan amounts may be considered case by case; contact your Regional Manager for more information.</p>
Terms	<p>FIXED: 1, 2, 3, 4, 5, 7 and 10 years ARM: 3 and 5 years (May convert into a fixed term equal to closest and greater than the time remaining in current term, i.e. 1.4 years remaining, must be converted into a 2-year term or greater)</p>
Amortization	<p>Minimum 10 years Maximum 25 years</p>
Payment Frequency	Monthly / Semi-Monthly / Bi-Weekly / Weekly (Accelerated payments are also available)
Interest Rate	<p>120-day rate guarantee. Borrower is entitled to a one-time rate drop up to 5 days prior to closing. Fixed: Interest is compounded semi-annually, not in advance ARM: Interest is compounded monthly, not in advance</p>
Property & Location	<p>Primary Residence (1-4 units), Rental/Investment (2-4 units), Second Home (maximum 1 unit), New Construction and existing properties. Readily marketable residential dwellings, located in markets with demonstrated ongoing re-sale demand. The property must be located in areas that are acceptable to your lender and must be suitable and available for year-round occupancy. In addition, the property must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Residential zoning 2. Fully self-contained 3. Remaining economic life > Requested Amortization + 5 years <p>New construction must be covered by an approved New Home Warranty Program.</p>

<p>Property Restrictions</p>	<p>Minimum Population: Areas with a minimum population of 5000. Minimum square footage: ≥ 750 square feet (Apartment condo must be ≥ 500 square feet and minimum 1 separate bedroom). Ineligible: Leasehold properties, Seasonal use or Seasonal access, Quarter share/shared ownership or fractional interest, Rental Pools, Rental Condos, Floating homes, Rooming/boarding houses, Water/Air access only homes, Properties with restricted covenants, Grow Ops or deemed remediated, Co-operative/co-ownership housing, Mobile or Modular homes, Heritage homes or designated Historical Home, Time share properties, Life leases, Geothermal/dome homes, Commercial and industrial use properties, Working farms (including hobby farms), Vacant land, Rural areas with population less than 5,000, Log homes, Homes on reserve lands, Rent to Own, Post-tension cable construction, Properties with incomplete repairs, including condos with incomplete remediation, Foundations other than poured concrete or concrete block, or concrete pad/piers, Container homes, Floating homes, Geodesic/Dome homes, Hotel condos, Insulbrick construction, John Mansville siding, KITEC plumbing, Properties currently listed for sale or sold, Properties with adverse influences, Rooming/Board homes/B&B's, Straw-bale construction</p>
<p>Credit Scores & Bureau</p>	<p>High or Low Ratio Insured files, require a minimum beacon score of 640 for all applicants. Low Ratio Insurable files, require a minimum beacon score of 680 for at least one applicant and minimum 640 for any other applicant. Low Ratio Uninsured files, require a minimum beacon score of 680 for all applicants. Specialty programs may have additional beacon score requirements. Applicants contributing to income should have 2 established trade lines reporting for 12 months. A "zero" beacon score due to lack of credit will only be allowable for New to Canada applications. We will permit income from a "zero" beacon so long as sufficient alternative credit has been demonstrated and meets insurer guidelines. The age of the credit bureau must not exceed 30 days at the time of submission.</p>
<p>Prepayment Privileges</p>	<p>Up to 20% of the original principal amount, per anniversary year, without penalty. Multiple payments allowed (minimum \$100 on any regular payment date).</p>
<p>Payment Increase</p>	<p>Fixed and ARM: Option to increase payment by up to 20% of the original registered amount, without penalty each anniversary year. Changes to Prime (ARM Only): P & I payment will be adjusted each time there is a change in the lender's prime rate, on the payment following the change.</p>
<p>Early Payout Penalty</p>	<p>Fixed: Greater of 3 months interest or Interest Rate Differential (based on the lender's posted rate). For fixed rate terms > 5 years, if prepayment occurs after the first 5 years of the term, only a prepayment charge of 3 months interest calculated on the outstanding loan amount is required. ARM: 3 months interest at current customer rate</p>
<p>Assumability & Portability</p>	<p>Available upon qualification. The Lender will allow a maximum of 30-day gap on a Ports</p>
<p>Appraisals</p>	<p>Appraisals are not always required. In the event that a full appraisal is required:</p> <ol style="list-style-type: none"> 1. On high-ratio mortgages the cost will typically be borne by the mortgage insurer (other than for private sales). 2. On conventional mortgages the cost will be borne by the borrower (other than for switch/transfer) and must be completed by the lender's approved appraiser.
<p>Property Taxes</p>	<p>By default, taxes are collected by the lender and paid on the borrower's behalf where LTV > 80%. Exceptions may be permitted on a case-by-case basis, see property tax tip sheet for full details.</p>
<p>Special Notes</p>	<p>All mortgages are required to have Lender Title Insurance.</p>

	Guidelines	Documentation
Salaried	100% of guaranteed income may be used. Employment must be permanent and without probation.	Letter of employment with verbal confirmation + current pay stub. <i>*Additional documentation may be requested</i>
Hourly Wages	Confirmation of guaranteed hours and rate of pay. If hours are not guaranteed, 2 years NOAs are required to calculate average.	Letter of employment with verbal confirmation + current pay stub(s) to confirm guaranteed hours. If income is non-guaranteed or fluctuating, 2 years NOAs are required. Income is to be qualified on lesser of a 2-year NOA average or most recent NOA. <i>*Additional documentation may be requested</i>
Business For Self	This information will be released shortly.	This information will be released shortly.
Bonus, Overtime & Commission Income	100% of bonus or overtime income must be averaged over a 2-year period. The guaranteed salary may be used in full. For self-employed commission, income is determined using the Self-Employed (with 3rd party validation) guidelines above.	Letter of employment with verbal confirmation + current pay-stub. Income is to be qualified on lesser of a 2-year T4 or NOA average or most recent NOA.
Rental Income	For subject property rentals 50% of rents may be used. For income from non-subject rentals as well as income from suites within an owner occupied property, please see our Investment Property and Rental Income tip sheet.	One of the following may be used to confirm rental income: <ol style="list-style-type: none"> 1. Lease agreement 2. Letter of economic rent from a CMLS Financial approved appraiser (only if a current lease agreement is not available) 3. T776 Statement of Rental Income

	Guidelines	Documentation
Guarantor (a borrower not on title)	<p>If the guarantor resides in the property, the income will be considered for qualification purposes provided the guarantor is an immediate family member.</p> <p>If the guarantor does not reside in the property, the income will be considered case-by-case provided the guarantor is an immediate family member and resides in the region where the property is located.</p>	<p>Documentation is dependent on the employment type of the guarantor; please review documentation requirement.</p> <p><i>Example: If the guarantor is salaried, please review the section of this document on salaried income.</i></p>
Alimony / Support	<p>100% may be used provided income represents less than 50% of total income and confirmed court ordered.</p> <p>Support income cannot be applicants only source of income.</p>	<p>A copy of the executed Separation Agreement must be provided (signed by all parties). AND one of the following:</p> <ul style="list-style-type: none"> • Most recent Tax Return confirming declared support income supported by NOA • 3 month deposit account history showing support payment deposits
Part-Time	<p>Up to 100% of permanent part-time income will be considered based on guaranteed number of hours.</p> <p>Up to 100% of income from a second part-time job will be considered if borrower can demonstrate a minimum two-year history.</p>	<p>Letter of employment with verbal confirmation + current pay stub.</p> <p>For a second part-time job, two years of NOAs will be used to calculate and average.</p> <p><i>Income is calculated based on the lesser of the two-year average of NOAs or most recent years NOA.</i></p>
Contract	<p>Must show current contract is in place for a minimum of 12 months and deemed renewable.</p> <p>Quality of employment, supply/demand of services, and the terms of contract will also be considered and evaluated.</p>	<p>Receipt of Contract/Letter of employment.</p> <p>Current pay stub to confirm taxes are deducted at the source.</p> <p><i>*Additional documentation may be requested</i></p>
Pension	<p>CPP, OAS, Survivor's Benefit, Annuity and other pensions are all considered.</p> <p>NOTE: May be grossed up if confirmed non-taxable. If < \$30K, it may be grossed up by 25%. If > \$30K, it may be grossed up by 35%.</p>	<p>One of the following may be used to confirm pension income:</p> <ol style="list-style-type: none"> 1. Most recent year T4A or T1 Generals. 2. 3 months bank statements. 3. Pension statement issued.
Parental Leave	<p>100% of annual income will be considered if income and return to work date are confirmed via employer.</p>	<p>Letter of employment with verbal confirmation.</p> <p><i>*Additional documentation may be requested</i></p>
Investment	<p>Must confirm that investment portfolio can sufficiently support continuity of investment income.</p> <p>Income is calculated based on the lesser of the two-year average income or the last year's income.</p>	<p>The income is to be confirmed by way of:</p> <ul style="list-style-type: none"> • The two most recent years of filed T1 Generals, or the Tax Summary forms (including all schedules), and • The two most recent years associated Notices of Assessment (NOAs).

	Guidelines	Documentation
Seasonal Income & Employment Insurance	<p>100% of Employment Insurance income and seasonal income will be considered provided the applicant has been employed for at least two years, and the income is regular, recurring, and continuous.</p> <p>Income is calculated based on the lesser of the two-year average income or the last year's income.</p>	<p>Letter of employment with verbal confirmation + current pay stub.</p> <p>The income must be validated with two most recent years' income tax returns or NOAs.</p>
Disability	<p>Short Term Disability - 100% of income can be used provided the client's return date, position and salary can be verified by their employer.</p> <p>Permanent Disability – Provide income confirmation from Insurance Company.</p> <p>NOTE: May be grossed up if confirmed non-taxable. If < \$30K, it may be grossed up by 25%. If > \$30K, it may be grossed up by 35%.</p>	<p>Short Term Disability - Current letter of employment with verbal confirmation confirming short term disability status, return date, position, and salary.</p> <p>Permanent Disability - Letter from insurance company with verbal confirmation of annual disability, permanent status and whether it's non-taxable. If letter is outdated (exceeds 120 days), you must obtain a copy of current bank statements confirming deposits.</p>

Qualifying Rates	Fixed terms and all variable terms are qualified on the greater of the Bank of Canada 5-year benchmark rate or contract rate plus 2%.
Debt Servicing Ratios	GDS & TDS = Maximum 35 & 42 for beacon < 680 GDS & TDS = Maximum 39 & 44 for beacon ≥ 680 <u>Note:</u> Debt service flexibilities are based on an assessment of the strength of the overall application, in addition to satisfying the minimum credit score of 680. <i>Exceptions may be considered for LTV ≤ 80%.</i>
Consumer Credit	For calculation of the monthly obligation, the greater of the actual minimum payment or 3% of the outstanding balance will be used for unsecured revolving credit (credit cards, LOC) and 0.65% of the outstanding balance for secured credit.
Installment Loans & Other Mortgages	The installment payment must be included in the TDS with confirmation obtained from the credit bureau report or one of the following sources: 1. Cost of Borrowing 2. Approval Letter 3. Bank Statement 4. Loan Statement
Condo Fees	100% of the condo fees are to be disclosed on the initial application with 50% being used to calculate GDS and TDS. For non-subject rentals, please include 100% of the condo fees in the net rental work sheet.
Heating Component	The greater of \$100/month or \$0.75 per livable square footage (above grade) of subject property must be used to calculate the heating cost. For non-subject rental properties, the heating component may be excluded if it can be proven that the tenant bears its cost.
Net Rental Income from Existing Non-Subject Rentals	A net rental income analysis will be used to determine if there is a deficit or a surplus. For TDS, add surpluses to gross income or include deficits to the liabilities.
Student Loans Not Yet in Repayment	The greater of the contract payment indicated on the borrower's credit report or 1.5% of the outstanding balance must be used in the TDS.
Support Payments (paid by the Borrower)	If the Borrower is paying Child Support and/or Spousal Support it must be confirmed by way of a separation agreement, court order or spousal consent document outlining the terms of the separation. The monthly obligation will be added to the liabilities.

TDS Formula	$\frac{\text{PITH} + \text{other shelter costs} + \text{liabilities}}{\text{Gross Monthly Income}}$
GDS Formula	$\frac{\text{PITH} + \text{other shelter costs}}{\text{Gross Monthly Income}}$

	Guidelines	Documentation
Savings	Bank statements to confirm funds are available, with a 90-day history showing accumulation of savings. Note: Any large or irregular deposits may require further explanation as to source of funds.	Three months bank statements required showing accumulation of savings. If the deposit was made over 90 days from date of purchase, we can review the Statement of Adjustments.
Sale of Real Estate	Proceeds from sale of previous property.	Firm sale agreement with all waivers, plus recent mortgage statement (or title if free and clear). Solicitor prepared trust ledger confirming net proceeds.
Gifted Down Payment	Gifted down payments from immediate family can be used provided they are properly verified and non-repayable. Immediate family is defined as parents, grandparents, siblings, or children. A spouse is not considered an immediate family member. Gift of equity is considered case by case. Under the Borrowed Down Payment program, gifts are permitted from sources other than non-immediate family. Note: Not available to previous Bankrupts.	The lender's gift letter confirming the gift is non-repayable. Bank statement to confirm deposit into applicant's account prior to closing. Note: Gifted down payments are not required to be on deposit until time of closing but recommended prior to closing to avoid potential delays on funding. If funds are not in borrower's possession within 15 days of closing, ONE of the following is required to confirm: <ul style="list-style-type: none"> • verbal inquiry to the donor of the gifted funds to verify the details of the gift letter; • receipt a copy of the donor's personalized cheque; • receipt of a notarized gift letter; and/or • confirmation the funds are on deposit, from the donor's lending institution.
Borrowing against Non-Subject Existing Property	Equity take out from another property is allowed as long as payment consideration is made in TDS calculations. Limited to maximum 90% LTV. <i>Exceptions may be considered.</i>	Approved commitment or new mortgage statement from other lender and/or registered charge to be provided by the solicitor along with trust ledger if available.
Borrowing against Liquid Asset	Borrowed down payment is considered. New payment must fit into the TDS calculations. Limited to 90% LTV unless First Time Homebuyers, exceptions may be considered.	Statement for account being used to confirm balance and payment details.
CSB / GIC / RRSP / Term Deposits / Stocks and other Securities	All three will be considered as long as investments are redeemable. Note: Redemption through the government First-Time Homebuyer RRSP withdrawal program is encouraged when available.	Current investment statements to confirm balances and if redeemable. A 90-day history required.
Deposits with Offers	Bank statements to confirm deposit has been debited from account.	Three months (most recent) bank statements required. If deposit was made over 90 days from date of purchase, typically for new construction, copies of cheques payable to builder, receipts from builder, Statement of Adjustments may be used.
Inheritance	Inheritance from an immediate family member is allowable for down payment.	A letter from the solicitor or a copy of the Will is required to confirm the inheritance. The letter must outline the amount and date when the inheritance was received, and A current bank statement will also be required to confirm the funds received and still available.
Relocation Expense	Some employers (e.g. DND) will cover moving expenses, Insurer premiums or closing costs due to relocation.	Letter from Relocation Services confirming what fees are being covered by the employer.

This program is designed for homeowners who would like to switch/transfer their mortgage from an existing lender

“No-Fee”	<p>We provide a “No-Fee” closing service through First Canadian Title (FCT) / Fidelity National Financial (FNF), which includes title insurance and remote signing service, at no cost to the borrower.</p> <p>Note: The borrower remains responsible for all fees and penalties due at the relinquishing lender associated with the transaction.</p> <p>Up to \$3,000 in new funds may be capitalized into the new loan to finance discharge fees, administration fees, accrued interest and penalties due to the relinquishing lender.</p>
Eligibility	<p>Owner-occupied properties only (rental properties are not permitted). Minimum \$150,000 loan amount / Minimum 3-year term on the new mortgage. LTV > 80%:</p> <ul style="list-style-type: none"> Loans must be currently insured by Genworth Financial, CMHC or Canada Guaranty. To confirm the presence of existing insurance, please call: Genworth at 1-800-511-8888 OR CMHC at 1-888-GO-EMILI OR Canada Guaranty at 1-877-244-8422. Please ensure that you include the existing mortgage insurance reference number in your submission notes (if available) and submit with remaining amortization. <p>LTV ≤ 80%:</p> <ul style="list-style-type: none"> Loans that are currently insured by Genworth Financial, CMHC or Canada Guaranty. Loans that are not currently insured with Genworth Financial, CMHC or Canada Guaranty must receive an insurable response (The Lender will cover the cost of this insurance) and submit with remaining amortization. <p>Stated Income: Please contact your Regional Manager to discuss prior to submitting. Collateral Charges: Please contact your RM for additional info. Please indicate on deal submission notes, “Collateral Transfer”.</p>
Loan to Value	<p>Generally speaking, LTV is not evaluated on switch/transfers. However, in situations where the real estate has depreciated considerably, the lender reserves the right to decline the loan application due to value. Appraisals are not typically required on switch/transfers. However, in certain cases where an appraisal may be needed to confirm value the cost will be covered by the lender upon funding of the new loan.</p>
Amortization	<p>Minimum: 10 years. Maximum: Original amortization less time elapsed. For more details contact your Regional Manager.</p>
Funding Process	<ol style="list-style-type: none"> Once all broker conditions are clear, the lender sends instructions to FCT/FNF who in turn requests the payout statement from the relinquishing financial institution. Note: It typically takes 10 business days to acquire the payout statement. Once payout statement is received, the lender contacts the broker to advise of any discharge fees and payout penalties due to the relinquishing financial institution. Fees and penalties are either capitalized into the new mortgage (up to a max \$3000 in new funds) or paid to FCT/FNF directly by the borrower, for disbursement to the relinquishing financial institution. If the borrower chooses to capitalize part or all of the fees and penalty, the lender will revise the mortgage amount and provide FCT/FNF with the new commitment. FCT/FNF then contacts the borrower(s) to arrange the signing appointment. FCT/FNF will meet the borrower(s) at their home (except in BC), office, or another mutually agreeable location where they will sign docs, etc. Upon receipt of the executed documents and ID verification, the lender funds the new mortgage loan.

This program is suited to home buyers who have established an excellent credit history and wish to invest in a rental property. The property must be located in a major urban city.

Overview	<p>Purchase transactions only</p> <p>Not eligible for transfers</p> <p>In general (but not limited to), the insurer guidelines are closely followed.</p> <p>Appraisal not required unless completed by insurer.</p>
Loan To Value	<p>Up to 65% - Must have insurer approval. No insurance cost to borrower. 2-4 unit dwellings.</p> <p>65.1% - 75% - Borrower must pay the full insurance premium of 2.00%. 2-4 unit dwellings.</p> <p>75.1% - 80% - Borrower must pay the full insurance premium of 2.90%. 2-4 unit dwellings.</p>
Borrower Qualifications	<p>Borrowers must own their primary residence.</p> <p>Maximum TDS of 40%.</p> <p>Down payment must be from own resources.</p> <p>The Lender requires an assignment of rents.</p>
Restrictions	<p>Apartment Condo and Strata Townhouse rentals are not permitted. Major urban cities only.</p> <p>A maximum of 4 total properties may be owned, including the subject property.</p> <p>Corporate borrowers (or registration in a holding company) are not permitted.</p>

Rental Income Guidelines

Subject Rental	50% of the verifiable rental income.
Existing / Other Rental Properties (Rental income from any rental property other than the subject property)	<p>The lender may use a net rent worksheet. Visit the Broker Resource Centre for a copy of the rental worksheet.</p> <p>For Non-Subject Rentals with multiple owners who are not on the subject application: Only a portion of the rental income can be used, while 100% of the liabilities are factored into our rental worksheet calculations. (i.e. If there are 2 owners and only 1 is on the subject application, then only 50% of gross rents and 100% of liabilities factored into the rental worksheet).</p>
Rental Suite / Basement Income	<p>50% of gross rents. "Roommate"/"mother in-law" suite income is not permitted. 100% is allowable subject to insurer criteria.</p> <p>Fire retrofit and legal non-conforming status required where applicable.</p>
Documentation Requirements	<p>Current rental lease agreement (when available); OR</p> <p>Market rents via letter of economic rents from an appraiser on our Approved Appraiser list (only if lease agreement not available); OR;</p> <p>Recent T1 General with the T776 Statement of Real Estate Rentals confirming gross rents.</p>

For most individuals the most difficult part of purchasing a home, especially for first time home buyers, is the ability to save the required down payment. Individuals may borrow the necessary funds to use as their down payment, commonly referred to as Flex Down or Borrowed Down Payment.

Flex Down Payment Guidelines

Loan Purpose	Purchase Transactions 90.01-95% LTV.
Eligible Equity Sources	<p>Borrowed sources that are arm's length to the purchase or sale transaction such as:</p> <ol style="list-style-type: none"> 1. Personal Loans 2. Lines of Credit 3. Credit Cards 4. Gifts are permitted from sources other than non-immediate familymembers. <p>These sources must have a corresponding payment included in the TDS calculation (other than gifts from non-immediate family members).</p> <p>Closing costs of 1.5% of purchase price may also be borrowed provided associated payments are included in the TDS based on a repayment timeline of 12 months.</p>
Ineligible Equity Sources	<ul style="list-style-type: none"> • Builder incentives or loans • Gifts from third parties that receive payment from the vendor or builder • Realtor/mortgage broker incentives • Loans to the borrowers that impact the property selling price • Loans/gifts from the vendor of the property
Borrower Qualification	<p>Minimum Beacon Score of 680 for a LTV of 90.01% - 95%</p> <p>Reserved for First Time Home Buyers, exceptions may be considered</p> <p>Non-Residing Co-Borrowers are accepted however must be an immediate family member.</p> <p>Existing requirements related to income, down payment and credit worthiness will apply.</p> <ul style="list-style-type: none"> • Where beacon is < 680 : GDS=35%; TDS=42% • Where beacon is > 680 : GDS=39%; TDS=44%
Eligible Transactions	<ul style="list-style-type: none"> • First Time Homebuyers. • Max 2 units where 1 unit must be owner occupied. • New Construction with required Home Builder Warranty Program/Existing re-sale properties. • Purchase Plus Improvements/2nd Homes Type A.
Ineligible Transactions	<ul style="list-style-type: none"> • Business For Self Alt A • New to Canada • Rental Properties • Refinance
Terms / Qualifying Rates	<ul style="list-style-type: none"> • Fixed Terms: 1, 2, 3, 4, 5, 7, 10 year • Variable Terms: 3 and 5 year • Loans (fixed rate and variable rate products) are qualified on the greater of the contract rate or the 5-year Benchmark rate + 2%
Insurance Premium	<p>90.01% - 95 % LTV</p> <p>Premium of 4.50%</p>

The Purchase Plus Improvements Program allows your clients to renovate their new property immediately after possession. This allows your client to make either minor or major changes to a property to meet their current wants and needs. Your realtor partners can use this strategy while presenting homes to their clients, with the additional benefit of increasing the property value and potentially helping with future resale value.

Some ideas for purchase plus improvements are:

Update Existing	<ul style="list-style-type: none"> • Update/renovate Kitchen • Update/renovate Bathrooms • New flooring (hardwood, carpet, laminate) • New paint
New Additions	<ul style="list-style-type: none"> • Finish/renovate the Basement • New Patio or Deck • New energy efficient Windows / Doors • Addition of Garage

Improvement Details:

Product Parameters	<ul style="list-style-type: none"> • Allows up to a 20% increase of the Purchase Price by a max of \$40,000. • Owner occupied properties only. • Maximum LTV 95% for purchases of properties with 1-2 units. • Maximum LTV 90% for purchases of properties with 3-4 units. • Commitment period of 120 days is available. • Maximum amortization of 25 years. • All terms available: 1,2,3,4,5,7,10 year fixed rate as well as 3 and 5 year adjustable rate, including the rate advantage product offering and the CMLS connect product offering. • Down payment is based on the “as-improved” value which is used to determine maximum LTV. • Genworth Renovation Worksheet may be requested at the time of submission. http://www.genworth.ca/en/pdfs/Genworth_Renovation_Worksheet.pdf
Documentation / Advances	<ul style="list-style-type: none"> • A list of all improvements along with contractor cost estimates and quotes are required to support the increased value and must be provided at the time of application. • The initial advance of funds to the customer will be up to 95% of the “as-improved” value of the property minus the cost of the improvement. • The solicitor will hold the balance of the funds “in trust” pending completion of the improvements to the property. Funds to be returned to The Lender if improvements are not complete within 120 days. • Release of funds held in trust will occur upon confirmation from the customer/solicitor that the improvements have been completed as per the original quote/contract provided at time of application. • A final inspection or appraisal may be required to ensure completion of the scheduled improvements. <p>For further assistance, please contact your Regional Manager.</p>

Qualified homebuyers who have immigrated or relocated to Canada within the last 5 years are eligible under the New to Canada program to purchase a property with as little as a 5% down payment.

Eligible Properties	<ul style="list-style-type: none"> • Maximum 2 units (1 unit must be owner occupied) • New construction closing within 120 days. (New Home Warranty enrollment must be confirmed.) • Existing resale properties. • Minimum square footage required is 750 for a house and 500 for a condo.
Borrower Qualification	<ul style="list-style-type: none"> • Must have immigrated to Canada within the last 60 months. • 3 months minimum full-time employment in Canada (borrowers being transferred under a corporate relocation program are exempt). • Must have a valid work permit or obtained landed immigrant status. • For 95% LTV, down payment must be from own resources. For LTVs less than 95%, a minimum of 5% must be from borrower own resources, the remainder may be gifted from an immediate family member. All debts held outside of the country must be included in the total debt servicing ratio. (Rental income earned outside of Canada is to be excluded from the GDS/TDS calculation.) • Guarantors are not permitted. • Foreign Diplomats who do not pay tax in Canada are ineligible for this program.

Documentation / Information Requirements

All LTVs	<ul style="list-style-type: none"> • Valid work permit or verification of landed immigrant status • Income Confirmation • Down payment confirmation • Purchase and Sale agreement
Up to 90%	<ul style="list-style-type: none"> • Letter of reference from a recognized institution OR • Six months of bank statements from primary account
90.01 – 95%	<ul style="list-style-type: none"> • International credit bureau demonstrating a strong credit profile OR • Two alternative sources of credit demonstrating timely payments (no arrears) for the past 12 months. The two alternative Canadian sources required are: <ul style="list-style-type: none"> ○ Rental payment history confirmed via letter from landlord and bank statements. ○ One other alternative source (hydro/utilities, telephone, cable, cell phone and auto insurance) to be confirmed via letter from the service provider or 12 months billing statements. <p>NOTE: Alternative sources of credit must be obtained from a Canadian source.</p>
Limitations	<p>Not available for:</p> <ul style="list-style-type: none"> • Business for Self-Styled/Declared Income • Refinances • Vacation/Secondary Homes Program • Rental Properties • Borrowed Down Payment Sources

The Rate Hold process, giving you a decision on your client's file, and a Rate Hold certificate for your client within 24 hours (1 business day)

Rate Hold Features

120 Day Rate Guarantee	<p>When the rate hold is redeemed: Re-qualify on greater of benchmark or contract rate +2%.</p> <ul style="list-style-type: none"> • If current best rates have increased beyond the pre-approved rate, the original rate hold expiry applies to the live application. • If current rates are equal to or less than the held, a new 120-day commitment period may be requested.
10 bps Surplus to Best Rates	<ul style="list-style-type: none"> • Applications are qualified using the greater of the contract rate or the Bank of Canada benchmark rate. The rate offer hold will be best rate + 10bps. • When the hold is redeemed, the prevailing rate is the lesser of the pre-approved rate and the current best rate (at time of live deal). • Buy-downs may be applied only when the rate hold is redeemed.

Required Information (Failure to enter these items will result in an auto-decline of the rate hold application.)

Applicant Names	<p>If the name of any (or all) of the applicants change when the deal becomes live, the rate hold is null and void.</p>
Credit Bureau Score	<ul style="list-style-type: none"> • Bureau must be dated within 30 days from the submission date. • Beacon score must be 640+ for all applicants. • For beacon scores 680+, then GDS/TDS up to 39%/44%, otherwise GDS/TDS 35%/42% <p>NOTE: Beacon score alone is not indicative of adequate credit, and a full review of the credit bureau will be performed when the rate hold is redeemed.</p>
Loan Amount	<ul style="list-style-type: none"> • Minimum \$100,000 • Maximum \$750,000
Qualifying Income	<p>All borrowers must have a minimum of 12 months current employment.</p> <p>All employment income must be entered into the "employment" section of the application. Stated income is not allowable.</p> <p>Rental income from existing non-subject rentals may be considered, however "estimated" rental suite income from the subject property is not allowable.</p>
Property Details	<p>"Property Type" should be entered as owner occupied. Rental/investment properties, condos, and leasehold properties are not permitted.</p> <p>Must enter a minimum monthly heating cost of \$100.</p> <p>Must enter a reasonable estimate of property tax – minimum amount is 1% of purchase price.</p> <p>Maximum property value \$1,000,000.00</p>
2 Active Trades	<p>Each applicant requires a minimum of 2 active trades listed with 24 months active trade history</p>
Additional Requirements	<p>Maximum 25 year amortization for 5 year fixed rate insured product only</p>

<p>Process for Automated Pre-Approval</p>	<ol style="list-style-type: none">1. In Filogix, select CMLS as Lender and "Pre-Approval" as transaction type.2. Ensure the "Required Information Criteria" listed above are entered. Failure to do so will result in an auto-decline.3. Click "Submit" to send your Rate Hold.<ol style="list-style-type: none">a. Click Refresh to move the deal from Queued Status to "Submitted Status".b. Once approved, a Rate Hold Certificate will be issued via email within 24 hours (1 business day) reflecting the date of approval.c. If you receive a decline notification: review the steps above and double check the "Required Information", then update your information and resubmit if necessary. Your Regional Manager will be notified and is available to assist you if needed. <p>NOTE: If you are submitting the day before a rate change, your rate hold application must be submitted before 11:59 PM Eastern Standard Time.</p>
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The rate hold process is computer automated and adjudicated. Because the adjudication is rule based, please review the checklist below when you have received a decline and are not sure the reason.

Property	<p>Properties must be owner-occupied Rental properties are not allowed.</p> <p>A reasonable property tax estimate will be factored based on the property value (ON = 1.25%, AB =.65%, BC = .50%, SK = 1.25%, MB =.75%, PQ= 1.25%).</p> <p>Minimum monthly heating costs is greater of \$1,200.00 annually or \$0.75 per square foot.</p>
Income	<p>All employment income must be entered into the application. Stated income is not allowable. Income from rental basement suite is not allowable. Rental income for existing non-subject rentals may be considered, please enter this as "other income". All applicants must have minimum of 12 months at current employer (applicants with job tenure of under one year are able to be approved on real deals).</p>
Credit	<p>Current credit bureaus are required (within 30 days). All applicants must have a minimum credit score of 640. All applicants must have 2 trade lines reporting for minimum of 2 years. No previous bankruptcies (may be considered on live deals with 2 years discharged). Applicants with a 900 SIN number are not permitted for pre-approval (may be considered for live deals under our New to Canada program).</p>
Debt Service Ratios	<p>GDS / TDS up to 35% / 42%. If both applicants have beacon scores ≥ 680, then 39% / 44% is permitted.</p>
Additional Info	<p>Minimum loan amount \$100,000. Maximum loan amount\$750,000. Rate guarantee period 120 days. 0.10% rate premium added to all rate holds When the rate hold is redeemed goes live you will get the lower of the held rate or current best broker rate. Buy-downs are not available on rate holds but may be offered when the deal goes live. All applicants on the rate hold must also be on the application when the deal goes live or the rate hold will be null and void.</p> <p>Note: These parameters are for rate holds only. Live applications are underwritten based on our traditional underwriting guidelines. Traditional underwriting guidelines may differ from the above. Full underwriting discretion remains with the lender at all times, regardless of the information presented above.</p>

Your lender will generally collect and remit property taxes on all mortgages. Below are some guidelines to assist in understanding the collection and payment process.

Conventional	<p>Customer to pay taxes through the lender.</p> <p>Customer may pay own taxes if approved by lender:</p> <ul style="list-style-type: none"> • Must have good payment history • Must not have arrears or tax sale
Insured	<p>Customer to pay taxes through the lender.</p> <p>Customer may pay own taxes if approved by the lender:</p> <ul style="list-style-type: none"> • If they are on a municipal payment plan (i.e. TIPPS), or • After 1-year repayment, your lender may consider allowing you to pay their own taxes (subject to strong payment history, no arrears & must demonstrate proof of payment annually)
Who Provides Tax Amount?	<p>Property Taxes must be included with all applications to the lender.</p> <ul style="list-style-type: none"> • Purchase: Provided by Broker based on MLS. • Switch: Provided by Broker. • New Build: Provided by Broker until bill from municipality received. <p>Solicitor confirms final property tax amount at closing.</p>
Where is Property Tax amount listed on CMLS Financial documents?	<p>Property Tax owing can be found on:</p> <ul style="list-style-type: none"> • Commitment Letter at time of approval • Realty Tax Form at closing • Welcome Letter to customer after funding
Transfer/Switch	<p>If the borrower wants to collect and pay their taxes, then any tax account balance from the previous lender can be transferred to CMLS. Please contact your Regional Manager for details.</p>
Acknowledgment to Pay Taxes	<ul style="list-style-type: none"> • Customers will sign a "Realty Tax Form" at closing which lists the correct property tax amount and confirms that the lender will be collecting and paying the property taxes along with the date when the lender will start paying the taxes.
Tax Submission Frequency	<p>School and Property Taxes are paid up to twice per year, based on Lenders discretion.</p>
Annual Tax Increase	<p>The final years tax billing plus a minimum of 3% to estimate the following year tax payment amount.</p>

<p>Tax Holdbacks (all provinces)</p>	<p>Tax Holdbacks are funds that are held back (deducted) from the advance of a mortgage and deposited into the tax account for the purpose of paying an upcoming tax bill. Holdback = Estimated Taxes/12 x # of months missing from collection year.</p> <ul style="list-style-type: none"> • Customer to pay first tax bill if insufficient time to collect funds. <p>Example:</p> <p style="padding-left: 40px;">Mortgage funded March 3, 2019.</p> <p style="padding-left: 40px;">Annual 2013 taxes = \$2,500 + 3% = \$2,575</p> <p style="padding-left: 40px;">Full taxes due July 2, 2019</p> <p style="padding-left: 40px;">April 3 = First P&I + tax mortgage payment (monthly payments)</p> <p style="padding-left: 40px;">(tax payments will be made on April 3, May 3 and June 3, with payment due on July 2)</p> <p style="padding-left: 40px;">Therefore, must collect 9 months on holdback at funding.</p> <p>Calculation</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Estimated yearly taxes:</td> <td style="text-align: right;">\$2,575</td> </tr> <tr> <td style="padding-left: 20px;">Divided by 12 months:</td> <td style="text-align: right;">\$214.58</td> </tr> <tr> <td style="padding-left: 20px;">Monthly portion x 9 months:</td> <td style="text-align: right;">\$1,931.25</td> </tr> </table> <p style="padding-left: 20px;">Borrower's next 3 months of mortgage payments include \$214.58 each month for taxes</p> <p style="padding-left: 20px;">Total collected for July 2 tax bill is \$2574.99</p>	Estimated yearly taxes:	\$2,575	Divided by 12 months:	\$214.58	Monthly portion x 9 months:	\$1,931.25
Estimated yearly taxes:	\$2,575						
Divided by 12 months:	\$214.58						
Monthly portion x 9 months:	\$1,931.25						
<p>Timing of tax payments</p>	<p>Based on the month the mortgage starts and the cycle of the taxes, the Customer may be responsible to pay the remainder of current year tax bill. Refer Customer to Realty Tax Form at closing that will indicate:</p> <ul style="list-style-type: none"> • Date when lender will start paying the taxes • Tax portion amount collected by lender • Total annual amount • Holdback if applicable 						
<p>Shortfall</p>	<p>A shortfall is when not enough funds were collected to pay the tax bill, or a supplemental bill is received from the municipality.</p> <p>If a shortfall occurs, your lender will increase the next year's tax payments pro-rated over 12 months to recover the shortfall. (Depending on the amount of the shortfall, efforts to increase the tax portion earlier may be made)</p>						

This form authorizes Attain Mortgage to release information on my Attain Mortgage to my Designate, the mortgage broker noted below.

Please return this form to:
 Attain Mortgage
 18 York Street, Suite 1500
 Southcore Financial Centre
 Toronto, Ontario M5J 2T8
 Fax: 1.888.226.5124
 Email: service@attainmortgage.com

The purpose of this form is (please select one)

- Authorize the Designate to receive information related to my Attain Mortgage (this authorization cancels any previous authorization). This authorization does not need to be witnessed but must be signed by all Borrowers under the Attain Mortgage.
- Authorize the Designate to receive information related to my Attain Mortgage **and** authorize the Designate to make or request changes to my Attain Mortgage (this authorization cancels any previous authorization). **This authorization must be witnessed** and must be signed by all Borrowers under the Attain Mortgage.
- Cancel the existing authorization of the Designate. This authorization does not need to be witnessed and may be signed by any Borrower under the Attain Mortgage.

Designate (Mortgage Broker) Information

Last Name	First Name	City	Province	Postal Code
Property Address (Street no. & name, apt no.)		Phone Number & Area Code		

Designate:

Print Name	Signature	Date (mm/dd/yy)
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Borrower Authorization

This section does not apply where the existing authorization of the Designate is being cancelled.

Only the named Designate is authorized under this authorization and not any other broker, agent or representative of the same brokerage as the named Designate.

The information to be provided to the Designate related to my Attain Mortgage is limited to the following:

- Information regarding the mortgage interest rate and how interest is charged
- Mortgage payment frequency, mortgage payment due date and mortgage payment amount
- Principal balance
- Mortgage early prepayment privileges
- Terms and features (privileges) of the mortgage
- Whether Attain Mortgage remits property taxes on my behalf
- Information regarding early payout penalties

Borrower Authorization Continued

Where the Designate has been authorized to make or request changes to my Attain Mortgage, the changes the Designate may make or request are limited to the following:

- Mortgage payment frequency, mortgage payment due date and mortgage payment amount changes
- Changes to the banking information under the Pre-Authorized Debit Agreement provided to Attain Mortgage (void cheque or pre-authorized debit form required)

The information to be provided to the Designate and/or the changes to be made by the Designate, as the case may be, may be provided and/or may be made without notice to me by Attain Mortgage.

Once signed and submitted to Attain Mortgage at the above address, this authorization will be in place until such time as a separate form is received to cancel this authorization.

Borrower Information

Last Name		First Name		Last Name		First Name	
Last Name		First Name		Last Name		First Name	
Property Address (Street no. & name, apt no.)				City		Province	Postal Code
Mortgage Reference Information				Phone Number & Area Code		Email	

Borrower:

_____		_____		_____	
Print Name		Signature		Date (mm/dd/yy)	

Witness:

_____		_____		_____	
Print Name		Signature		Date (mm/dd/yy)	

Borrower:

_____		_____		_____	
Print Name		Signature		Date (mm/dd/yy)	

Witness:

_____		_____		_____	
Print Name		Signature		Date (mm/dd/yy)	

Borrower:

_____		_____		_____	
Print Name		Signature		Date (mm/dd/yy)	

Witness:

_____		_____		_____	
Print Name		Signature		Date (mm/dd/yy)	

Borrower:

_____		_____		_____	
Print Name		Signature		Date (mm/dd/yy)	

Witness:

_____		_____		_____	
Print Name		Signature		Date (mm/dd/yy)	

The Lender is one of the largest non-bank commercial mortgage lenders in Canada, with annual origination in the billions of dollars. The Lender has various funding platforms including securitization programs and pension accounts with varying risk appetites.

Target Asset Types	<p>Generally, The Lender requires cash-flowing (income-producing) assets:</p> <ol style="list-style-type: none"> 1. Multi-Family Residential 2. Retail 3. Industrial 4. Office 5. Mixed Use 6. Healthcare 7. Lodging
Loan Amounts	<p>Minimum: \$1,000,000 Maximum: Depends on the deal, no set maximum. The Lender has funded \$100M+ loan amounts, but most deals are between \$4M-\$20M.</p>
Loan to Value	<p>Conventional mortgages up to 75% of the asset's value (based on prescribed capitalization rates). Second mortgages available up to 85%.</p>
Lending area	<p>The Lender offers commercial mortgages <u>anywhere</u> in Canada, and has offices in 7 major Canadian centres:</p> <ol style="list-style-type: none"> 1. Vancouver 2. Calgary 3. Toronto 4. Ottawa 5. Montreal 6. Halifax 7. Winnipeg
Pricing	<p>Pricing is very much deal dependent, but typically 100-230 bps above the Government of Canada bond yield for the requested term. Second mortgage rates range from 6% to 9%. We are competitive with the banks and life insurance companies in terms of rates, but we also consider ourselves to be more flexible.</p>
Does the Lender pay a finder's fee?	<p>Typically, on a commercial mortgage, the originating broker will charge a fee to the borrower. If required, The Lender can in select cases build a fee into pricing to pay the originator.</p>
How to get started?	<p>Contact your Regional Manager. After screening for the above general criteria, they will then refer you to a member of our commercial business development team.</p>

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The following table contains important information regarding servicing fees, effective April 1, 2018.

Fee Type	Fee Details	Fees
Bridge Loan Administration		\$250
Payments	<ul style="list-style-type: none"> • Hold / Defer a Payment • Skip / Capitalize a Payment 	\$75 \$100
Loan Modification (i.e. Payment Date / Amount / Frequency Change)	<ul style="list-style-type: none"> • 1st payment change in 12 month period • 2nd & additional changes within same 12 month period 	\$25 \$75
Lapse in Fire Insurance (Expired or Cancelled insurance)	<ul style="list-style-type: none"> • 1st month • Each consecutive month that active fire insurance is not provided 	\$100 \$50
Early Renewal		Up to \$200
Regular Renewal		Up to \$200
Collections / Mortgage Default	<ul style="list-style-type: none"> • Returned payment fee • Condominium / Utility Arrears Administration • Bankruptcy / Consumer Proposal / OPD Administration • Default Administration (Legal Action) 	\$95 \$150 \$125 \$500
Tax Arrears Payment Fee	<ul style="list-style-type: none"> • Less than \$1,000 • Exceeding \$1,000 	\$75 \$150 or 10% of o/s balance (greater of)
Tax Administration	<ul style="list-style-type: none"> • Confirmation of property taxes paid (if proof not provided) • Cancellation of property tax portion 	\$75 \$50
Statements	<ul style="list-style-type: none"> • Information Statement • Reprint of any statement (annual statement, assumption, discharge*) <p>*discharge reprint is \$0 in Alberta and British Columbia</p>	\$25 \$25
Application to review for Title Transfer		\$325
Application to review for Assumption		\$400
Partial Discharge		\$200
Refinance and Ports		\$200
Assignment / Transfer		\$300
File Research (includes account or tax historical data)		Up to \$100
Request for copy of material from file		\$25
Discharge	<ul style="list-style-type: none"> • Alberta • British Columbia • Manitoba • All other Provinces 	\$0 \$75 \$100 \$325
Duplicate Discharge Documents	<ul style="list-style-type: none"> • Ontario • All other Provinces 	\$25 \$100

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