



## CANADIAN TITLE INSURANCE ORDER FORM

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**TO:** First Canadian Title **Date:** \_\_\_\_\_  
**Attention:** National Commercial Transactions **Tel:** 905.287.3112 / 1.866.804.3112  
**Email:** [commercial.dpt@firstcdn.com](mailto:commercial.dpt@firstcdn.com)  
**FROM:** \_\_\_\_\_  
**FATIC OFFICE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**TEL.:** (\_\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_\_) \_\_\_\_\_  
**FATIC FILE NO.:** \_\_\_\_\_ **DATE REQUIRED:** \_\_\_\_\_

**NOTE: THE FOLLOWING INFORMATION MUST BE PROVIDED IN ORDER TO COMMENCE WORK ON YOUR FILE.**  
If you have a signed Agreement of Purchase and Sale or mortgage commitment and wish to place an order for Commercial Title Insurance, please complete Section I and II\*  
If you do not have a firm deal and require only a title history strictly for information purposes, please complete Section II and III (NOTE: the search cost will vary between jurisdictions-please contact a member of the Commercial Department to discuss)

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### SECTION I:

#### CANADIAN LAW FIRM INFORMATION ACTING FOR THE PURCHASER/BORROWER:

**Solicitor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Law Firm:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Tel.:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_\_) \_\_\_\_\_

#### CANADIAN LAW FIRM INFORMATION ACTING FOR THE LENDER (IF APPLICABLE):

**Solicitor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Law Firm:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Tel.:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_\_) \_\_\_\_\_

### POLICY RELATED INFORMATION

Loan Policy  Owner's Policy  Closing Date: \_\_\_\_\_ Purchase Price (if available): \$ \_\_\_\_\_  
 Property Purchase  New Mortgage/Re-Finance  Construction Mortgage  Other \_\_\_\_\_

#### **Interest Held:**

Fee Simple  Leasehold  Other \_\_\_\_\_

#### **Mortgage Information (if available):**

**Mortgagee:** \_\_\_\_\_  
**Mortgage Amount:** \$ \_\_\_\_\_ **Priority:**  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

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**SECTION II:**

**Purchaser/Mortgagor Information:**

Registered Owner: \_\_\_\_\_

**Municipal Address of the Insured Property:**

\_\_\_\_\_  
\_\_\_\_\_

**Legal Description of the Insured Property:** P.I.N.: \_\_\_\_\_ (LT)  (R)

\_\_\_\_\_  
\_\_\_\_\_

Attach a complete copy of last deed for the metes & bounds description or copy of Reference/Boundary Plan if applicable.

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**SECTION III:**

**\* NOTE:** In Canada, the lawyer (or notary) is vital to the search work, the preparation of the documentation and, in advising with respect to the drafting of the Commitment to Title Insure. Please note First Canadian does not typically do any search work or document preparation, we rely on the purchaser/borrower's lawyer's title report to prepare our Commitment to Title Insure. If you require title history for information purposes only, please complete the following:

**Type of Search:**

Full Search of Title being electronic print out of title history highlighting registered owner, copies of all underlying documents (including vesting deed) and any plans registered against title

Parcel Register Search being an electronic print out of title history highlighting registered owner only

Execution/Judgment Search (where available)

Corporate Status against registered owner as it appears on title

Tax Search

**ADDITIONAL INFORMATION OR SEARCH REQUIREMENTS:**

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*All policies ordered but not issued are subject to a cancellation fee plus applicable taxes. Your order will be processed in sequence, during business hours from Monday to Friday 8:00 a.m. to 6:00 p.m. EST. If you have any other inquiries please feel free to call us at 905.287. 3112 or toll free at 1.866.804.3112. First Canadian Title is committed to protecting your client's privacy and personal information. The personal information you provide is kept confidential and is used to underwrite, assess and control risks, and issue and administer policies of title insurance. For our complete corporate Privacy Policy, please visit our website at [www.firstcanadiantitle.com](http://www.firstcanadiantitle.com) or contact our Privacy Officer at 1.800.307.0370 or [privacy.inquiries@firstcdn.com](mailto:privacy.inquiries@firstcdn.com). Thank you for choosing First Canadian Title!*