



XLG Mortgage Group

 info@xlgmortgagegroup.com

 www.xlgmortgagegroup.com

 **905-206-0090**

 **833-932-0012**

PRIVACY CONSENT & CLIENT ACKNOWLEDGEMENT

XLG Mortgage Group (“AFS”, “we”, “us”, or “our”) collects, uses, retains, and discloses your personal information in accordance with applicable privacy laws and our privacy policy.

Your information may be used for the following purposes:

- Verifying identity and assessing creditworthiness
- Processing and presenting your mortgage application to lenders and insurers
- Maintaining our client relationship
- Complying with legal and regulatory requirements
- Informing you about products and services that may be of interest

We may disclose your information to lenders, insurers, credit bureaus, financial institutions, employers, appraisers, service providers, potential business purchasers, and parties involved in loan securitization or assignment.

By signing below, you authorize AFS and our mortgage broker/agent to:

1. Collect, use, retain, and disclose your personal information for up to seven (7) years from the later of your last application date or the maturity/termination of any mortgage arranged through us.
2. Obtain information about you from credit bureaus, financial institutions, employers (past and present), appraisers, and other relevant third parties.
3. Receive compensation, fees, or incentives from lenders for arranging your mortgage.
4. Send you electronic communications regarding products or services, unless you opt out below.
5. Confirm that no investment, tax, or financial planning advice has been provided, and you are encouraged to seek independent professional advice.

I do not wish to receive marketing communications.

IMPORTANT INFORMATION ABOUT YOUR MORTGAGE APPLICATION

Conditional Approval

Mortgage approvals are conditional. All lender conditions must be satisfied at least 10 business days prior to closing. Failure to meet conditions may result in delays or cancellation.

Co-Applicants / Co-Signers / Guarantors

All parties are 100% liable for the mortgage. The mortgage will appear on each applicant’s credit report and may affect future borrowing.

Appraisal

If required, appraisal fees apply. If the appraised value is lower than the purchase price, additional down payment may be required. The lender may decline the application if the property does not meet guidelines.

Down Payment Requirements (Purchases Only)

- 5% under \$500,000
- 5% on first \$500,000 + 10% on the remainder above \$500,000
- 20% required for properties over \$1,000,000
- Less than 20% requires mortgage insurance

More information on down payment and Insurer premiums can be found on the Insurers’ websites by clicking on their names here: [CMHC](#), [Sagen](#), and [Canada Guaranty](#).

Below are the accepted sources of down payment and closing cost funds and the documents required as proof thereof. Lenders may request additional information. Lenders may request additional information as lenders need to adhere to Anti Money Laundering Guidelines <https://www.fintac-canafe.gc.ca/re-ed/fin-eng>

LICENSE NUMBER: #13804

INDEPENDENTLY OWNED AND OPERATED



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Proof of funds (90-day history) is required. Large or unusual deposits must be verified. Redacted statements are not accepted.

Gifted Funds

- Must be from an immediate family member
- Gift letter required
- Funds must be deposited before closing

Closing Costs

Approximately 1.5% of the purchase price, covering legal fees, land transfer tax, and applicable insurance taxes.

Important – Do Not Before Closing:

- Take new loans or increase debt
- Change employment
- Make large purchases
- Move large sums between accounts
- Close credit cards

Additional Requirements

- Home insurance is mandatory prior to closing.
- Rural properties may require water potability testing.

CLIENT CONSENT

I/We confirm that we have read and understood this document and provide our consent.

Client 1 Name (Print): _____

Signature: _____ Date: _____

Client 2 Name (Print): _____

Signature: _____ Date: _____



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Client Verification Record

Required under PCMLTFA and Brokerage Policy. Complete separately for each client

1. Client Information

Full Name: _____ Address: _____
City: _____ Province: _____
Postal Code: _____ Date of Birth: ____ / ____ / ____ (DD/MM/YYYY) Occupation/Business: _____

2. Identification Verification

Primary ID:
• Type: _____ Number: _____ Issuer: _____ Expiry: // _____

Secondary ID:
• Type: _____ Number: _____ Issuer: _____ Expiry: // _____

Credit File Verification:

• Provider: _____ Reference #: _____
• Home address match: Yes No Employment match: Yes No

Dual ID (Select 2 sources): Name & DOB Name & Address Name & Financial Account

• Source: _____ Account #: _____

3. Third-Party Verification

Is client acting for a third party? Yes No Suspected

(Explain: _____)

Third Party Details (if applicable):

• Name: _____ DOB: // _____
• Address: _____ City: _____ Province: _____ Postal Code: _____
• Occupation/Business: _____ Relationship: _____

4. Transaction Details

Type: Purchase Refinance Transfer Equity Take-Out Renewal Other: _____

Property Type: Residential Commercial Agricultural Recreational RawLand N/A

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Financial Info (if applicable):

- Down Payment: \$ _____ % _____
- Combined Income: \$ _____ Total Net Worth: \$ _____
- Largest Non-Payroll Deposit: \$ _____ # of transfers: In _____ Out _____
- Gifted Down Payment: \$ _____ Source: _____

5.Client Risk Assessment Risk Factor	Yes/No	Score
Previous relationship with client	<input type="checkbox"/> Yes <input type="checkbox"/> No	___
Criminal history concern	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly	___
High-risk location	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly	___
PEP / HIO status	<input type="checkbox"/> Yes <input type="checkbox"/> No	___
Attempt to conceal identity	<input type="checkbox"/> Yes <input type="checkbox"/> No	___
Other unusual factors	<input type="checkbox"/> Yes <input type="checkbox"/> No	___

Total Risk Score: _____ <10 = standard risk, ≥10 = high risk – conduct enhanced due diligence

6.Compliance Review

Proceed with application Do not proceed

Reviewed by: _____ **Signature:** _____ **Date:** // _____



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Deal Checklist

APPF # _____ Mortgage Amount: \$ _____ Closing Date: _____

Last Name: _____ First Name: _____ Last Name: _____ First Name: _____

Last Name: _____ First Name: _____ Last Name: _____ First Name: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Package in the following order:

*** Indicates Mandatory For All Files**

- Deal Checklist (this form) *
- Co-Brokered Form: _____
- Signed Lenders Commitment / Renewal Agreement*
- Form 1 - Investor Disclosure (Non-MIC Private Mortgage) Or Form 2 – Renewal Form (Non-MIC Private Mortgage)
- VOID Cheque / Direct Deposit Form
- Amortization Summary (Filogix) *
- Disclosure to Borrower (Filogix) *
- Material Risk Disclosure (HOST) *
- Reasoning Letter (HOST) *
- Funds Disbursement Worksheet [Required for Refinances] (HOST)
- Letter of Direction (Filogix) Collected by Lender Or Sent to lawyer and confirmed receipt
- Mortgage Application (Filogix) * Mortgage Summary (Filogix) *
- Consent Form (Filogix) *
- AFS Consent Form (HOST) *
- Engagement Letter (HOST) *
- Know Your Client – Suitability Profile (HOST) *
- Verification of Employment & Income *
- Down Payment Confirmation [Required For Purchases] And / Or Copy of Deposit Draft & Receipt
- Agreement of Purchase & Sale Sale Agreement & Bridge Loan (if applicable)
- Property Listing (MLS) All Schedules and Waivers
- Mortgage Statement (Subject Property) [For Refinances]
- Property Tax Bill (Subject Property) [For Refinances]
- Other Lender Conditions (as per commitment & not elsewhere listed)
- Appraisal (all pages) Purview Report [Required For Refinances]
- Client Verification Record (HOST) * Sanction List Searches
- Copies of Identification * Additional KYC Documents (if applicable)
- Name & Phone Searches [Client(s) & Employer(s)] * FINTRAC Report(s) (if applicable)
- Credit Bureau(s) (Filogix) *
- MPP Insurance Form (Filogix) * Insurance Indemnity Ineligible
- File Notes (HOST) *
- Other: _____ Other: _____
- PDF of all Emails & other messages uploaded to Host * Status Updated on Filogix*

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Notes:

- We have acted on behalf of **15** lenders during the previous fiscal year
- If a completed and compliant package is not received within **30 days** of the funding date a fee of **\$150** per day will be deducted until the compliant package is provided.

Agent / Broker: _____
(Name)

Team Lead: _____
(Name)

FOR INTERNAL USE:

Date Submitted: _____ Date Reviewed: _____ Reviewed By: _____

Emails Uploaded Commission Recv'd Paid AIR Updated Scanned & Archived

REPORTING SHEET

APPF # _____ Mortgage Amount: \$ _____ Closing Date: _____
 Last Name: _____ First _____ Last Name: _____ First _____
 Name: _____ Name: _____
 Last Name: _____ First _____ Last Name: _____ First _____
 Name: _____ Name: _____

REPORTING REQUIREMENTS (Complete all sections)

Transaction Type: _____ **Ratio Type:** _____
Lender Type: _____ **Property Type:** _____
Product: _____ **Position:** _____
Property Purpose: _____ **Construction:** _____
GDS: _____ **TDS:** _____ **Fully Remote Deal:** _____
of Borrowers: _____ **Ages:** B1: _____ B2: _____ B3: _____ B4: _____
First Time Buyer: _____ **BFS/Fluctuating Income:** _____ **Equity-Based Lending:** _____ **Power of Attorney:** _____
Referral Type: _____ **Referral Fee Paid:** \$ _____ Or _____ None Or _____ N/A
Referral Source Type: _____ **Name:** _____
Sub-Prime (<600 Beacon): _____ **Credit Scores:** _____

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Exit from Private: _____

Replace Private: _____

Private Renewal: _____

Private Mortgage APR Range: _____

Round down if less than 0.50%, otherwise round up

Copies of final documents have been provided to the client(s) via:

Attestation: _____ I have verified the client(s) identification and confirm that they match with the client documents
_____ I have confirmed details about the client(s) against the credit files & other acceptable documents

_____ I have confirmed that the client(s) are not on the Canadian or UN Sanction Lists
_____ I have confirmed that they client(s) are not tied to any know Terrorist Entities
_____ I have verified the source of funds and/or the purpose of the transaction

Broker/Agent Signature: _____ Name: _____

Date: _____

FOR INTERNAL USE:

FF: \$ _____ VB: \$ _____ BF: \$ _____ Other: \$ _____



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CLIENT ENGAGEMENT LETTER

Thank you for choosing _____ (“Mortgage Advisor”) and XLG Mortgage Group (License # 13804) (“Brokerage”) to facilitate your application for financing. We are proud to provide the highest standards of professionalism and conduct ourselves with the utmost integrity to provide you with advice that is in your best interest.

Confidentiality

Your private information and its security is important to us. Over the course of arranging your mortgage financing we will request, and be privy to, much of your personal information. Be assured that we will only collect information necessary to achieve your financial goals. We never sell your information to a third party. Your information and documents are stored in a secure, encrypted server. In order to process your application information may be required to be shared with third party service providers including but not limited to lenders, insurers, law firms, appraisal companies, and credit reporting agencies.

Communication

Our role is to guide you through the mortgage financing process, explain the details of the mortgage you may obtain, and provide regular updates throughout. Our goal is to simplify the process for you and obtain the best possible mortgage based on your situation. When successful in arranging your financing, the lender will issue a Commitment. The Commitment will provide terms and specific conditions to be met for the mortgage funding. Lenders may ask for additional information to complete the approval both before and after the Commitment has been presented. Time is always of the essence and we will strive to fulfill a lender’s conditions as soon as possible. It is important to note that at no point are we able to guarantee financing even if you are pre-approved or when the lender issues a Commitment. The lender may not fulfill an issued Commitment especially if there are changes to your circumstances following the approval.

Termination of Engagement

We may terminate this engagement at any time by providing you with notice, which may be for reasons including, but not limited to:

- providing false, incomplete or misleading information;
- asking to perform an unethical or illegal act;
- failing to cooperate; or
- despite best efforts, suitable financing cannot be arranged.

Agreement

By signing below, you confirm the following:

that all information provided in connection with any mortgage application, will be true and correct, and I/we acknowledge that you and any lenders or other persons to whom you submit that information will be relying on it in order to consider our application and/or determining our creditworthiness;

I/we hereby authorize you to obtain any further financial or other information you may require concerning us in connection with a transaction from any sources to which you may apply and each such source is hereby authorized to provide you with such information;

I/we hereby authorize you to disclose to any lender, credit bureau, insurer, insurance agent or other person involved in a transaction, such personal and financial information concerning me/us that you consider appropriate;

Initials _____ Initials _____

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I/we hereby release you from all claims in damages and indemnify and save you harmless from loss that we may have in connection with to arising from any use, disclosure, or release of any of our personal information. I/we will indemnify you against and save you harmless from any and all claims in damages or otherwise which may be made anyone in connection with, or arising from any person or information that we have provided to you;

I/we will pay or reimburse for all legal, property appraisal, registration, and other costs or expenses incurred by you in connection with a transaction;

I/we confirm that we have not engaged in any other application for a mortgage to which we have not disclosed;

I/we confirm that the application provided to you will be the only application that I/we shall proceed with and will not be superseded by any other application;

I/we acknowledge that if an upfront fee is charged, it will not be refundable regardless of the outcome of the application. Any upfront fee will be credited toward the total fee due once the transaction is completed successfully.

I/we do hereby agree to accept the mortgage commitment and its terms, and in consideration thereof, I/we agree that your commission is fully earned and along with any fees payable by me/us in consideration of the obtaining of the mortgage commitment. Failure on our part to accept these funds will result in the commission and fees to be payable without discount or rebate along with any legal, appraisal or other expenses for the preparation of the mortgage if the mortgage does not proceed.

You grant permission to contact you in the future to discuss your mortgage transaction. You also provide consent under Canada's Anti-Spam Legislation to receive communication about the latest mortgage news, events and services that may be of interest to you.

Thank you for your trust and we look forward to working with you. Please confirm that you agree with the terms and conditions of this engagement letter by signing and dating below.

Yours truly,

XLG Mortgage Group | Lic # 13804

Client Signature Client Signature

Client Name (PLEASE PRINT) Client Name (PLEASE PRINT)

Date (MM/DD/YYYY) Date (MM/DD/YYYY)