



MCAP

Mortgage Brokerage Registration

Please fax completed form to
(Ontario & Atlantic Canada) 1-866-900-9879
(Prairies) 1-800-613-9106
(British Columbia) 1-866-681-9428
(Québec) 1-866-539-5289

MORTGAGE BROKERAGE INFORMATION

Name (if individual or proprietorship) _____

Firm Name (if corporation or partnership) _____

Address _____

City _____ Postal Code _____

Phone _____ Fax _____

Email _____

Broker of Record/Designated Broker _____

In order for us to determine your training needs, with respect to MCAP products and to meeting MCAP'S business requirements, please provide us with the following:

How long has the above firm/individual been licensed as a Mortgage Brokerage? _____

Number of Registered Employees _____

PAST BROKER OF RECORD/DESIGNATED BROKER WORK EXPERIENCE (IN LAST 3 YEARS)

A) Dates (from and to) _____

Company _____

Position _____

B) Dates (from and to) _____

Company _____

Position _____

BUSINESS REFERENCES (OTHER LENDERS YOU HAVE DEALT WITH IN THE PAST 2 YEARS)

If you are new to the industry please provide 2 business references

A) Company _____

Contact _____

B) Company _____

Contact _____

This is a non-exclusive registration of _____ *

*Referred to as Mortgage Brokerage by MCAP Mortgage Corporation ("MCAP").

Whereas MCAP offers to the Mortgage Brokerage finder's fees and other programs from time to time for the origination of quality mortgage loans and the Mortgage Brokerage is a non-exclusive independent contractor who is duly registered under the mortgage broker laws of the Province in which it operates, and is not employed by nor operating in partnership with MCAP.

MORTGAGE BROKERAGE'S RESPONSIBILITIES TO MCAP

- MCAP will only accept referrals from a member in good standing with CAAMP, AMBA, MBABC or IMBA, please indicate association with which you are affiliated:
 CAAMP AMBA MBABC IMBA
- Provide a fully completed Brokerage Employee Registration to MCAP for each employee registered to the Mortgage Brokerage.
- Promptly provide MCAP with information on new Registered Employees, terminated Registered Employees, as well as any Registered Employee concerns regarding MCAP.
- Teach and assist Registered Employees in providing up to date, correct and complete credit applications for mortgage loans. Electronic applications to be fully completed, including:
 - All assets/liabilities
 - Personal and business phone numbers including area code
 - Credit bureau less than 30 days old including a beacon score
 - Complete property details
 - Accurate postal code information

- 5) Cause their Registered Employees to provide a complete mortgage package including evidence of fulfillment of any conditions required to fund within the time period specified in the commitment. The package should include:
 - Current income verification
 - Offer to purchase/MLS listing
 - Appraisal less than 3 months old
- 6) Conduct all business in an honest and truthful manner, disclosing any and all information that may affect MCAP's approval decision, reputation or liability.
- 7) Maintain a current license or registration as required for operating within the Province.
- 8) Ensure all dealings with MCAP are carried on in a professional manner.
- 9) **Support MCAP's expectation of each Registered Employee to originate a minimum of 1 funded mortgage per month, to be reviewed quarterly.**
- 10) **Maintain an annual funding per commitment ratio greater than 67% with MCAP. This will be reviewed monthly and if ratios are less than 67% for 3 consecutive months, MCAP will review our relationship with you.**
- 11) Mortgage applications submitted must fall within MCAP guidelines therefore having minimal declines

MCAP'S RESPONSIBILITIES TO THE BROKERAGE

- 1) Provide product information, updates of products and pricing in a timely manner via email.
- 2) Conduct all business in a professional manner while maintaining our Customer Service Standards.
- 3) Provide consistent underwriting practices based on MCAP's underwriting guidelines.
- 4) Pay finder's fees electronically to the Mortgage Brokerage in a timely manner.
- 5) In the event that MCAP receives applications for the same borrower from other business sources, the Registered Employee who will ultimately receive credit for the file will provide MCAP with a letter from the borrower confirming the correct Registered Employee.
- 6) Upon review and acceptance of this agreement an MCAP Regional Account Manager will contact the Registered Employee with contact information regarding their:
 - Assigned Underwriter and Mortgage Fulfillment Specialist
 - Assigned Regional Account Manager

TERMINATION OF THIS BROKERAGE EMPLOYEE REGISTRATION

This Mortgage Brokerage Registration may be cancelled by MCAP at any time if MCAP believes the Mortgage Brokerage is not conforming to the responsibilities set out in this agreement.

The Mortgage Brokerage may cancel this registration at any time.

The undersigned declares that the foregoing information is true and to the best of their knowledge. MCAP is hereby authorized to obtain verification of all information from any source in connection with this Mortgage Brokerage Registration, and the Registered Employee consents to MCAP disclosing information to other financial service providers, with respect to the quality of the Registered Employee's loan applications. MCAP Mortgage Corporation will consider all information obtained as confidential and will use the information only to determine whether MCAP will do business with you and will not disclose your personal information without your consent, unless permitted or required by law.

After completing our review, if MCAP is satisfied it will sign and return a copy of this registration to you.

MCAP PROFESSOR — TERMS AND CONDITIONS OF USE

Your access to and continued use of this extranet site constitute your acceptance of and compliance with the following provisions.

The contents of this extranet site are confidential and proprietary information of MCAP and its affiliates and their licensors. You agree you will not share the contents of this extranet site.

Each person that uses the system should be an authorized user and must be assigned a personal, unique user account. You shall not give out user identifiers to departments, guests, or any groups or categories of persons. You may obtain additional Authorized Users Licenses.

MCAP reserves the right to terminate an authorized user's or an Authorized Licensee's access privileges at any time, for any or no reason, in MCAP's sole discretion without notice.

PER REGISTERED MORTGAGE BROKERAGE SIGNING OFFICER

Name of Broker of Record/Designated Broker (please print)

Signature of Broker of Record/Designated Broker

Date

PER MCAP MORTGAGE CORPORATION SIGNING OFFICER

Name of MCAP Mortgage Corporation Signing Officer (please print)

Signature of Mortgage Corporation Signing Officer

Date

FOR OFFICE USE ONLY

This registration is not complete until it is confirmed by the Regional Account Manager.

Regional Account Manager/Territory _____

INFORMATION REQUIRED BY MCAP FOR PAYMENT OF FINDER'S FEES

To ensure the accuracy of our account information, **you must attach a voided cheque** and complete the following financial information:

Name of Financial Institution _____

Address _____

City _____ Postal Code _____

ACCOUNT INFORMATION

CAD\$ Account

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Bank Code

--	--	--	--	--	--

Transit Number

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Account Number

REMITTANCE INFORMATION

Contact Name _____

Title/Position _____

Phone _____ Fax _____

Email (to send payment details to) _____

Signature

Date

**FOR MCAP USE ONLY:
RAM MUST FAX COMPLETED AND APPROVED FORM AND VOID CHEQUE SAMPLE TO (416) 646-0064,
ATTENTION: GREG KOWALENKO**