

# ADVANCE COMMISSION

## COMPANY OF CANADA

Phone: 1-866-933-2277 Fax: 1-877-678-4990

The Advance Commission Request Form

***(All Fields Must Be Filled In)***

Mortgage Specialist: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ Webpage: \_\_\_\_\_

B Brokerage's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
A Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
A \_\_\_\_\_ Webpage: \_\_\_\_\_

B Broker's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
O \_\_\_\_\_

O Office Administrator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one: Refinance \_\_\_\_\_ or Purchase \_\_\_\_\_

**Mortgagee's Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Lawyer's Name:** \_\_\_\_\_ **Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

### **To be Completed by Broker and/or Accounts Department**

**Mortgagor's Name:** \_\_\_\_\_

**Mortgage Amount:** \$ \_\_\_\_\_ **# of Basis Points:** \_\_\_\_\_ **Closing Date:** \_\_\_\_\_

**Earned Commission:** \_\_\_\_\_ **Net Commission (less any expenses/splits):** \$ \_\_\_\_\_

**Broker and/or Accounts Department initials:** \_\_\_\_\_

### **Please ensure the following has been provided:**

#### Refinance:

Signed Commitment by Buyer  
Confirmation Letter and/or Funding Letter  
Void Cheque

#### Purchase and Sale:

Purchase and Sale agreement and all waivers  
MLS data sheet  
Signed Commitment by Buyer  
Confirmation Letter and/or Funding Letter  
Void Cheque