



Attached please find a Mortgage Statement Request form to be used when requesting a payout statement for discharge or transfer purposes.

In response to suggestions received from customers and solicitors, we developed this standard form which sets out all of the information we require in order to process a statement request. Use of a fully completed Mortgage Statement Request form will eliminate delays caused by the volume of incomplete requests we are currently receiving.

This form details all of the information we require to process your request. Please complete it in its entirety to ensure a timely turnaround. Failure to provide all of the information will result in delays to process your request.

CIBC Retail Mortgage Operations

**Mortgage Statement Request (Discharge or Transfer)**

Note: You must complete **ALL** of the information required on this form. Failure to provide this information will result in a delay in processing your request. The statement preparation date will be based on the date we receive ALL of the information required to process your request and **NOT** the date of your original request. Requests made by a solicitor must be accompanied by confirmation on the firm's letterhead that the firm is acting on behalf of the mortgagor(s). For all other requests, the signed consent of the mortgagor(s) is required at the bottom of this form.

Please clearly indicate the type of statement required ☐ Discharge ☐ Transfer (Assignment)

CIBC Mortgage No. _____	Your Reference No. _____	Effective (Closing) Date of the Transaction _____
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Full Name of all Mortgagors

First Name _____	Middle Initials _____	Last Name _____
First Name _____	Middle Initials _____	Last Name _____

Full Property Address

Street No. _____	Unit No. _____	Street Name _____
City/Town _____	Province _____	Postal Code _____

Requestor Information

Name of Firm, Company or Financial Institution requesting the statement

Street No. _____	Unit No. _____	Street Name _____
City/Town _____	Province _____	Postal Code _____
Telephone No. _____	Ext. _____	Fax No. _____

CONSENT

I/we hereby consent to the release of the information as set out in this Mortgage Statement Request form and any other information required to process the request.

_____ Mortgagor's Name	X _____ Mortgagor's Signature	_____ Date
_____ Mortgagor's Name	X _____ Mortgagor's Signature	_____ Date

FAX the completed Mortgage Statement Request form along with your accompanying letter, if applicable, to: 1 800 294-8393.