



canada mortgage brokers inc.

Tel. 416.410.1315 Fax 416.410.1315

Updated: September 3, 2009.

C.M.B. Canada Mortgage Brokers Inc. # 10134

#### Standard Policies

1. All advertising materials, mortgage rates, mail outs, websites, and business cards are to be approved by CMB. All promotional materials must include our brokerage name, license number, the agent's position, and agent license number.
2. CMB Worksheet or CMB Introduction forms are to be used for each applicant
3. Mortgage applications can be reviewed with CMB head office if unsure of suitability
4. No commissions are paid for incomplete files or missing forms. Please fax the complete file to CMB head office after it is advanced. The Identification and Closed Form must accompany each file.
5. Standard Insurance applications/waivers under the forms section of Filogix are to be signed by each mortgage applicant. This applies to all files even if the mortgage agent holds an insurance license.
6. No agent is to receive monies or non monetary incentives from other mortgage brokerages, agents or clients. Commissions and incentives are to be paid to CMB at all times.
7. All dealings with other mortgage brokerages on a co-broker arrangement requires approval from CMB.
8. All customer complaints whether written or verbal should be referred to our Privacy and Compliance Officer, Rose Simone.
9. Any fees paid to affiliates for a mortgage referral must be paid from CMB. Your affiliate must be approved by CMB and signed up using the CMB Mortgage Referral Program form.
10. Any CMB office that is open to the public must be approved by CMB and registered with the FSCO.
11. CMB does not use a Trust Fund Account.
12. CMB or it's agents cannot accept monies up front for unfunded residential mortgages, even though the industry allows this practice.
13. CMB agents wishing to provide commercial mortgages to clients needs special approval from CMB. CMB has commercial forms to be used to deal with clients. Contact Victor Simone if you wish to get more details.
14. Any persons wishing to hold a license at CMB must meet experience, education, and business practices levels. All persons providing mortgages to clients need to be licensed with FSCO and CMB.
15. Errors and Omissions insurance is paid for by CMB at this time. All agents properly licensed with the FSCO and CMB are covered under policy # 5761052.

16. All records by the mortgage brokerage are at held at 20 - 365 Healey Road Bolton, Ontario. CMB preserves all hard copies for 6 years. CMB will return certain client documents to the client if they make a written request to our Privacy and Compliance Officer. FSCO would also need to approve this request.
17. Every agent must receive documents directly from the customers. CMB prefers that clients fax or email any outstanding items to the agent directly. Never alter any document provided by the client.
18. CMB branches must notify CMB and the FSCO within 3 business days of any change in phone number, fax number, address, email or mailing address.

C.M.B. Canada Mortgage Brokers Inc.  
Standards and Practices  
Updated September 3, 2009

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Victor Simone, President