



90 - 2866 Pembina Highway  
 Winnipeg, Manitoba R3T 2J1  
 Fax: (204) 275-8929 or 1-866-366-1668

Please attach a copy of  
 the Title Search to this  
 Order form

Agent acting on behalf of

**stewart title**

**RESIDENTIAL TITLE INSURANCE ORDER FORM (MANITOBA FORM)**

TO: Stewart Title Guaranty Company – Residential Operations DATE: \_\_\_\_\_ Total Pages \_\_\_\_\_  
 ATTN: \_\_\_\_\_

**LAW FIRM INFORMATION**

Solicitor: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Your File No: \_\_\_\_\_

Have you ordered from Stewart Title before?  Yes  No

Do you prefer documents to be sent by:  Fax  Email\*  No Preference  
 \*Lawyer/Notary acknowledges that they have obtained consent from their clients to have their personal information transmitted over the internet, being a non-secure transmission route.  
 If no selection is made, policy(ies) will be delivered by fax.

Are you/your firm acting for:  The Borrower/Purchaser  The Lender  
 Please list the names of any other solicitors acting for other parties on this transaction (ie. Vendor's Solicitor):

Have you received a quote from Stewart Title regarding this transaction?  Yes  No If yes please provide the quote reference number

**POLICY INFORMATION** **CLOSING DATE:** \_\_\_\_\_

Transaction Type:  
 New Home Purchase  Resale Home Purchase  Refinance  Existing Owner

Property Type:  
 Single Family Residential  Condominium/Strata  Yes  No  Bare Land Condominium/Strata  Yes  No  
 Vacant Land  Yes  No Improvement Endorsement Required?  Yes  No \*If Yes, Fair Market Value including Improvement is: \_\_\_\_\_; Construction Start Date: \_\_\_\_\_  
 Is this property being purchased from a developer?  Yes  No  
 2 to 6 unit Residential Number of Units: \_\_\_\_\_  
 Building & Zoning Search Conducted  Yes  No Legal Number of Units (revealed by zoning search): \_\_\_\_\_  
 Fire Work Order Search Conducted  Yes  No  
 Farm Property With residential house?  Yes  No  Mixed Use or Commercial (please use Commercial Order Form)

Policies Required:  Owner  Lender  Both  Existing Owner\*: Market Value \$

**\*please retain in your file a copy of one of the following documents; evidence from the municipal assessment office as to the current Fair Market Value, a certified appraisal or a Realtor's Letter of Opinion**

StewartPROTECT™  Yes  No [ Available in AB, BC and MB; Not available for existing owner policies]

Property Occupancy:  Owner Occupied  Tenanted

**PURCHASE PRICE:** \$ \_\_\_\_\_



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Interest In Land:

Fee Simple       Leasehold (If Assignment of Lease, the original Lease was registered on \_\_\_\_\_ as Instrument Number \_\_\_\_\_) \*If this transaction involves Native Lands, please contact our Underwriting Department.

Other: \_\_\_\_\_

**OWNER / PROPERTY INFORMATION**

Purchaser / Borrower Name(s) (Last Name, First Name): \_\_\_\_\_

Current Vendor Name(s) (if Purchase transaction): \_\_\_\_\_

Municipal Address of Property to be Insured (For additional properties, please attach a Blanket Properties Form): \_\_\_\_\_

Full Legal Description of Property to be Insured: (MAY BE LEFT BLANK IF A COPY OF THE TITLE SEARCH IS ATTACHED)

**MORTGAGE INFORMATION** - For additional Lender Policies, please attach a separate page.

*If the mortgage blankets over additional properties please complete and attach our "Blanket Properties Form" (available on request)*

Please choose one of the following if applicable:

Credit Master Mortgage       Construction Mortgage       Multiple Disbursements       All Obligation/Unspecified

Private Lender?       Yes       No

If Private Lender, what is the term of the mortgage? \_\_\_\_\_ What is the mortgage interest rate? \_\_\_\_\_

Lender: \_\_\_\_\_

**MORTGAGE AMOUNT:** \$ \_\_\_\_\_ **PRIORITY**       First       Second       Third

Reference/Loan Number: \_\_\_\_\_

**TITLE SEARCH RESULTS**

1. Existing Mortgages:

To Be Discharged (please specify which mortgages are being discharged)

No Existing Mortgages on Title

Remaining on Title (Please list details below and add separate sheet if required)

Lender: \_\_\_\_\_

Date of Registration: \_\_\_\_\_ Instrument Number: \_\_\_\_\_

Original Principal: \_\_\_\_\_ Priority:       First       Second       Third

Other (Specify): \_\_\_\_\_

2. How long has the Borrower and / or Vendor owned the property? \_\_\_\_\_

3. Details of ALL other Registered Instruments: Please attach a copy of the Title Search to this Order Form.

**The following instruments will be discharged from title:** \_\_\_\_\_

4. Are there any adverse matters disclosed by title or off title searches that will not be removed or remedies on closing?       Yes       No

If "Yes", please explain: \_\_\_\_\_



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**SURVEY/REAL PROPERTY REPORT INFORMATION**

Do you have a survey/Real Property Report?  Yes  No

Does the survey/Real Property Report disclose any discrepancies, encroachments or additions?  Yes\*  No

\*If "Yes", please describe all discrepancies, encroachments or additions (including but not limited to encroachments of fences and boundary walls, encroachments for which an encroachment agreement has been entered into and/or violations of setback requirements (and provide a copy of the survey/Real Property Report):

**TAX SEARCH RESULTS**

Please refer to our residential search requirements (available on request or on our website).

Paid To Date  Arrears to be Paid from Closing Funds Other (Specify): \_\_\_\_\_

Taxes not assessed, but undertaking to pay obtained?  Yes  No

**ADDITIONAL ENDORSEMENTS**

Do you require a septic system endorsement?  Yes  No

Do you require a water potability endorsement? (lender only)  Yes  No

Do you require a condo/strata endorsement?  Yes  No

Do you require a gap endorsement?  Yes  No

Other: \_\_\_\_\_  Yes  No

**ADDITIONAL QUESTIONS**

[ANSWERS TO THE BELOW QUESTIONS ARE ON THE UNDERSTANDING THAT THEY ARE COMPLETED "TO THE BEST OF YOUR KNOWLEDGE" AND THE ANSWERS ARE A RESULT OF DUE DILIGENCE CONDUCTED IN ACCORDANCE WITH THE PRACTICE STANDARDS OF YOUR PROFESSIONAL SOCIETY.]

1. **FOR ALL TRANSACTIONS**

Will you be obtaining Canadian/Provincial government issued photo ID of the borrower/purchaser prior to closing and keeping a legible copy in your file?  Yes  No

*Please note – if the purchaser/borrower is a corporation, photo ID must be obtained for the Signing Officer.*

If "No", is the borrower/purchaser a long term client of yours? (ie. Have you known the client for at least 1 year?)  Yes  No

If the borrower/purchaser is not a long term client and you have not obtained Canadian/Provincial government issued photo ID please explain:

*If you are acting for the Lender, you are still required to verify that proper Photo ID has been obtained.*

2. **IF PURCHASE**

Was any portion of the deposit paid DIRECTLY to the Vendor?  Yes  No

If "Yes", please explain:

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3. **IF REFINANCE**

Are the mortgage proceeds being paid to anyone OTHER than an existing lender or the borrower directly?

Yes  No

If "Yes", please explain:

4. **FOR ALL TRANSACTIONS**

Have there been any transfers of title or discharges of mortgages registered within the last 6 months?

Yes  No

If "Yes", please explain:

5. **FOR ALL TRANSACTIONS**

Has another title insurance company refused to issue a title insurance policy for this transaction?  Yes  No

If "Yes", please explain:

6. **FOR ALL TRANSACTIONS**

Is a Power of Attorney being used in this transaction?  Yes  No *If "Yes", please fax a copy of the Power of Attorney to our office for review*

7. **FOR ALL TRANSACTIONS**

Is a Private Lender providing the new mortgage?  Yes  No

a) Is the subject property mortgage free? (ie. Presently no mortgages on title)  Yes  No

b) Is the subject property vacant land?  Yes  No

c) Is the transfer to the borrower for nominal consideration? (If the transfer is an estate conveyance or transfer from trustee to beneficiary, or an inter-family/inter-spousal transfer, please answer "Yes" to this question)  Yes  No

Depending on your answers to the above questions, Stewart Title may require further documentation for review by our Underwriting department. This documentation could include: an up to date title search; a copy of the purchase contract and any amendments thereto; a copy of the power of attorney if one is being used; a copy of the statement of adjustments; proof of deposits; or other documentation deemed necessary by the Underwriting department.

Please be advised that Stewart Title will not cancel any policy order for which the insured transaction has closed. As such, an Existing Home Owner Policy can not be cancelled. Any cancellation request regarding a transaction that did not close must be received within 30 days of the closing date that was provided at the time of ordering. Stewart Title reserves the right to charge an administrative fee for cancelling any policy for which a policy number was provided or assigned.

Stewart Title is committed to protecting the privacy and personal information of those insured under Stewart Title policies. The information provided about them is kept confidential and used for the purposes set out in our privacy policy, including but not limited to, the underwriting and issuing of policies and administering of claims. For a copy of our complete privacy policy, please visit our website at [www.stewart.ca](http://www.stewart.ca), or contact our Privacy Officer at 1-888-667-5151.

For purposes of the *Insurance Companies Act* (Canada), this document was issued in the course of Stewart Title Guaranty Company's insurance business in Canada.

Last Updated: October 2016

**Please attach a copy of an up to date Title Search with this order.**