

Payment Frequency or Date Change request form



Mortgage number:

Security address:

I/we request that the following payment changes be made to my/our mortgage account with Community Trust:

Monthly: On the _____ day of each month, starting from _____
day of month (e.g. 1st, 2nd, 3rd) *name of month (e.g. Jan, Feb, Mar)*

Semi-monthly: Paid twice per month on the 1st and 15th day, starting from _____
name of month (e.g. Jan, Feb, Mar)

Bi-weekly: Every second _____, with the first payment taken on the _____ day of _____
day of week (e.g. Mon, Tues, Wed) *day (e.g. 1st, 2nd, 3rd)* *name of month*

Weekly: Every _____, with the first payment taken on the _____ day of _____
day of week (e.g. Mon, Tues, Wed) *day (e.g. 1st, 2nd, 3rd)* *name of month*

I/we acknowledge that a \$50.00 Payment Frequency/Date Change Fee may apply and may be added.

I/we understand that this change may result in a one-time interest adjustment, and if so I/we understand that this interest adjustment will be debited from my/our bank account on the date that this request is processed and I/we will receive a confirmation to confirm the changes. I/we acknowledge that all terms and conditions of the mortgage remain unchanged and are valid and effective except as modified above, and that changes will not be in effect until this request has been agreed to by Community Trust.

I/we am/are aware that due to this request, the maturity date will change accordingly to reflect the aforementioned changes.

Signed this _____ day of _____, 20_____.

Signature: _____ Signature (if applicable): _____

Borrower name (print): _____ Borrower name (print, if applicable): _____

Please email the fully completed and signed request form to mortgageservicing@communitytrust.com, or send it by mail to Community Trust, Attention Mortgage Payments Department, 5700 Yonge St, North York, ON, M2M 4K2.

Please note that we require this form to be returned within five business days prior to your requested payment date change for your request to be accommodated in time.

If you have any questions, please contact the Mortgage Payments Department at 1 (800) 268-1576.

The Community Trust team
E.&O.E.