

# Payment Frequency/ Date Change Request Form



Mortgage Number: \_\_\_\_\_ Security Address: \_\_\_\_\_

Monthly: \_\_\_\_\_  
*day of the month* *starting the month of*

Semi-monthly: Paid twice per month on the 1st and 15th day of the month \_\_\_\_\_  
*starting the month of*

Bi-weekly: On \_\_\_\_\_, with the first payment being taken on the \_\_\_\_\_, in the month of \_\_\_\_\_  
*day of the week (Mon, Tues, etc.)* *day of the month (1st, 2nd, 3rd)*

Weekly: On \_\_\_\_\_, with the first payment being taken on the \_\_\_\_\_, in the month of \_\_\_\_\_  
*day of the week (Mon, Tues, etc.)* *day of the month (1st, 2nd, 3rd)*

I/We acknowledge that a \$50.00 administration fee may apply.

I/We request that the following changes be made to my/our mortgage account with Community Trust Company. **I/We understand that there may be an Interest Adjustment amount due.** Please select one of the following options for the one-time interest adjustment amount and fee, if applicable:

Capitalize (add to principal balance)

To be debited from your pre-authorized debit account on the date of your choice

Collect via next payment due date

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 Company.** 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):

Please send the signed and fully completed request form to Community Trust Company, **Attention Mortgage Servicing** via mail to 2350 Matheson Boulevard East, Mississauga, ON L4W 5G9, or via email to **mortgagepayments@communitytrust.com**.

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