

# Payment Frequency or Date Change request form



Last Updated: November 2024

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 [mortgagepayments@communitytrust.com](mailto:mortgagepayments@communitytrust.com), or send it by mail to Community Trust, Attention Mortgage Payments Department, 2350 Matheson Boulevard East, Mississauga, ON, L4W 5G9.

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.