

January 15, 2025

Dear Valued CTC Customer,

We're writing to notify you of some important updates to our fee schedule in 2025. Please read the below information.

CHANGES TO OUR FEE SCHEDULE:

Effective April 1, 2025, the following mortgage servicing fee changes will be applicable. Our new fee schedule is enclosed with your 2024 Annual Statement.

| FEE DESCRIPTION | 2024 FEE AMOUNT | 2025 FEE AMOUNT | NOTES |
|------------------------------------------------------------|------------------------|------------------------|-------------------------------------------------------------------------------------------------|
| Mortgage Loan Statement Fee charged for discharge purposes | \$100.00 | Reduced to \$0.00 | *This change does not apply to information or duplicate annual statement requests |
| Discharge Administration Fee for properties in Manitoba | \$495.00 | \$100.00 | Only applicable for properties in Manitoba. No fee changes for other provinces. |
| Tax Administration Fee | \$0.00 | \$30.00 | NEW annual fee applicable for all accounts on behalf of which CTC remits property taxes. |
| Amortization Fee | \$100.00 | Reduced to \$0.00 | There will no longer be a fee charged for an adjustment of your amortization. |

**You may also access our current fee schedule anytime via our website:*

<https://communitytrust.com/mortgage-rates/>

If you have any questions, feel free to call us at 1 (800) 268-1576 between Monday and Friday from 8:00 a.m. to 8:00 p.m. ET, or you can also send an email request to mortgageservicing@communitytrust.com.

Thank you,

Ram Senthil
 Director, Mortgage Servicing

Schedule of additional costs

Our mortgage servicing fees



Effective April 2025

Returned payment fee – \$250

Payable for each returned cheque, pre-authorized debit or other payment method which does not clear as scheduled.

Returned payment fee (New Brunswick) – \$45

Payable for each returned cheque, pre-authorized debit or other payment method which does not clear as scheduled.

Payment processing fee – \$95

Payable for manually processing a payment from a borrower's pre-authorized bank account, arranging the processing of any payment other than on its due date, for processing any form of mortgage payment method other than a pre-authorized debit or administering any stop payment.

Payment frequency/date change fee – \$50

Payable for each payment frequency (i.e. bi-weekly/monthly) or payment date changes during the term of the mortgage.

Annual maintenance fee – \$500

Payable every year the mortgage is outstanding for the ongoing maintenance of the mortgage, mortgage processing, system upgrades, document management and related customer service.

Tax inquiry/reconciliation fee – \$150

Payable for failure to submit an up to date property tax bill upon request or for the preparation of any property tax inquiries, other than the year end statement and/or for reviewing/investigating the status of realty tax payments for the property and other matters related to the tax account.

Insurance administration fee – \$200

Payable monthly until the insurance on the property is in good standing. This fee will cover time and cost for investigating any insurance cancellation notices, paying insurance premiums and other costs associated with the insurance administration.

Tax Administration Fee – \$30

Payable on an annual basis when CTC remits property taxes on your behalf. This fee includes Municipality administration costs charged to Community Trust.

Mortgage loan statement fee – \$100

Payable for the preparation of each and every mortgage loan statement, including every additional requested annual statement.

Renewal fee – up to \$1,000

Payable for processing a renewal or an auto renewal. Fees may differ depending on the extent of renewal underwriting required.

Discharge administration fee (ON, SK, NB, NS, PEI & NFLD) – \$495

Discharge administration fee (Manitoba) - \$100

Discharge administration fee (British Columbia) – \$75

Payable for administration of a mortgage discharge or transfer. This fee includes the government charges to register or transfer the charge.

Reinvestment fee – \$300

Payable for paying off a loan in full three months or more in advance to the maturity date.

Postponement fee – \$300

Payable for the consideration of each request for a postponement and for completion of postponement documents, whether or not approved or completed.

Assumption/transfer fee – \$500

Payable for processing each application for assumption or transfer, whether or not approved or completed.

Mortgage enforcement administration fee – \$1,295

Payable for the preparation and administration of a mortgage file for enforcement and legal action.

Bankruptcy or consumer proposal administration fee – \$250

Payable for the preparation and submission of bankruptcy or consumer proposal proof of claim documents.

Covenant review fee – up to \$750

Payable for processing and/or reviewing each breach of covenant as per the terms of the agreement. Fees may differ depending on the type or severity of the breach and any further action deemed necessary or warranted.

Property inspection fee – up to \$500

Applicable on each occurrence where Community Trust deems it necessary to inspect the property either internally or externally. Fees may differ depending on the type and location of the property.

Community Trust reserves the right to charge reasonable fees for other administrative services. The above fees are subject to change from time to time and can be charged when and where applicable.