

# Schedule of Additional Costs

## Mortgage Servicing Fees



<u>Fee Charged</u>	<u>Description of Fee</u>
\$ 250.00	<b>Returned Payment Fee</b> – Payable for each returned cheque, pre-authorized debit or other payment method which does not clear as scheduled.
\$ 95.00	<b>Payment Processing Fee</b> – 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.
\$ 50.00	<b>Payment Frequency/Date Change Fee</b> – Payable for each payment frequency (ie. bi-weekly/monthly) or payment date changes during the term of the mortgage.
\$ 500.00	<b>Annual Maintenance Fee</b> – Payable for the ongoing maintenance of the mortgage, mortgage processing, system upgrades, document management, related customer service and property tax payment administration.
\$ 100.00	<b>Tax Inquiry/Reconciliation Fee</b> – Payable 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.
\$ 300.00	<b>Insurance Administration Fee</b> – Payable quarterly until the insurance on the property is in good standing. This fee will cover time and cost for investigating any insurance statuses, administering insurance cancellations, paying insurance premiums, miscellaneous administration and for managing insurance claims. For claims, this fee includes 1 (one) settlement endorsement. There will be an additional \$100 payable for each subsequent settlement endorsement.
\$ 100.00	<b>Amortization Adjustment Fee</b> – Payable for any increase to the amortization period.
\$ 100.00	<b>Mortgage Loan Statement Fee</b> – Payable for the preparation of each additional mortgage loan statement and preparation of each duplicate year end mortgage loan statement.
Up to \$ 1000.00	<b>Renewal Fee</b> – Payable for processing a renewal or an auto renewal.
\$ 495.00	<b>Discharge Administration Fee</b> – Payable for administration of a mortgage discharge. This fee includes the government charge to register the discharge.
\$ 300.00	<b>Reinvestment Fee</b> – Payable for paying off a loan in full prior to the maturity date.
\$ 300.00	<b>Postponement Fee</b> – Payable for the consideration of each request for a postponement and for completion of postponement documents, whether or not approved or completed.
\$ 500.00	<b>Assumption/Transfer Fee</b> – Payable for processing each application for assumption or transfer, whether or not approved or completed.
\$ 1,295.00	<b>Mortgage Enforcement Administration Fee</b> – Payable for the preparation and administration of a mortgage file for enforcement and legal action.
\$ 250.00	<b>Bankruptcy or Consumer Proposal Administration Fee</b> – Payable for the preparation and submission of bankruptcy or consumer proposal proof of claim documents.
Up to \$ 750.00	<b>Breach of Covenant Fee</b> – 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.
Up to \$ 500.00	<b>Property Inspection Fee</b> – Applicable on each occurrence where Community Trust deems it necessary to inspect the property either internally or externally.

Community Trust Company reserves the right to charge reasonable fees for other administrative services. Fees are subject to change from time to time. According to the Standard Charge Terms, above fees may be added to the mortgage and earn interest at the face rate of the mortgage.

Effective January 2019