Mortgage Brokerage AIR Filing Guide

About This Guide

This guide is designed to assist mortgage brokerages in accurately completing the Annual Information Return (AIR). For the purposes of this filing, this guide provides definitions, additional clarification, and examples to help brokerages provide the correct information. In addition, the first four questions of the AIR will serve as qualifying questions to help determine the mortgage brokerage's business profile.

The data provided in the AIR helps support the Financial Services Regulatory Authority of Ontario's (FSRA's) risk assessment and oversight of the sector and licensees. FSRA also uses the information provided to gather marketplace statistics and verify compliance with legal obligations under the *Mortgage Brokerages and Lenders and Administrators Act, 2006* (MBLAA). The deadline to file the AIR is March 31 of each year.

For the purposes of this AIR, the "Reporting Period" means the period from January 1 to December 31, 2026, inclusive. Every licensed mortgage brokerage must file an AIR, even if the brokerage did not conduct any business during the reporting period.

Completing the AIR online usually takes one to three hours and extra time may be needed to gather information. Progress is saved automatically, and the session can be resumed later.

Franchisors must not report on behalf of franchisees.

Before Proceeding

The information in the AIR may be entered by the principal broker, sole proprietor, a director, officer, or partner, or a designate authorized by the mortgage brokerage, but the principal broker must review the form for accuracy and completeness and submit the AIR on the mortgage brokerage's behalf. The principal broker must also execute the attestation at the end of this document before submission.

If the mortgage brokerage fails to file the AIR by March 31 of each year, FSRA may take enforcement action, which could result in summary administrative penalties being levied against the brokerage and/or the suspension or revocation of the business' licence under the MBLAA.

Please note that any inquiries made to FSRA regarding the AIR must be made directly by the principal broker.

Download and review the Sample AIR in advance to determine what additional information may be needed.

Please log in to the Licensing Link account and confirm access before proceeding.

For account login assistance, please reach out to licensingapprovals@fsrao.ca.

System Requirements

- Recommended Internet requirements: secure high-speed internet connection; JavaScript, cookies and pop-ups enabled.
- Recommended browsers: latest version of Google Chrome, Mozilla Firefox or Microsoft Edge. Internet Explorer & Safari are not supported
- Supported Devices: desktops and laptops. Mobile devices and tablets are not supported.

Supporting Documents to Upload

- Certain AIR questions will require document uploads. If applicable, please upload:
    - Errors & Omissions (E&O) Insurance: Valid copy of the mortgage brokerage's Errors & Omissions Insurance Certificate (PDF only)

Completing the AIR

- The headings in the guide align with the corresponding sections of the AIR questionnaire and include references to the relevant questions.
- All questions presented must be answered.
- The definitions in this document are intended only to help clarify the questions and support completion of the AIR.
- The volume of required questions is adjusted based on the responses to the initial questions in the AIR. As a result, some questions from the Sample AIR may not be presented.
- Responses are automatically saved when enter data into the AIR and move to a new question.
- Use the "Tab" key and/or a mouse to navigate through items on each page.
- Use the links in the menu on the left side of the page to navigate to different parts of the AIR.



- Print a copy of the AIR at any time by clicking on the printer icon in the upper right-hand corner of the page.



- Incomplete pages or those with errors are identified with an asterisk (*) in the navigation menu on the left.



- Click “Submit” on the Attestation page to file the AIR with FSRA.

Note: Refer to the AIR Frequently Asked Questions page for additional tips. To submit a question regarding any technical difficulties with the AIR, click on the camera icon located in the upper right corner of the screen.

General Information

The information presented in the pre-populated fields represents information on file with FSRA as of the filing date. This may also include a fax number if one was previously on file with FSRA.

In addition to the principal broker's email address, please indicate an additional email address FSRA can use to communicate with the mortgage brokerage.

FSRA expects these email addresses to be regularly monitored. FSRA may send official communications and documents to the brokerage's email address on file with FSRA.

Reporting Changes

These questions help FSRA understand if there were any changes to the brokerage's business or operations that required notification to FSRA.

Changes that require notice to FSRA include:

- Changes to a licensee's mailing address or the brokerage's principal place of business
- Changes to a licensee's email address
- Opening or closing a trust account
- Opening additional trust accounts (which requires the Chief Executive Officer's consent)
- Opening or closing a branch location
- Updates to Errors & Omissions (E&O) insurance policies
- Updates related to adding or changing a business operating name/trade name
- Amendments to the licensed entity's legal name

It is important that licensees under the MBLAA report certain changes to the Chief Executive Officer of FSRA (CEO) after the change occurs as per O.Reg 193/08 and within any required timelines, as applicable. FSRA may be notified of any changes to the brokerage's general information by sending an email to licensingapprovals@fsrao.ca.

For all other changes, including changes to the officers, directors or partners of the brokerage, please submit notifications through the Licensing Link account.

Errors & Omissions (E&O) Insurance

Section 42 of O. Reg. 188/08 provides that each mortgage brokerage must have E&O insurance in a form approved by the CEO, with extended coverage for loss resulting from fraudulent acts, or another form of insurance or assurance approved by the CEO. As per O. Reg. 408/07, the E&O policy (or other form of CEO approved assurance) must cover at least $500,000 in respect of any one occurrence and $1 million in respect of all occurrences during a 365-day period involving the brokerage or its authorized mortgage brokers or agents.

To complete this section of the AIR, please upload a copy of the E&O Insurance Certificate.

E&O Insurance Certificate: An official document, also known as a Certificate of Insurance (COI), issued by an insurance company or insurance broker and verifies the existence of an insurance policy. It includes a general statement of the policy's coverage. COIs often include

"Effective Date", "Policy Period" or "Period of Insurance" dates and "Issued Date". They are signed by the authorizing insurance broker or agent.

To obtain a copy of the COI, contact the insurance company that issued the policy or the insurance broker that assisted.

If the COI is unobtainable, documentation such as a copy of the policy confirming E&O coverage is acceptable.

File must be in pdf format.

The documentation must include the following details:

- Insured/Policy Holder Name
- Insurance Company Name
- Policy Number
- Policy Period (coverage) Dates
- Coverage Amounts
- Extended Coverage for Fraudulent Acts

Trust Account Information

The questions in this section focus on the mortgage brokerage's trust account obligations under the MBLAA, including reporting changes such as account openings (O. Reg. 193/08, s. 4) or shortfalls in trust accounts (O. Reg. 188/08, s. 54).

Mortgage brokerages are required to report certain changes to the CEO of FSRA no later than five days after the change occurs (e.g. establishing a trust account).

FSRA may be notified of any changes by sending an email to licensingapprovals@fsrao.ca.

If the brokerage determines that there is a shortfall in a trust account, the brokerage must immediately notify the CEO (O. Reg. 188/08, s. 54). Notices of any trust account shortfalls may be provided to FSRA by sending an email to ccoupdates@fsrao.ca.

Supervision of Operations

These questions help FSRA understand the brokerage's supervision of its operations and its licensees

Reference: Question 12

Individuals with Significant Control: For the purposes of this AIR, an individual with "significant control" is an individual who directly or indirectly owns or controls 25% or more of a mortgage brokerage[1].

[1]Although the Business Corporations Act defines "significant control" in the corporate context, its underlying principles have been applied in spirit to individuals and entities.

Reference: Question 13

For the purposes of this AIR, the manager/supervisor of a brokerage is an individual, including a team lead, at an office or branch of the brokerage whose responsibilities may include:

- Monitoring performance and workflow
- Providing guidance, training, and support
- Ensuring tasks are completed according to standards and policies
- Addressing immediate operational issues

FSRA's guidance outlines the supervisory responsibilities of brokerages and principal brokers to ensure compliance with statutory requirements. Refer to the guidance for details.

Reference: Question 14

For the purposes of this AIR, an individual is a **full-time agent or broker** if their primary occupation is working as a licensed mortgage agent or broker.

For the purposes of this AIR, an individual is a **part-time agent or broker** if:

1. working as a licensed agent or broker at the brokerage is not their primary occupation.

2. the individual typically works less hours than full-time agents or brokers at the brokerage.

Staff: This refers to unlicensed employees who perform operational support activities for the mortgage brokerage.

Reference: Question 15iii

How to notify FSRA of unsuitable licensees:

- Online: Use the FSRA online Complaint Form.
- Email: contactcentre@fsrao.ca
- Mail/Fax: Send written details and supporting documentation to FSRA's office at:

  25 Sheppard Avenue West, Suite 100
  Toronto, Ontario
  M2N 6S6
  Fax: 416-590-8480

Reference: Question 16

Artificial intelligence (AI) system: For the purposes of question 16, an AI system is a machine-based system that, for explicit or implicit objectives, makes inferences, from the input it receives, in order to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments.[2]

[2] For the purposes of this AIR, the term "artificial intelligence" has the same meaning as the definition of "artificial intelligence system" set out in the Responsible Use of Artificial Intelligence Directive | ontario.ca

Below are some examples of where artificial intelligence could be applied (this list is not exhaustive):

- Credit Risk Assessment
- Fraud Detection
- Identity Verification
- Document Review and Data Extraction
- Portfolio monitoring

Portfolio Details / Information

This section is intended to collect key statistics about the brokerage's mortgage brokering activities and client base. The information gathered helps FSRA better understand the size, scope, and nature of the brokerage's operations within the marketplace. These details also support FSRA's broader efforts to monitor trends, assess risks, and ensure that regulatory oversight is informed by accurate and up-to-date data.

Notes:

- When entering in dollar amounts, round to the nearest dollar. Enter whole numbers for all amounts. Do not enter a dollar sign ($), comma (,) or decimal point (.).
- Ensure the number of mortgages funded is reported only once per lender type to avoid double counting. For example, items reported under Self-Funding should not be duplicated under Mortgage Finance Company.
- For the purposes of this filing, please treat a mortgage as an Ontario mortgage if the mortgaged property is located in Ontario.

Reference: Question 17

Dealing in mortgages
Subsection 2(1) of the MBLAA provides that, for the purposes of that Act, a person or entity is dealing in mortgages in Ontario when they engage in any of the following activities in Ontario, or hold themselves out as doing so:

1. Soliciting another person or entity to borrow or lend money on the security of real property.
2. Providing information about a prospective borrower to a prospective mortgage lender, whether or not this Act governs the lender.
3. Assessing a prospective borrower on behalf of a prospective mortgage lender, whether or not this Act governs the lender.
4. Negotiating or arranging a mortgage on behalf of another person or entity or attempting to do so.
5. Engaging in such other activities as may be prescribed. 2006, c. 29, s. 2 (1).

Reference: Question 19

Trading in mortgages

Subsection 3(1) of the MBLAA provides that, for the purposes of that Act, a person or entity is trading in mortgages in Ontario when they engage in any of the following activities in Ontario, or holds themself out as doing so:

1. Soliciting another person or entity to buy, sell or exchange mortgages.
2. Buying, selling or exchanging mortgages on behalf of another person or entity.
3. Buying, selling or exchanging mortgages on the person's or entity's own behalf.
4. Engaging in such other activities as may be prescribed. 2006, c. 29, s. 3 (1).

Reference: Question 20

Lending in mortgages

Subsection 4(1) of the MBLAA provides that, for the purposes of that Act, a person or entity is a mortgage lender in Ontario when they lend money in Ontario on the security of real property or hold themself out as doing so.

Reference: Question 23

Brokerages must report the number and dollar value of mortgages brokered and closed by the brokerage for each identified mortgage type or category. The mortgage types or categories are not mutually exclusive.

A mortgage may be captured under multiple categories. For example, a mortgage may be "Conventional", "Commercial", and a "First-Mortgage". Alternatively, a mortgage captured under "Second Mortgage" may also be a "Construction" or a "Sub-prime" mortgage.

Mortgages that fall into more than one type or category must be reported under each applicable category. The total number or total dollar value reported under secondary mortgage classifications does not have to equal the total mortgage business.

Mortgage Types

23a	**Residential:** a mortgage entered into with an individual borrower that is secured by a residential property with four units of less, or a single residential unit within a strata condominium.
23b	**Commercial:** a mortgage entered into with a borrower, lender or investor that is not a residential mortgage.
23c	**Construction and development:** a mortgage entered into with a borrower, investor or lender for the purpose of financing the construction of a building or property development project.
23d	**Other:** a mortgage entered into with a borrower, lender or investor that does not belong to any of the above mortgage types (e.g. Rural land, Agricultural, Industrial, Resource Extraction, Institutional).

23e	**Conventional:** Loan to Value Ratio less than or equal to 80%.
23f	**High Ratio - insured:** Loan to Value Ratio greater than 80% and insured with mortgage default insurance.
23g	**High Ratio - Uninsured:** Loan to Value Ratio greater than 80% and the mortgage is not insured.
23h	**First Mortgage:** The original loan taken out on a property, which holds priority over subsequent liens or claims during a default. It is also referred to as a primary lien, meaning it has the first right to the property's proceeds in the event of foreclosure.
23i	**Second Mortgage:** Loan secured against a property that already has a primary mortgage. It allows homeowners to borrow additional funds using home equity without refinancing or selling the property. The second mortgage is registered on title after the first mortgage and is typically a loan secured against a property that already has a primary mortgage. It allows homeowners to borrower additional funds using home equity without refinancing or selling the property. It requires the borrower to continue making payments on both the first and second mortgages, and is usually shorter term, with interest-only or interest plus partial principal repayment options.
23j	**Other Mortgages** (3^{rd}, 4^{th}, 5^{th}, etc.): Lien on property that is subordinate to the first and second mortgages. In the event of default on the first and second mortgages, the other mortgages will be paid only after the first and second mortgages are paid off. Monthly payments for all three mortgages are typically required simultaneously.
23k	**New Loans:** Mortgages brokered by the brokerage where funds are advanced to a borrower to purchase or refinance a property or switching a borrower to a new lender (transferring an existing mortgage to a new lender). New loans do not include modifications or renewals of existing mortgages.
23l	**Renewals:** Mortgages that were originally placed by the brokerage and renewed with the same lender on the same property at the end of the mortgage term.
23m	**Reverse:** A type of loan for homeowners typically aged 55 or older that allows them to borrower against their home's equity without selling it to access their home's equity as tax-free funds, while retaining ownership. Repayment is only required when the property is sold, the borrower moves out permanently or obtains another principal residence, passes away or defaults on their mortgage conditions.
23n	**Sub-Prime:** For the purposes of this return, sub-prime business shall mean arranging a mortgage for individual(s) with a mean credit score of 600 points or less. It is based on the credit worthiness of the individual borrower(s).
23o	**Home Equity Line of Credit:** A type of revolving credit secured by a real property. Report all HELOCs – both HELOCs combined with a mortgage and standalone HELOCs.

23p	**Qualified Syndicated Mortgage Investments (QSMI):** Refer to the Syndication section for more information.
23q	**Non-Qualified Syndicated Mortgage Investments (NQSMI):** Refer to the Syndication section for more information.
23r	**Equity-Based Lending (or Asset-based Lending):** The generic term for mortgage lending based primarily on the value and marketability of the real estate property collateral and other additional securities. Some examples of equity-based lending solutions offered by "Alternative Lenders" are Stated Income, No Income Qualifier (NIQ), No Doc, or Self-Employed Mortgages and require little or no income documents, relying on risk mitigation strategies by knowledgeable brokerages.
23s	**First-time homebuyer borrower:** Mortgages with one or more first-time homebuyer borrowers.
23t	**Bridge Loan Mortgage:** A short-term loan usually backed by some form of collateral, used until a person or company secures permanent financing or pays an existing obligation. These would not include bridge loans provided by the same lender offering permanent financing.
23u	**Shared Equity Mortgage Programs (SEM):** is an arrangement under which a lender and a borrower share ownership of a property. Please refer to Shared Equity homeownership webpage for more information.

Reference: Question 24

Private Mortgages: Private mortgages are mortgages funded by private individuals or entities (for ex. a MIC or a mortgage brokerage) instead of a financial institution or traditional mortgage lenders like banks or credit unions.

Related Persons/Entities: A person/entity is related to another person/entity if one is an associate, an affiliated company, a controlled company or a subsidiary of the other. Definitions of “associate”, “affiliated companies”, “controlled companies” and “subsidiary companies” can be found in the *Securities Act* (Ontario).

Type of Lenders

Financial Institutions	
Bank	Federally Regulated Financial Institutions incorporated (as a Schedule I or II bank, or authorized foreign bank) under the *Bank Act*.
Credit Union	A corporation incorporated or continued as a credit union or caisse populaire.
Insurance Company	Insurance Company incorporated or registered under the *Insurance Companies Act*.

Trust Company	A Trust company or trust corporation registered or authorized to carry on business under the *Trust and Loan Companies Act (Canada)*.
Mortgage Finance Company/Monoline	A Mortgage Finance Company or "Monoline" lender is a non-depository financial institution that underwrites and services mortgages sourced through brokers.

Alternative Lenders	
Mortgage Investment Entities (MIEs)	Mortgage Investment Entity ("MIE") is a mortgage-financing business, that pools together money from investors to lend on mortgages. MIEs can vary in organizational structure, and may be a trust, a limited partnership or a corporation. MIEs also include Mortgage Investment Corporations.
Mortgage Investment Corporation	Mortgage Investment Corporation ("MIC") is a company that meets the requirements set out in s. 130.1(6) in the federal *Income Tax Act* and is designed specifically for mortgage investing or lending in Canada.
Private Lender	A person or business, other than a financial institution as defined under the MBLAA, MIC or MIE, who lends their own funds to finance a mortgage (includes mortgage agents, brokers or brokerages).
Self-funding (brokerage's own funds)	Brokerages that lend their own funds.
Other	Lenders that do not belong to any of the other types of lenders listed above.

Reference: Question 25a

Equity interest: Refers to the ownership stake an individual, or entity holds in a company or asset. It represents a claim on a portion of the company's profits (such as dividends) and a share of its net assets if the company is sold or liquidated.

Syndication

The purpose of these questions is to verify compliance with legal obligations under the MBLAA and to gather marketplace statistics.

Before answering questions in this section, it is important to understand the difference between **Qualified syndicated mortgage investment (QSMI)** and **Non-Qualified syndicated mortgage investment (NQSMI)**

Reference Questions 27-30

Permitted Client

Permitted client has the same meaning as in section 1.1 of National Instrument 31-103 ("Registration Requirements, Exemptions and Ongoing Registrant Obligations"), being a rule of the Ontario Securities Commission, as that rule read on February 18, 2021; ("client autorisé").

Qualified syndicated mortgage investment

Subsection 1(2) of O. Reg. 188/08 under the MBLAA provides that a syndicated mortgage (a mortgage in which two or more persons participate, directly or indirectly, as lenders or investors in a debt obligation that is secured by the mortgage) is a qualified syndicated mortgage if all of the following criteria are satisfied:

1. The syndicated mortgage secures a debt obligation on property that,

i. is used primarily for residential purposes,

ii. includes no more than four units, and

iii. includes no more than one unit that is used for non-residential purposes.

2. The syndicated mortgage does not secure a debt obligation incurred for the construction or development of property.

3. At the time the syndicated mortgage is arranged, the amount of the debt it secures, together with all other debt secured by mortgages on the property that have priority over, or the same priority as, the syndicated mortgage, assuming in all cases that the maximum amounts of any such mortgages are fully drawn, does not exceed 90 per cent of the fair market value of the property relating to the mortgage, excluding any value that may be attributed to proposed or pending development of the property.

4. The syndicated mortgage cannot be subordinated to future financing without the consent of each lender.

5. There is no existing agreement that requires any lender of the syndicated mortgage to consent to future subordination of the syndicated mortgage.

6. No person has the ability to consent to future subordination of the syndicated mortgage on behalf of the lenders of the syndicated mortgage without obtaining the consent of each lender. O. Reg. 695/20, s. 1 (4).

A syndicated mortgage that secures a debt obligation incurred for the construction or development of property is not a qualified syndicated mortgage[3].

Non-Qualified syndicated mortgage investment: An NQSMI is a syndicated mortgage that does not meet the regulatory definition of a qualified syndicated mortgage set out in section 1(2) of O. Reg. 188/08.

The transfer of regulatory oversight of certain syndicated mortgages from FSRA to the Ontario Security Commission ("OSC") took effect on July 1, 2021. The QSMI definition above has been

[3] Qualified Syndicated Mortgage Investment (QSMI): O. Reg. 188/08 MORTGAGE BROKERAGES: STANDARDS OF PRACTICE | ontario.ca

replaced effective July 1, 2021, to align with the OSC definition. Please refer to FSRA *Guidance on the* Supervision Approach for Non-Qualified Syndicated Mortgage Investments with Permitted Clients and Legacy Non-Qualified Syndicated Mortgage Investments for more details.

Reference: Question 28a

28a-ii	**Committed Amount:** The funds a lender or investor commits to lend to a borrower in a mortgage document such as a Commitment Letter.
28a-iii	**Advanced Amount:** Total funds disbursed to a borrower on a specific mortgage as at the time of reporting.
28a-v	**Renewals**: For the purposes of question 28 of the AIR, renewals refer to further funding under an NQSMI on new terms that are not contemplated as part of the original mortgage agreement.

Reference: Question 29

Contractual Extensions: An extension of a legacy NQSMI transaction (i.e. NQSMI transaction that originated before July 1, 2021) on the terms set out in the original transaction or agreement.

Cybersecurity

The purpose of this question is to help FSRA understand the brokerage's cybersecurity preparedness practices.

Please refer to Mortgage Broker Regulators' Council of Canada's Principles for Cybersecurity Preparedness for the Mortgage Brokering Sector ("MBRCC Cybersecurity Guidance") and the Information Technology ("IT") Risk Management Guidance for more detailed information.

When to Notify FSRA

Mortgage brokerages should notify FSRA by e-mailing the IT Risk Incident Notification Form to ITriskinbox@fsrao.ca or uploading the above mentioned form and any other supporting documentation to the Incident Notification Portal if they experience a cybersecurity incident that could have a material impact on client information.

The following are indicators that a cybersecurity incident could have a material impact on clients:

- the security breach impacted a system or database that stores a large amount or a sizable proportion of sensitive client information.
- if the mortgage brokerage or administrator would, in the normal course of operations, escalate the matter to or inform senior management accountable for information security.
- the security incident requires non-routine measures or resources by the mortgage brokerage or mortgage administrator.
- the security incident has resulted in a cyber insurance claim being initiated.

- the breach is a repeat incident and could have a material impact on a cumulative basis.

Non-material cybersecurity incidents would have no serious impact on client information or minimal disruption to business activities.

Complaints and Complaint Handling

Mortgage brokerages are expected to have transparent and effective complaint-handling protocols, ensuring that consumer complaints are documented, evaluated, and resolved appropriately. When complaints are escalated to FSRA, brokerages are expected to cooperate fully with investigations and provide relevant documentation, including final decisions issued to consumers.

Reference: Question 33

As per subsection O. Reg. 188/08, s. 41 (2), the brokerage is required to designate one or more individuals to receive and attempt to resolve complaints from the public. Please provide the contact information to which consumers should direct complaints.

The email address may be posted on the public register on FSRA's website and may be provided to the public for the purpose of contacting the brokerage.

Reference: Question 34

The "other" complaint category includes all other possible forms of complaint submissions (verbal, video, in-person, etc.) aside from written.

The "total number of complaints" includes all complaints received by the brokerage during the reporting period, including those from borrowers, lenders, MIEs, other regulators, and other sources, regardless of their origin.

Complaints/Regulatory Discipline Reporting

The questions are designed to gather information about the brokerage's governance, conduct, and overall compliance history.

Reference: Question 35, 36, 37

Please see a list of regulatory bodies across different Canadian jurisdictions below. Please note these are examples only and do not represent a comprehensive list.

Regulators	
AMF	Autorité des marchés financiers.
BCFSA	British Columbia Financial Services Authority
CIRO	Canadian Investment Regulatory Organization
OSC	Ontario Securities Commission

FINTRAC	Financial Transactions and Reports Analysis Centre of Canada
OACIQ	Organisme d'autoréglementation du courtage immobilier du Québec
RECA	Real Estate Council of Alberta
RECO	Real Estate Council of Ontario
FCAA	Financial and Consumer Affairs Authority of Saskatchewan

Referrals

This section focuses on how the brokerage handles mortgage referrals. The questions help FSRA understand the brokerage's business model, including who is involved in referral arrangements and how they are processed. This information supports FSRA's oversight of referral practices and their impact on consumers.

Reference: Question 41

A "simple referral" is defined in subsections 6(4) and 6(5) of the MBLAA and sections 1 and 2 of O. Reg. 407/07.

Simple referrals

6(4) A person or entity is exempted from the requirement in section 2 to have a brokerage licence or a mortgage broker's or agent's licence when he, she or it refers a prospective borrower to a prospective mortgage lender if,

(a) the person or entity provides the prospective borrower with only such information about the prospective lender that is prescribed;

(b) the person or entity provides the prospective borrower with prescribed information in accordance with the regulations respecting the fee or other remuneration the person or entity receives, is entitled to receive, has received or may receive, directly or indirectly, for the referral; and

(c) the person or entity complies with such other requirements as may be prescribed. 2006, c. 29, s. 6 (4).

6(5) A person or entity is exempted from the requirement in section 2 to have a brokerage licence or a mortgage broker's or agent's licence when he, she or it refers a prospective mortgage lender to a prospective borrower if,

(a) the person or entity provides the prospective lender with only such information about the prospective borrower that is prescribed;

(b) the person or entity provides the prospective borrower with prescribed information in accordance with the regulations respecting the fee or other remuneration the person or entity

receives, is entitled to receive, has received or may receive, directly or indirectly, for the referral; and

(c) the person or entity complies with such other requirements as may be prescribed. 2006, c. 29, s. 6 (5).

(2) Nothing in subsection (1) affects the right of a person or entity who does not have a brokerage licence or a mortgage broker's or agent's licence to refer a prospective borrower to a prospective lender for no fee or other remuneration. O. Reg. 407/07, s. 1 (2).

Reference: Question 41b

For purposes of the AIR, compensation may include, but is not limited to, finders' fees, credit cards, gift cards, tickets, reward points.

Consumer Profile

The purpose of this section is to get a better understanding of consumer demographics serviced by the mortgage brokering industry.

For the purposes of this section:

• Consumers = individual (non-entity) borrowers, unless otherwise specified.

• Data is requested for closed transactions, during the reporting period.

Reference: Question 43

For the purposes of this question, variable Income is defined as an income that is not guaranteed or predictable such as commission, investment income, bonus, and all self-employed borrowers. This is in contrast to stable (or predictable) income such as salary, guaranteed hours, other guaranteed income.

Please include borrowers who had a mix of variable and stable income sources (e.g., base + commission, overtime, etc.) For further clarity, if the transaction had variable income, it should be counted, even if that income only represented a small portion of the total qualifying income.

Reference: Question 44

Power of Attorney is a legal document that grants a person the authority to make decisions on a consumer's behalf regarding their finances and/or personal care.

Attestation

In order to submit the AIR, all sections must be completed fully.

A red asterisk (*) in the navigation bar on the left means that particular section of the AIR has not been completed.

REMINDER: Before submitting this return, please make sure that the principal broker has thoroughly reviewed all answers for accuracy. The AIR must be submitted by the principal broker. Once the AIR is submitted, no changes can be made.