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PRINT

Mortgage Brokering Forms

FSRA is actively reviewing all FSCO regulatory direction, including but not limited to forms, guidelines and FAQs.

Until FSRA issues new regulatory direction, all existing regulatory direction remains in force.

ATTENTION

Effective immediately, cheques are no longer payable to the Minister of Finance. Please make all **cheques/money orders payable** to the **Financial Services Regulatory Authority of Ontario (FSRA)**.

The content on this web page has moved to www.fsrao.ca. Visit <https://www.fsrao.ca/industry/mortgage-brokering-sector/mortgage-brokering-forms> to update your bookmarks.

To use these forms, you must download them using a desktop or laptop computer and have [Adobe reader](#) installed.

To download and open the form to your desktop:

1. Right click the link to the form and select **save link as** and save the form to your desktop.

(To do this with a keyboard, tab to the link of the form. Hold down SHIFT and press F10. Then select save link as... and save the form to your desktop)

2. Open the form by right clicking and select **open with...** and select Adobe reader.

(Use your operating systems keyboard shortcut to use the open with command and open with Adobe reader. NOTE: Using the keyboard only may require you to open Adobe reader then open the form)

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Declaration of Compliance

Declaration of compliance under section 45 of the Mortgage Brokerages, Lenders, and Administrators Act,

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 **Scheduled Online Service Disruption Notice**
Please consult our [outage schedule](#) for

2006




Financial Reporting Requirements for Mortgage Administrator

Used for audit reporting

New Forms that are Effective July 1, 2018


* Having trouble downloading these forms? See [Downloading and viewing dynamic forms](#).

On July 1, 2018, mortgage brokerages that deal with **non-qualified syndicated mortgage** transactions are required to complete the following three forms:

- **Form 3.0 – Investor/Lender Information for Investor/Lender in a Non-qualified Syndicated Mortgage** 
This form must be completed and signed by a mortgage broker, and be reviewed and signed by the prospective investor/lender considering an investment in a non-qualified syndicated mortgage. The investor/lender must receive a copy of the signed form.
[FAQs](#) | [Checklists](#)
- **Form 3.1 – Suitability Assessment for Investor/Lender in a Non-qualified Syndicated Mortgage** 
This form must be completed and signed by a mortgage broker, and be reviewed and signed by the prospective investor/lender considering an investment in a non-qualified syndicated mortgage. The investor/lender must receive a copy of the signed form.
[FAQs](#) | [Checklists](#)
- **Form 3.2 – Disclosure Statement for Investor/Lender in a Non-qualified Syndicated Mortgage** 
This form must be completed and signed by a licensed mortgage broker, and be reviewed and signed by the prospective investor/lender considering an investment in a non-qualified syndicated mortgage. The investor/lender must receive a copy of the signed form.
[FAQs](#) | [Checklists](#)

Forms that are Effective July 1, 2015

On July 1, 2015, FSCO replaced the Investor/Lender Disclosure Statement for Brokered Transactions with the following three forms:

- **Form 1 – Investor/Lender Disclosure Statement for Brokered Transactions** 
This form must be completed by a licensed mortgage broker, and be provided to prospective lenders or investors who are considering an investment in a mortgage.
[FAQs](#)

more details.

- **Form 1.1 – Investor/Lender Disclosure Statement for Brokered Transactions: Addendum for Construction and Development Loans** 

If a construction or development loan is involved, a mortgage broker must complete both Forms 1 and 1.1, and provide them to the potential lender/investor.

FAQs

- **Form 1.2 – Investor/Lender Disclosure Statement for Brokered Transactions: Waiver for Reducing the Waiting Period** 

This form is optional and must be completed by a mortgage broker, if the investor is waiving his/her right to the minimum two business day disclosure time, so that it can be reduced to one business day. This form must be used in addition to Form 1.

FAQs

Mortgage Administrator Application Form  *

Used for seeking a licence as a Mortgage Administrator

Instructions

* Having trouble downloading this form? See [Downloading and viewing dynamic forms](#).

Mortgage Brokerage Application Form  *

Used for seeking a licence as a Mortgage Brokerage

Instructions

* Having trouble downloading this form? See [Downloading and viewing dynamic forms](#).

Application for Surrender of a Mortgage Broker or Agent Licence  *

Used to surrender a mortgage broker or agent licence. For questions related to this form, please see the FAQs.

* Having trouble downloading this form? See [Downloading and viewing dynamic forms](#).

Application for Surrender of Mortgage Brokerage Licence 

Used to surrender a mortgage brokerage licence

* Having trouble downloading this form? See [Downloading and viewing dynamic forms](#).

Application for Surrender of Mortgage Administrator Licence 

Used to surrender a mortgage administrator licence

Business Activity Complaint Form 

For filing a complaint with the Financial Services Commission of Ontario (FSCO).

* Having trouble downloading this form? [See Downloading and viewing dynamic forms](#).

Pre-Payment Authorization Form 

Used for the payment of online fees

Forms that are Effective July 1, 2015

On July 1, 2015, FSCO replaced the Renewal Form with the following two forms:

- **Form 2 – Renewal Form** 

This form must be completed by a licensed mortgage broker, and be provided to lenders or investors of mortgages at mortgage renewal

[FAQs](#)

- **Form 2.1 – Renewal Form Waiver: To Reduce the Waiting Period** 

This form is optional and must be completed by a mortgage broker, if the investor is waiving his/her right to the minimum two business day disclosure time, so that it can be reduced to one business day. This form must be used in addition to Form 2.

[FAQs](#)

Annual Information Return (AIR)

The law requires mortgage brokerages and administrators to submit the AIR no later than March 31st of each year. The AIR must be completed and submitted online using [Licensing Link](#).

Sample Mortgage Brokerage AIR

[PDF](#)  | [Accessible version](#) 

Sample Mortgage Administrator AIR

[PDF](#)  | [Accessible version](#) 