

## Now that you're invested: CMI is with you every step of the way

**Congratulations!** You have made the right decision in choosing to invest in mortgages with CMI. We understand you have many investment options available to you and appreciate your choice to work with us. So let's put your money to work.

### What comes next?



## HERE'S A STEP-BY-STEP OVERVIEW OF OUR PROCESS.

1. To set up your personal account, you will need to complete a Know Your Client (KYC) form, and provide us with the appropriate ID. Corporate or trust accounts are also permitted. The related Articles of Incorporation and/or Trust documentation are required in this case, which will be filed for compliance purposes with the Financial Service Regulatory Authority of Ontario (FSRA).
2. Once an account is created, your investment account manager will establish an investor profile based on your risk tolerance and the amount you are interested in investing.
3. Investments that match your investor profile will then be presented to you via email. The investment packages we send typically include:
  - a. An Investment Summary
  - b. The Borrower(s) Application
  - c. The Borrower(s) Credit Report(s)
  - d. A Property Appraisal
  - e. Available Income Verification
  - f. Any Other Pertinent Documentation Available
4. You will be given approximately 4 to 6 hours to accept or decline an investment opportunity, as each investment is typically presented to only one investor at a time. This is to ensure fair access to investment opportunities for all CMI investors, while ensuring that we are still able to provide quality service to borrowers and their brokers. Any questions you may have regarding a proposed investment should be directed to your investment account manager.
5. When completing your transaction, please advise us which account you will be using to fund your investment (e.g. Cash, Registered Plan, Personal, Corporate, or Joint Account with a Spouse/ Family Member, etc.).
6. After committing to an investment, documentation will be sent to you via DocuSign. This will include an Investor Disclosure and Investor Commitment (Appendix C and D). Please sign the documents directly in the secure DocuSign platform; once submitted they will be automatically returned to CMI.

7. Instructions will be sent concurrently to the lawyer to finalize your investment. The following is a list of the due diligence performed for every transaction:

- a. Writ searches
- b. Title searches
- c. Property taxes paid
- d. Home/fire insurance
- e. Condo Corporation liens/Status Certificate
- f. Title insurance
- g. Information statements for all prior encumbrances
- h. Independent legal advice (ILA - for borrowers with mortgages greater than \$50,000)

8. When ready to close, we will notify you regarding the transfer of funds. You will receive an automated email advising you of the law firm's trust account details. Please be sure to send us a copy of the draft and deposit receipt once you have transferred the funds to the lawyer. This is important for the purposes of trust account reporting by our lawyers. If a wire transfer is used, a copy of the wire transfer should be sent instead. Any costs associated with the wire or draft should be deducted from the amount remitted to ensure you are not charged any fees for the funds transfer.

9. Once the deal closes, the Reporting Package will be sent to you, normally within 2 to 3 weeks. Most of our lawyers will provide the report in an electronic format (PDF). Any cheques will be mailed separately.

The package includes:

- a. Post-dated cheques (if not prepaid or via a Trustee)
- b. Registration documents
- c. Searches and other legal documents
- d. Supporting mortgage documents

10. If funded with a Trustee (for Registered funds), the interest payments will go directly to Olympia Trust Company, Canadian Western Trust or Computershare Trust Company by way of pre-authorized withdrawals directly from the borrower's bank account.

11. Our Renewal Department will review every investment's performance 60 days prior to maturity to make a recommendation about renewal. Concurrently, we will also work with the borrower to determine their intentions. In most cases, where the markets are performing and the mortgage has also performed well, we will typically recommend renewal. All inquiries regarding renewals should be directed to [renewals@thecmigroup.ca](mailto:renewals@thecmigroup.ca). Please refer to our Full-Service Investor Program brochure for more information.

12. For high-yield or rural investments in the Maritimes, our Renewal Department will conduct due diligence to ensure there is sufficient equity in the property. This is done by conducting a property assessment, ensuring property taxes are fully paid and confirming that property insurance is in place.



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