Payment Frequency/Date Change Request Form

COMMUNITY TRUST
A flexible alternative

Mortgage Number _____ **Security Address** _____

☐ Monthly: _____ _____
day of the month *starting the month of*

☐ Semi-monthly: Paid twice per month on the 1st and 15th day of the month __
starting the month of

☐ Bi-weekly: On_____, with the first payment being taken on the ____, in the month of_____
day of the week (i.e. Mon, Tues, etc.) *day of the month (i.e. 1st, 2nd, etc.)*

☐ Weekly: On_____, with the first payment being taken on the ____, in the month of _____
day of the week (i.e. Mon, Tues, etc.) *day of the month (i.e. 1st, 2nd, etc.)*

I/We acknowledge that a $50.00 administration fee may apply.

I/We request that the following changes be made to my/our mortgage account with Community Trust Company. **I/We understand that there may be an Interest Adjustment amount due. Please select one of the following options for the one-time interest adjustment amount and fee, if applicable:**

☐ Capitalize (add to principal balance)
☐ To be debited from your pre-authorized debit account on the date of your choice
☐ Collect via next payment due date

I/We acknowledge that all terms and conditions of the mortgage remain unchanged and are valid and effective, except as modified above and that **changes will not be in effect until this request has been agreed to by Community Trust Company**. I/We am/are aware, that due to this request, the **maturity date** will change accordingly, to reflect the aforementioned changes.

Signed this_____day of_____, 20____.

_____ _____
Signature Signature

_____ _____
Borrower Name (Print) Borrower Name (Print)

Please send the signed and fully completed request form to Community Trust Company, Attention Mortgage Servicing via mail to 2350 Matheson Boulevard East, Mississauga, ON L4W 5G9; via fax to (416) 645-3934 or via email to mortgageservicing@communitytrust.ca.
If you have any questions, please contact the Mortgage Servicing Department at (416)763-2291 or toll free at 1(800)268-1576.

Reset Form