# Report Request Form

Enter today’s date

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| Client InformationCompany Name: Mortgage Lender/Landlord/Insurance Company.Address: Full address, city, province, and postal code Phone: Main line, extension. |
| Main Contact: First and last name Phone: Direct line, extension. Email: Email address.Secondary Contact: First and last name Phone: Direct line, extension. Email: Email address. |
| Property InformationAddress: Full address, unit # City/Prov: City, Province, Postal Code. This address is: [ ]  Residential [ ]  Commercial [ ]  Mixed use [ ]  Other |  |  |
| Major intersection: Situated close to: Property Type: Select. Status: Choose an item.Debtor Information (enter only applicable information) |  |  |
| Client ID/Mortgage #: Client ID/Mortgage #Debtors/Tenants Last Name: Primary First Name: PrimaryDebtors/Tenants Last Name: Secondary First Name: SecondaryHow many days delinquent? # of days past due.Is the property listed for sale? [ ]  yes [ ]  no [ ]  unknownBroker information: Name of Realtor (if applicable)Phone number: Direct line, extension Email: Email address |  |  |
| Is the property under construction? [ ]  yes [ ]  no [ ]  unknownField ReportsType of report required (see descriptions below): [ ]  Condition Report [ ]  Specialized reports [ ]  Management reports [ ]  Construction Progress Reports[ ]  Delinquency Interviews [ ]  Drive-by Inspections [ ]  Site Inspections [ ]  Tenant Move out/Move in Condition Report[ ]  Interview Inspection Report [ ]  Insurance Loss Inspection Report [ ]  Financial report [ ]  Other: Describe.***Details:***Describe your request in further detail.Description of Reports and Price List**Field Reporting Services:** A field inspection is for the purpose of gathering information about a residential or commercial property to gain a good understanding about its well-being, or the status of a delinquent mortgage borrower or tenant. The inspection may involve a brief drive-by, a thorough investigation, or a short interview with the property owner or occupants. As an independent field inspector, we are your eyes and ears for your company to help you make better and more informed decisions. * **Condition reports:** A visual report of the current condition of the subject property based on a drive by inspection, or full visual inspection with authorized access to the property (usually vacant.) Subject to *Privacy Act* for properties that are occupied. ***Price: $85 to $155.***
* **Specialized reports:** Information needed for lenders to begin the recovery process. Details based on lender specifications. Subject to *Privacy Act* for properties that are occupied. ***Price: $155 to $355***
* **Management reports:**  Customized to each client’s specifications. This could include Neighbourhood information, occupancy inspections, construction status, written correspondence and notification with tenant or mortgage borrower. ***Price: $355***
* **Construction Progress Reports:** A full status condition report, with photographs as deemed required, submitted. ***Price: $150***
* **Maintenance Visit Reports:** Status update reports with before and after photos completed after routine maintenance visits. ***Price: $55/report***
* **Delinquency Interviews:** The purpose of this inspection is to have a short interview to determine the tenant or mortgage borrowers’ reason for their late payments and any other financial information you may want. ***Price: $175***
* **Drive-by Inspections:** No contact with the occupant. A drive by inspection to gather the information needed. In most cases we are looking for evidence of occupancy; indications that the property is vacant or occupied. ***Price: $125 + $55/repeat visit***
* **Site Inspections:** A full condition report, with measurements, construction materials, descriptions, and photographs as required. Often used for the purpose of a Property Tax Appeal process, or information gathered for the purpose of applying for a construction permit. ***Price: $355***
* **Tenant Move out/Move in Condition Report:** A full inspection of property condition after one tenant moves in, and before the next tenant moves in. A detailed description and documentation of the condition of a rental unit, complete with photographs. Information to be kept on record in tenant files in the event. ***Price: $85***
* **Interview Inspection:** You as the lender may require an interview with someone at the property. Usually the owner, but may be a tenant, a contractor, etc. to confirm the status of a renovation or construction project. ***Price: $155***
* **Insurance Loss Inspections:**  This inspection is performed for the mortgage company, not the insurance company. As a lender, you may want the assurance that the property is restored to its condition before the loss occurred due to damage by some event (Eg. Water, fire, wind, etc.). ***Price: $155***
* **Repeat site visits:** Follow up and retrace visits. ***Price: $85/additional visits***
* **Financial Reports:** Financial reporting of rental payments collected by tenant made available to landlords/lenders for tax purposes. These reports are prepared by a certified accountant/business consultant. ***Price:*** Subject to 3rd party estimate.

*\*An additional Travel Fee may be applied to out of town site visits (outside of the GTA). All prices are subject to HST.* *Fees are subject to change without prior notice.*  |

Instructions:

After completing this form, save and upload in our online portal by visiting: [www.12gatesps.com](http://www.12gatesps.com) and click on “Send us a file” located in the “Let’s Talk” Box at the bottom of the page. We will respond to you before the end of the next business day.