



PAYMENT CHANGE REQUEST FORM

Mortgage Number: _____

Property Address: _____

FREQUENCY CHANGE REQUEST

Current payment frequency:

- Monthly
 Semi-monthly
 Bi-weekly
 Weekly

New Payment Frequency:

- Monthly: Starting _____ of _____
(day of the month) (month)
- Semi-monthly: Every 15th and last day of the month, starting the month of _____
- Bi-weekly: On _____, with the first payment being extracted on day ____ in the month of _____
(day of the week, e.g. Monday)
- Weekly: On _____, with the first payment being extracted on day ____ in the month of _____
(day of the week, e.g. Monday)

PAYMENT DATE CHANGE REQUEST

- Please change my payment date to the ____ of the month

I/We request that the following changes be made to my/our mortgage account with Haventree Bank.

I/We understand that there may be an Interest Adjustment amount due.

I/We acknowledge that a \$50.00 processing fee will apply.

The interest adjustment amount and fee, if applicable, will be debited from my pre-authorized debit account

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 Haventree Bank.** 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

.....
Name of Borrower (Print)

.....
Name of Borrower (Print)

Contact Phone Number: _____

Contact Phone Number: _____

Please send the signed and fully completed request form to Haventree Bank, Attention Mortgage Servicing via mail to P.O Box 1160 Stn TD, Toronto ON M5K 1P2; via fax to (416) 342-0587; or email to mortgageservicing@haventreebank.com. If you have any questions please contact the Mortgage Servicing Department at (647) 227-0051 or toll free at 1 (855) 272-0051.