



## IMPORTANT INFORMATION From Scotiabank

Starting September 5, 2023, Scotiabank® is digitizing the way you receive mortgage funding requisitions or amendments and the way you submit mortgage final documentation packages.

From this date, all mortgage channels (broker, branch, or Home Financing Advisors - HFA) will issue residential funding requisitions via one of two authorized online portals. All solicitors/notaries will be required to register with one of these portals by this date.

The fax process currently being used by a small number of solicitor/notary firms will be discontinued and will not be available for receiving mortgage instructions. Any solicitor/notary not registered with one of the two authorized portals will be unable to act on behalf of a Scotiabank customer for the completion of a residential mortgage funding.

Additionally, all final documentation packages completed post-registration and instructed on or after September 5, 2023, will need to be uploaded within the selected portal. Any documentation received at Scotiabank via mail, courier, fax, or email will be discarded and will not be considered as submitted.

Please register today by contacting one of the two companies noted below. Once your registration is complete, Scotiabank will begin issuing all requisitions via your selected portal.

**Lender Lawyer Connect (LLC)®** – Contact the LLC support team at [LLCSupport@fct.ca](mailto:LLCSupport@fct.ca) or 1-877-929-0990. If you are already registered with LLC for the receipt of residential mortgage payout and discharge statements, you will still need to advise LLC you would like to start receiving electronic mortgage requisitions. User Guides are available to help your team successfully navigate and begin using the online process.

**Dye & Durham: Unity/Assyst Real Estate (ARE)®** – Contact the Unity/ARE support team via email at [realestateadmin@telus.com](mailto:realestateadmin@telus.com) (English) or [adminimmobilier@telus.com](mailto:adminimmobilier@telus.com) (French) to advise you would like to register to receive electronic requisitions or contact the Service Desk at 1-877-418-7511 with any questions. A User Guide is available online to help your team successfully navigate and begin using the online process.

### **Important Note:**

If you have any questions or require additional information, contact the Scotiabank/RMALO Support Desk toll-free at 1-800-567-1331.

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