

Printing Blank Mortgage Applications

If you prefer to sit with a client and take the application on paper, you can print an application through Expert or through the eLearning course. Follow these steps to print a blank mortgage application in Expert.

1. Create a new application.
2. Click the **Mortgage Details** link on the left-navigation bar and select “Requested” from the drop-down beside any of the mortgage amount fields.

Application Type:	Approval	Property Value:	
Application Purpose:	Refinance	Down Payment:	
Closing:	__/__/__	1st Mortgage:	
Financing Waiver:	__/__/__	2nd Mortgage:	
Purpose:		3rd Mortgage:	
Improvements:	<input type="checkbox"/>		
Improvement Value:			

	Requested	Insured:	<input type="checkbox"/>
	Existing	Insured:	<input type="checkbox"/>

3. Click the **Forms** link on the left-navigation bar and click the **Print** icon for Mortgage Application. Additionally your consent and provincial disclosure forms are also available.

Deal	Consent Form	Select <input type="checkbox"/>	
First Mortgage	Mortgage Application	Select <input type="checkbox"/>	

The application form will open as a .PDF can be printed by selecting the print icon. Note that the form will be blank with the exception of the application number.



If you prefer not to create a new deal number, a generic mortgage application is available in Expert eLearning - Chapter 9.