

## MORTGAGE ORIGINATOR – CODE OF CONDUCT

Street Capital Bank of Canada ("Street Capital or SCBC") values our Mortgage Originator partnerships and prioritizes business practices that are in the best interest of both parties. To remain in good standing with Street Capital, Mortgage Originators must adhere to their agreed upon responsibilities to Street Capital.

1. **SCBC has a zero-tolerance policy on misrepresentation of documentation forwarded by the Mortgage Originator. It will result in the relationship between SCBC and the Mortgage Originator being terminated immediately.**
2. SCBC requires:
  - A minimum of 6 funded deals or \$1.5 Million annually.
  - A minimum application to commitment ratio of 60%
  - A minimum commitment to fund ratio of 70%.
  - A portfolio arrears performance that does not exceed 20 basis points for 90 days+ arrears.
3. Provide up to date, accurate and complete credit applications for all mortgage loans in a form satisfactory to SCBC. Applications are to be fully completed including, but not limited to the following information:
  - Complete assets/liabilities
  - Personal and business phone numbers
  - Property Details including zoning, occupancy & postal code
  - Amount and purpose of funds requested
  - Employment information including type, business name, address/location and annual income (stated or declared depending upon program)
4. Provide all conditions required to fund, which have been reviewed by the Mortgage Originator for accuracy. The package may include but is not limited to:
  - Offer to purchase together with all collateral; schedules/agreements
  - MLS or other sales listing if applicable
  - Down payment verification as required
  - Current income verification if required
  - Current appraisal provided directly to SCBC from the approved SCBC appraisal list
  - At minimum, all conditions must be satisfied at least 10 days prior to funding. Any deal that does not meet this condition will be flagged as a "Rush" deal which may impact closing.
5. Conduct all business in a professional and forthright manner, fully disclosing any information that may impact SCBC's decision to proceed with the transaction.
6. Ensure compliance with all aspects of all applicable federal and provincial privacy laws, including, without limitation, the *Personal Information Protection and Electronic Documents Act (Canada)*, the *Act respecting the protection of personal information in the private sector (R.S.Q., chapter P-39.)*, the *Personal Information Protection Act (S.B.C. 2003, chapter 63)* and the *Personal Information Protection Act (S.A. 2003, chapter P-6.5)* as may be amended or replaced from time to time in connection with the collection, use and disclosure of Personal Information obtained in connection with any credit application for a mortgage loan or other product. This includes, without limitation, obtaining consent to use and disclose personal information from each borrower and guarantor in connection with any credit application for a mortgage loan.
7. Ensure compliance with all aspects of *Canada's Anti-Spam Law (S.C. 2010, c. 23) ("CASL")*, including, but not limited to:
  - a) Obtaining the necessary express consents from applicants;
  - b) Ensuring all Commercial Electronic Messages ("CEMs") comply with CASL disclosure requirements:
    - i. Name of the sender (and of any third parties on whose behalf the CEM is sent);
    - ii. iMailing address of sender (and of any third parties on whose behalf the CEM is sent);
    - iii. One of: telephone number, email address or web address of the sender and of any third parties on whose behalf the CEM is sent; and
    - iv. Unsubscribe mechanism that is active for 60 days after the message is sent and that is acted upon within 10 Business Days from the date an unsubscribe request is received.
  - c) Process all unsubscribe requests received within 10 Business Days;
  - d) In the event of a request for information by the Canadian Radio-television and Telecommunications Commission to Street Capital pertaining to CEMs sent by the Mortgage Originator, the Mortgage Originator undertakes to fully cooperate and provide Street Capital the requested information by using best commercial efforts and within a reasonable timeframe.
8. Maintain in good standing a current license or registration required for operating within the Mortgage Originator's respective province.