

SPECTRUM SUBMISSION CHECKLIST

At Spectrum-Canada, client service is much more than a by-line - it is at the very heart of the company's corporate culture. Since you also are our client, we want to make your life as easy as possible! So when you have a client to refer to Spectrum, IT IS SUPER EASY! Completing the client handoff is as easy as OPTION #1 below!

- OPTION #1 Obtain verbal consent from the client and call Spectrum with the client's name and phone number!

Of course the more information we have up front, the quicker we can get to work on the file. So if you find that you are able to take an extra five minutes, then feel free to send as much as you can by following OPTION #2!

- OPTION #2 Client Authorization Form Why? For privacy reasons, a consent form (signed & dated by the client) is required in order for Spectrum-Canada to contact the client.
- Your Credit Application - We are not picky! We will take a printout from your system, or a handwritten application.
- Mortgage Inquiry Form - This allows you to give us additional information about the client(s) such as why they fall outside of your own lending guidelines, and what they are looking for (1st or 2nd mortgage, purchase, ReFi, debt consolidation, details of the property etc.)
- Credit Bureau (if applicable) If you've pulled a credit bureau, send it along and we may not have to pull another one!
- Other Documentation (if applicable) - Purchase Agreement and MLS, Proof of Income, Property appraisal etc.

Click the link below to access the dedicated Spectrum Mortgage Advisor for your branch – just click on your Institution name and then your branch name:

[Contact your Dedicated Spectrum Mortgage Advisor](#)

Or contact us directly on the local or toll-free numbers below:

Spectrum-Canada Mortgage Services Inc.
Head Office: Suite 201 - 3920 Norland Avenue
Burnaby, B.C.
V5G 4K7

Telephone: 604-684-3440
Fax: 604-684-0308

Toll Free Telephone: 1-877-253-4377

Toll Free Fax: 888-488-9922

Our Toronto Office:
Suite 225, 2 Robert Speck Pkwy.
Mississauga, Ontario
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Telephone: 905-566-9086
Fax: 905-566-8440

Toll Free Telephone: 1-866-378-6615

Toll Free Fax: 1-866-321-4446