

MORTGAGE PAYOUT AND DISCHARGE REQUESTS

Integration Guide



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ASSYST PAYOUT & DISCHARGE INTEGRATION



Order and receive payout statements and discharge information directly in a Unity matter

- Unity users can now order their payout statements and receive payout and discharge information for Assyst Real Estate® supported lenders directly in a Unity Sale or Mortgage matter from their Existing Mortgage(s) page
- Assyst Real Estate® credentials are required to use this integration. If you are already using Assyst Real Estate®, this service will automatically be available
- If you are not yet using Assyst Real Estate®, you need to enroll through Assyst Real Estate Enrollment at <https://login.assystrealestate.com/onboarding>
- For any questions or help, please contact Assyst Real Estate® at 1-877-418-7511

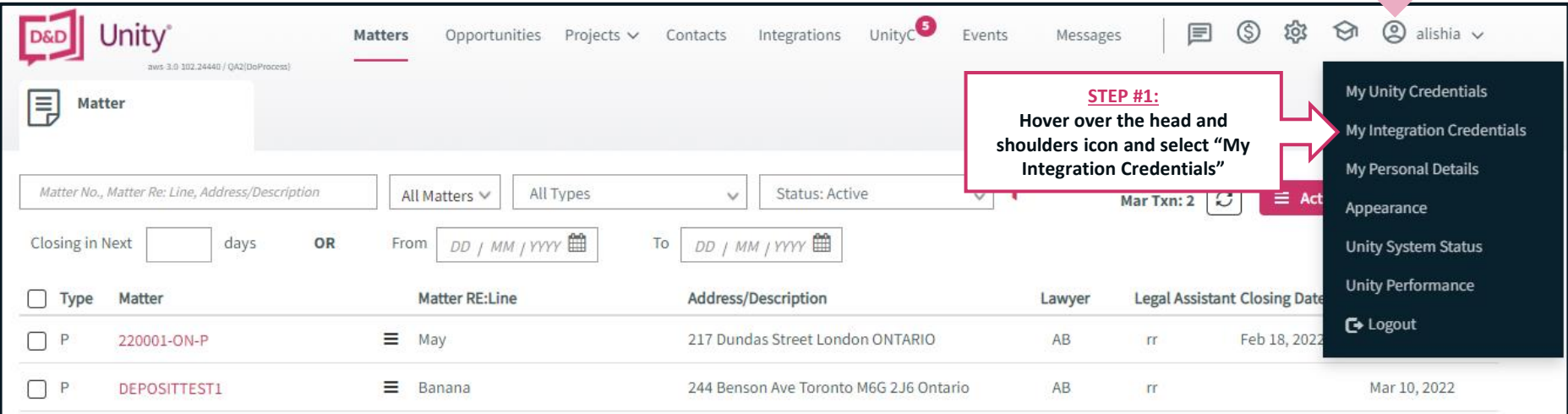
ASSYST REAL ESTATE[®] SET UP IN UNITY



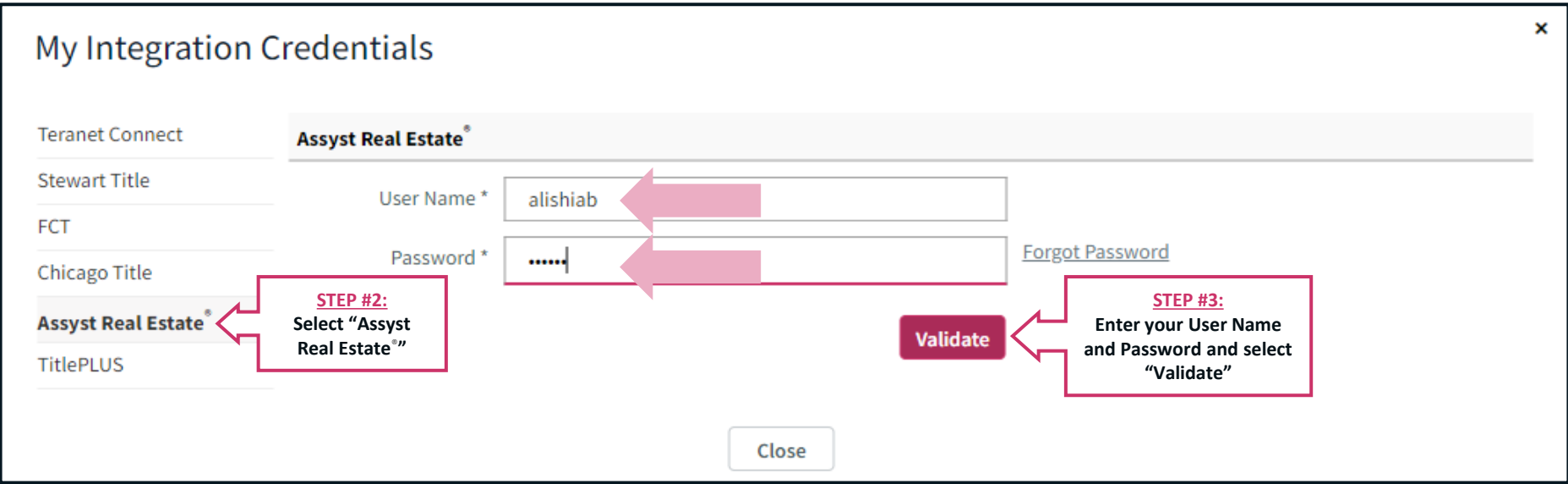
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ASSYST REAL ESTATE® MORTGAGE PAYOUT REQUESTS – SET UP



STEP #1:
Hover over the head and shoulders icon and select "My Integration Credentials"



STEP #2:
Select "Assyst Real Estate"

STEP #3:
Enter your User Name and Password and select "Validate"

ASSYST REAL ESTATE® MORTGAGE PAYOUT REQUESTS – SET UP CONT.

Success

The Assyst Real Estate® credentials were successfully validated and saved to your Unity user profile.

STEP #4:

You will receive confirmation that your Assyst Real Estate® credentials have been successfully validated. Select “OK”

OK

My Integration Credentials

Teranet Connect

Stewart Title

FCT

Chicago Title

Assyst Real Estate®

TitlePLUS

Assyst Real Estate®

User Name *

alishiab

STEP #5:

Your Assyst Real Estate® credentials have been successfully loaded into your Unity Account! Select “Close”

Close

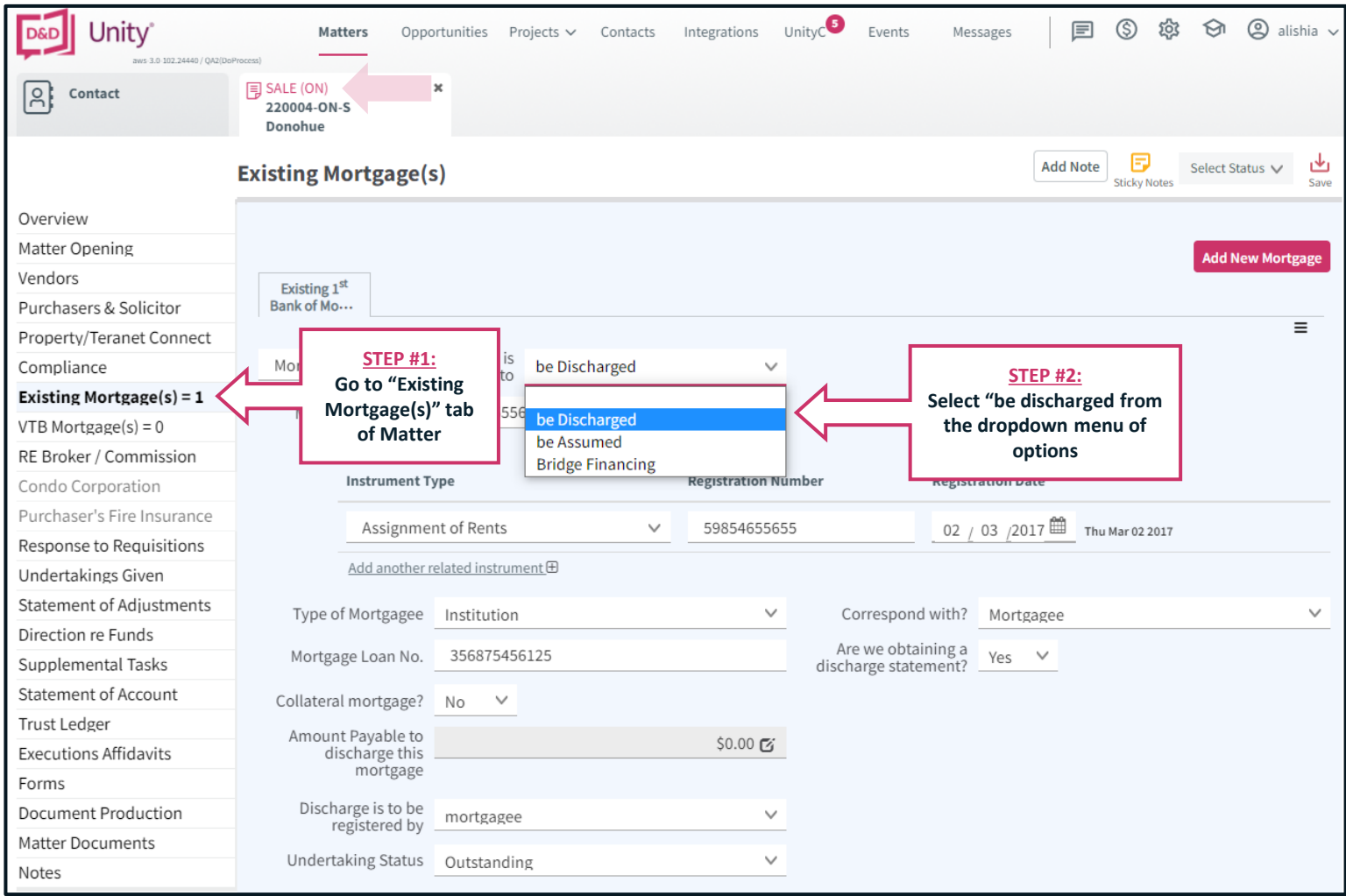
REQUESTING PAYOUT STATEMENTS



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REQUESTING PAYOUT STATEMENTS



The screenshot shows the Unity software interface for a legal matter. The left sidebar contains a navigation menu with items like Overview, Matter Opening, Vendors, and Existing Mortgage(s). The main area is titled 'Existing Mortgage(s)' and contains a form for adding or editing mortgage information. Two red boxes with arrows provide instructions:

- STEP #1:** Go to "Existing Mortgage(s)" tab of Matter. (An arrow points to the 'Existing Mortgage(s) = 1' link in the sidebar.)
- STEP #2:** Select "be discharged from" the dropdown menu of options. (An arrow points to the dropdown menu for 'Discharge is to be registered by', which has 'be Discharged' selected.)

The form fields include:

- Instrument Type:** Assignment of Rents
- Registration Number:** 59854655655
- Registration Date:** 02 / 03 /2017
- Type of Mortgagee:** Institution
- Correspond with?** Mortgagee
- Mortgage Loan No.:** 356875456125
- Are we obtaining a discharge statement?:** Yes
- Collateral mortgage?:** No
- Amount Payable to discharge this mortgage:** \$0.00
- Discharge is to be registered by:** mortgagee
- Undertaking Status:** Outstanding

REQUESTING PAYOUT STATEMENTS CONT.

[Add New Mortgage](#)

Existing 1st Bank of Mo...
☰

Mortgage

is to

be Discharged

☰

Mortgage Reg. No. 598546556

Mortgage Reg. Date 02 / 03 /2017

Related Instruments

Instrument Type	Registration Number	Registration Date
Assignment of Rents	598546557	02 / 03 /2017 Thu Mar 02 2017

[Add another related instrument](#)

Type of Mortgagee Institution

Correspond with? Mortgagee

Mortgage Loan No. 3568754561

Are we obtaining a discharge statement? Yes

Collateral mortgage? No

Amount Payable to discharge this mortgage \$0.00

Discharge is to be registered by mortgagee

Undertaking Status Outstanding

STEP #3:
Enter in all applicable details of the mortgage

REQUESTING PAYOUT STATEMENTS CONT.

Existing 1st
Bank of Mo...

discharge this mortgage

Discharge is to be registered by
mortgagee

Undertaking Status
Outstanding

STEP #4:
Enter in the Mortgagee contact and details

Mortgagee(s)

+

Mortgagee

Bank of Montreal

Lender's RE:Line

Bank of Montreal

Include Authorized Signing officer?

N/y

Contact Information

Attention

Mortgage Discharge

STEP #5:
Select "Request Payout Statement"

Request Payout Statement

Add New Mortgage

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REQUESTING PAYOUT STATEMENTS CONT.

Assyst Payout Request Submission

Purpose of the payout?

Property Sold/Own Resources value

Acknowledgement of Consent*

Yes

i If the payout statement being requested is for a **refinance** where the pre-existing lender and new lender are the same, the payout request must be processed at the branch and cannot be done online. All requests submitted through Assyst are assessed as a full discharge and will include all prepayment penalties if applicable for the new lender. If refinance payout statements are calculated correctly, please follow the existing process and contact your client's branch for assistance.

Submit Request

Cancel

STEP #6:
Select the purpose of the payout request from dropdown menu of options

STEP #7:
Select "Yes" to confirm that you have received consent from the mortgagor to submit a Payout Request on their behalf

STEP #8:
Select "Submit Request"

REQUESTING PAYOUT STATEMENTS CONT.

Mortgagee(s)

+

Mortgagee

Bank of Montreal

Lender's RE:Line

Bank of Montreal

Include Authorized Signing officer?

N/y

Contact Information

Attention

Mortgage Discharge

Cancel Payout Statement

Payout Status: Payout Request Sent

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REQUEST FOR PAYOUT STATEMENT

Date created: March 12, 2022

Interest to be discharged

Registered Lender: Bank of Montreal

Lender info: BMO

Details

Property address: 217 Dundas St., London, ON, N6A 1H1,

Property identification: Property ID (PIN, PID, LINC): 08321-0133
Tax roll number:
Legal Description: PT LT 5, SW DUNDAS STREET, PART 1, S3R8979; LONDON

Previous Borrowers: Borrower(s)
Larry Donohue and Catherine Donohue

Comment to lender:

Type: Full Discharge

Registered Amount: \$0.00

Statement required for: 25 March 2022

Reason for payout statement: Discharge

Mortgage type: Conventional

DOC_DIS_SOM_0601

1

2023-07-30

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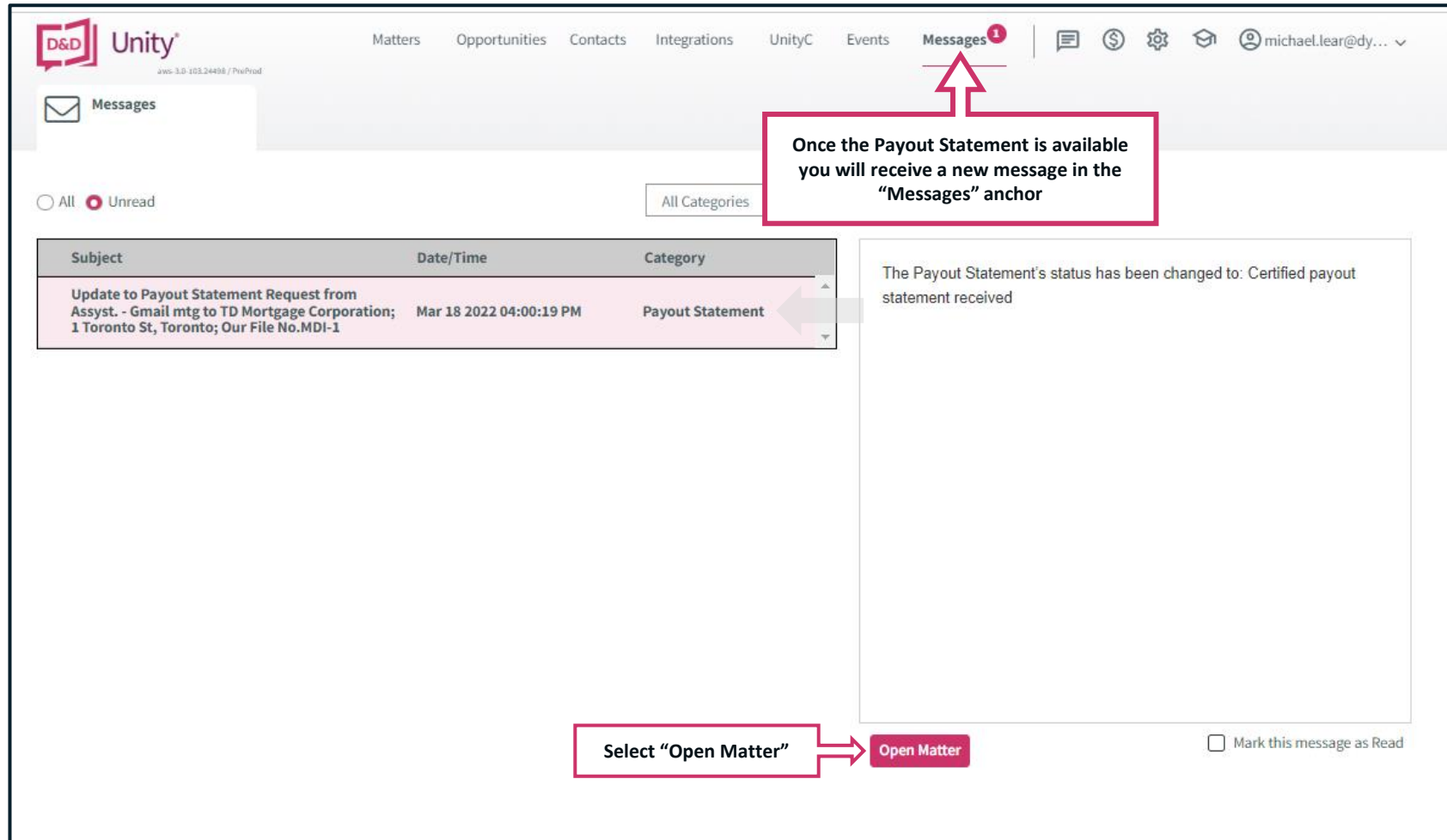
VIEWING RECEIVED PAYOUT STATEMENTS



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VIEWING PAYOUT STATEMENTS



The screenshot shows the Unity Messages interface. At the top, there is a navigation bar with links for Matters, Opportunities, Contacts, Integrations, UnityC, Events, and Messages (which has a red notification badge). Below the navigation bar, there is a sidebar with a 'Messages' section and a filter for 'Unread'. The main content area displays a table of messages. The first message is highlighted in pink and has a red arrow pointing to it from a text box. The message details are as follows:

Subject	Date/Time	Category
Update to Payout Statement Request from Assyst. - Gmail mtg to TD Mortgage Corporation; 1 Toronto St, Toronto; Our File No.MDI-1	Mar 18 2022 04:00:19 PM	Payout Statement

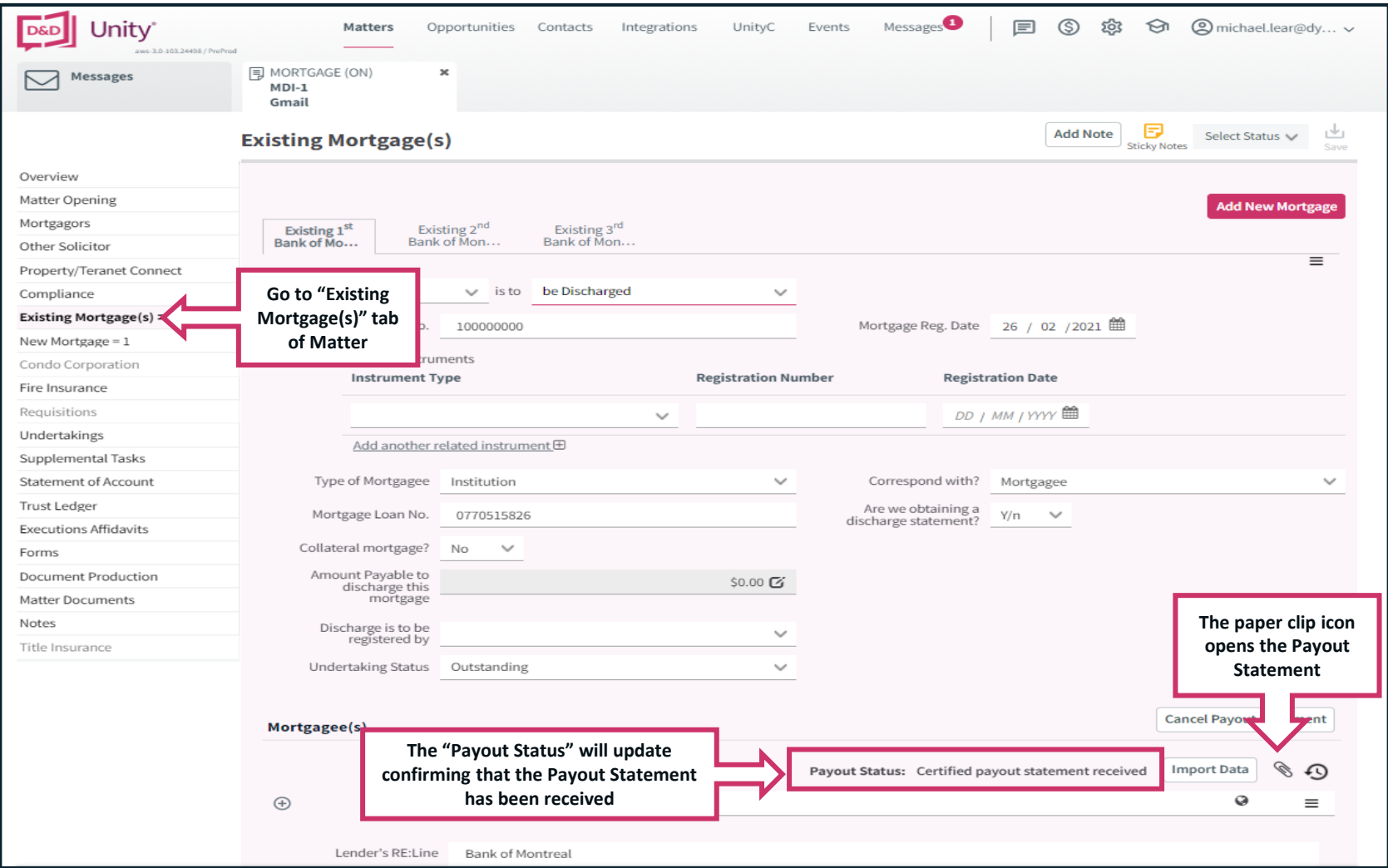
To the right of the message table, there is a text box containing the message content: 'The Payout Statement's status has been changed to: Certified payout statement received'. Below the message table, there is a button labeled 'Open Matter' and a checkbox labeled 'Mark this message as Read'.

Once the Payout Statement is available you will receive a new message in the "Messages" anchor

Select "Open Matter" → Open Matter

☐ Mark this message as Read

VIEWING PAYOUT STATEMENTS CONT.



Existing Mortgage(s)

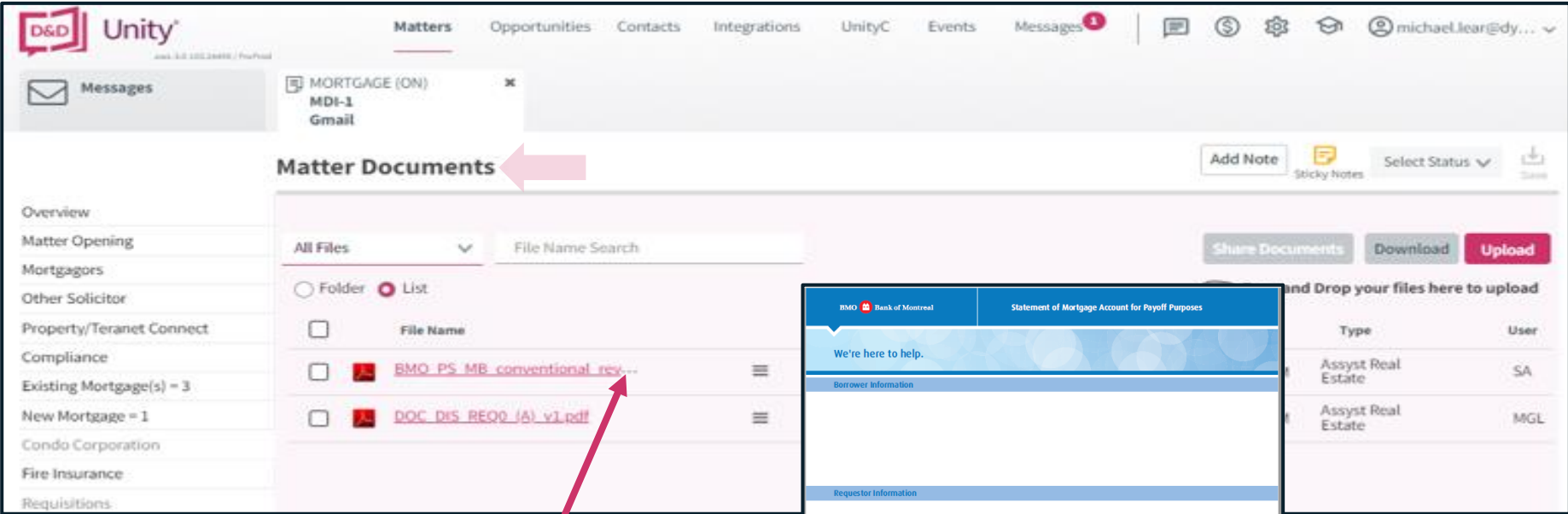
Go to "Existing Mortgage(s)" tab of Matter

The "Payout Status" will update confirming that the Payout Statement has been received

Payout Status: Certified payout statement received

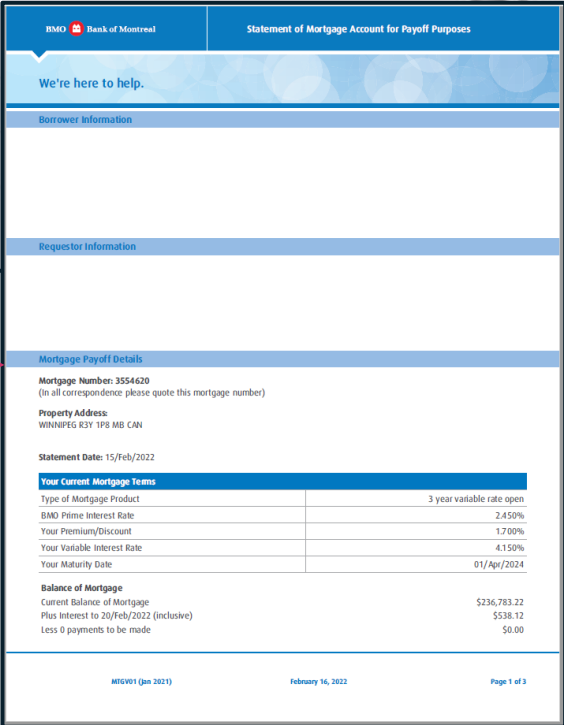
The paper clip icon opens the Payout Statement

VIEWING PAYOUT STATEMENTS CONT.



The screenshot shows the Unity software interface. The top navigation bar includes tabs for Matters, Opportunities, Contacts, Integrations, UnityC, Events, and Messages. The left sidebar contains a list of document types: Overview, Matter Opening, Mortgages, Other Solicitor, Property/Teranel Connect, Compliance, Existing Mortgage(s) = 3, New Mortgage = 1, Condo Corporation, Fire Insurance, and Requisitions. The main area displays the 'Matter Documents' tab, which includes a search bar and a list of documents. A document titled 'BMO PS MB conventional rev...' is highlighted with a pink arrow.

The Payout Statement is also viewable from the "Matter Documents" tab



The screenshot shows a BMO Statement of Mortgage Account for Payoff Purposes. The document includes sections for Borrower Information, Requestor Information, Mortgage Payoff Details, and Your Current Mortgage Terms. The Mortgage Payoff Details section shows the Mortgage Number: 3554620 and the Property Address: WINNIPEG R3Y 1P8 MB CAN. The Your Current Mortgage Terms section shows the Type of Mortgage Product: 3 year variable rate open, BMO Prime Interest Rate: 2.450%, Your Premium/Discount: 1.700%, Your Variable Interest Rate: 4.150%, and Your Maturity Date: 01/Apr/2024. The Balance of Mortgage section shows the Current Balance of Mortgage: \$236,783.22, Plus Interest to 30/Feb/2022 (inclusive): \$538.12, and Less 0 payments to be made: \$0.00.

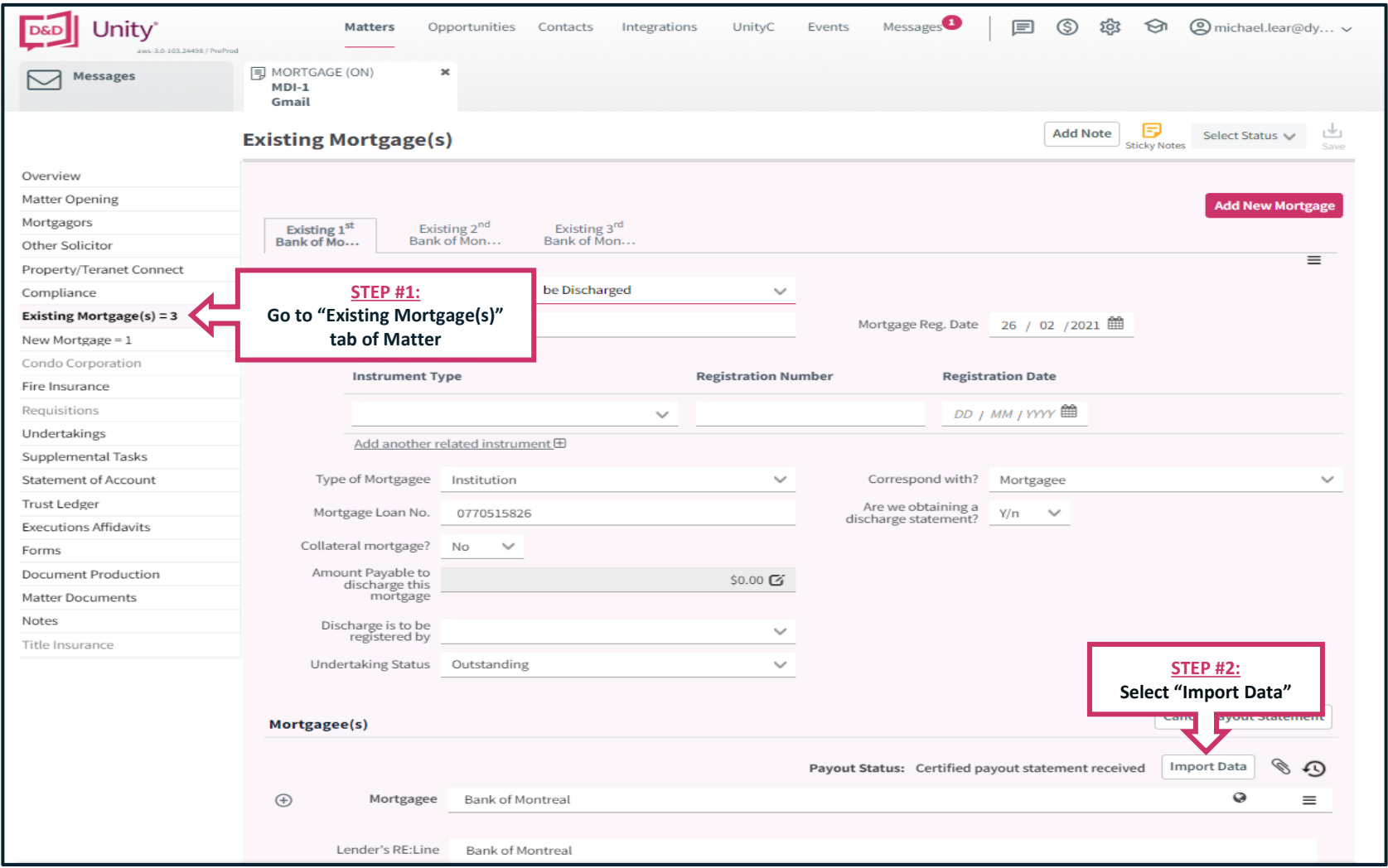
IMPORTING PAYOUT STATEMENT DATA



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IMPORTING PAYOUT STATEMENT DATA



The screenshot shows the Unity software interface. The top navigation bar includes tabs for Matters, Opportunities, Contacts, Integrations, UnityC, Events, and Messages. The left sidebar lists various modules, with 'Existing Mortgage(s) = 3' highlighted. A red box with an arrow points to this tab, labeled 'STEP #1: Go to "Existing Mortgage(s)" tab of Matter'. The main content area is titled 'Existing Mortgage(s)' and contains a form for entering mortgage details. A red box with an arrow points to the 'Import Data' button at the bottom right, labeled 'STEP #2: Select "Import Data"'. The form includes fields for Instrument Type, Registration Number, Registration Date, Type of Mortgagee, Mortgage Loan No., Collateral mortgage?, Amount Payable to discharge this mortgage, Discharge is to be registered by, Undertaking Status, and Mortgagee(s).

STEP #1:
Go to "Existing Mortgage(s)" tab of Matter

STEP #2:
Select "Import Data"

IMPORTING PAYOUT STATEMENT DATA CONT.

Import Confirmation

Performing an import of the Payout Statement information will

- select the Use Mortgage Payout Calculator checkbox
- overwrite the
 - Amount Payable to Discharge,
 - Payout Date
 - Per Diem Interest.

Do you wish to Continue?

STEP #3:
Select "Yes"

Yes

No

INFORMATION

Assyst Data Imported

STEP #4:
The data from the Payout Statement will be imported into Unity. Press "OK"

OK

CANCELLING PAYOUT STATEMENT REQUESTS



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CANCELLING PAYOUT STATEMENT REQUESTS

Mortgagee(s)

STEP #1:
Select "Cancel Payout Statement"

Cancel Payout Statement

Payout Status: Payout Request Sent

+

Mortgagee

Bank of Montreal

Lender's RE:Line

Bank of Montreal

Include Authorized Signing officer?

N/y

▼

Contact Information

Attention

Mortgage Discharge

Cancel Payout Statement Request

Reason for Payout Request cancellation?

Transaction fell through

STEP #2:
Enter the reason for the payout request cancellation

STEP #3:
Select "Submit Cancellation"

Submit Cancellation

Cancel

CANCELLING PAYOUT STATEMENT REQUESTS CONT.

Request Payout Statement

Mortgagee(s)

+	Mortgagee	Bank of Montreal	
	Lender's RE:Line	Bank of Montreal	
	Include Authorized Signing officer?	N/y ▼	

Contact Information

	Attention	Mortgage Discharge	🗑️
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The "Payout Status" will update confirming that the request was cancelled

➡️

Payout Status: Payout Request Cancelled

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VIEWING PAYOUT STATEMENT REQUEST HISTORY



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VIEWING PAYOUT STATEMENT REQUEST HISTORY

Existing Mortgage(s)

Add Note

Sticky Notes

Select Status

Save

Existing 1st
Bank of Mo...

Add New Mortgage

Mortgagee(s)

Cancel Payout Statement

Payout Status: Payout Request Sent



+

Mortgagee

Bank of Montreal





Lender's RE:Line

Bank of Montreal

Include Authorized
Signing officer?

N/y

▼

Contact Information

Attention Mortgage Discharge



Click the clock icon to
view the "Payout
Request History"

Payout Request History

⊖

Payout Statement Request ID: 14216

Payout Status: Certified payout statement received

March 18, 2022 03:58PM

[BMO PS MB conventional_rev.pdf](#)

Payout Status: Payout Request Sent

March 18, 2022 03:39PM

[DOC DIS REQ0 \(A\) v1.pdf](#)

Close

A link is available for
each Assyst Real Estate
document to be able to
view them



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