

# SAUGEEEN ECONOMIC DEVELOPMENT CORPORATION

*"A Community Futures Development Corporation"*

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## NOTICE TO SEDC CLIENTS

The following is to advise and clarify fees and costs to be paid by a client of SEDC:

### **A. ALL/ANY COSTS RELATED TO THE REGISTERING OF SECURITY**

This includes the registering of securities registered by SEDC, directly or through CSRS. Direct costs related to this registration will be reimbursed by the client. Indirect costs related to the preparation of the security to be registered and the travel/time costs will be billed at a straight fee of \$150 per registration, as required. These will be invoiced after the security has been registered. In addition, **renewal or changing** of securities will be billed at a straight fee of **\$75** per registration. Client will be invoiced after security renewal/change has been registered.

### **B. ANY/ALL COSTS TO HAVE PREPARED A PROPERTY APPRAISAL OR LETTER OF OPINION TO SUPPORT THE LOAN SECURITY WILL BE PAID BY THE CLIENT**

This would apply in the event that a collateral mortgage position is being proposed and there is some question of the equity value remaining to support the loan value. Normally, the client will pay this directly to the person providing the valuation of property.

### **C. CREDIT VERIFICATION**

A **\$100.00** fee related to conducting each credit check on the client, spouse and business will be invoiced to the client.

### **D. ANY/ALL COSTS RELATED TO LEGAL FEES**

Costs related to legal documentation, consultation and advice (e.g. mortgages and Independent Legal Advice) are to be paid directly to the lawyer. Any legal fees incurred by SEDC in relation to a loan request, approval or collection will be the responsibility of the client, and may be added to the loan amount.

### **E. SEDC RESERVES THE RIGHT TO CHARGE THE CLIENT ADDITIONAL FEES** in the event that major technical or advisory services are required by SEDC staff. Prior to fees being charged, SEDC will discuss this with the client and establish a payment/fee structure.

### **F. SEDC will charge to the client a fee of \$30.00 for NSF cheques**, as well as to countermand an automatic bank debit payment.

### **G. "ADMINISTRATION FEES"**

A **\$100.00 Administration Fee** will be payable upon completion, or pre-payment of the Loan Agreement, for discharge and administrative services.

**In addition, a \$200.00 fee will be payable for failure to remit annual loan review documents:**

(E.g. mortgage statements, property tax statements and clearance certificates).

**A \$200.00 fee will be payable for failure to submit year-end financial documentation** as required per the Loan Agreement.

**A \$200.00 fee will be payable for failure to respond to our annual Audit Letter**, which is normally mailed out in June/July each year.

**Failure to remit these or any documentation requested by SEDC at any time results in default of your Loan Agreement.**

### **H. As the operation of the SEDC is financially supported by the Government of Canada**, representatives of the Minister are permitted access to our client's files for monitoring and evaluation purposes. Clients may be contacted from time to time by representatives of the Minister as part of the evaluation of the performance of the project. The Minister will treat all such information in a confidential manner and will not remove such information from SEDC's premises without prior written authorization by both the SEDC and you - the client.

## **CLIENT ACKNOWLEDGEMENT**

I/we have read, understand and agree to the above.

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Signature

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Signature

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Date