



### Insurance Policy Fair Market Valuation Steps from Quote to Completion

LMC Group	ADVISOR	CLIENT
	Gather policy information (Data form: <a href="http://lmcgroup.ca/services/insurance-valuations">lmcgroup.ca/services/insurance-valuations</a> )	
	Send the data form to LMC Group for a free quote	
Provides a quote that depicts the value of the policy.		
	Review quote with client to determine if they wish to proceed	
		Client agrees
	Send written confirmation with: a) official name of the company buying the policy and their address b) name of the company signing authority c) the amount payable to Advisor - whatever you deem reasonable we will pay directly to you by adding to our invoice of \$2000 to the client	
		Provides the last annual insurance company policy statement (if not available, request an insurance policy summary from insurer)
	Have all documents signed by the client and retained in their corporate files.	
		Notifies their insurance company of the change in policy owner
		Receives T5 - taxed on the difference T5 - taxed on the difference between the cash surrender value and adjusted cost base
		Takes necessary steps to finalize the purchase of the policy – i.e. payout of the proceeds