



MORTGAGE DOCUMENTATION REQUIRED

In order to process your mortgage application, the following documentation will be required by the lender:

PROOF OF INCOME

INCOME (hourly or salaried position)

- ☐ Employment letter confirming minimum hourly wage/salary, position and tenure. Letters must be on letterhead and signed by an authorized person with contact information
- ☐ 2 Recent paystubs
- ☐ Previous year T4 or Notice of Assessment (NOA)
- ☐ If your income includes any overtime, bonus or commission income, please provide 2 most recent years Notice of Assessment (NOA) and 2 most recent years T4's

SELF EMPLOYED

- ☐ T1 Generals, 2 most recent years (full package)
- ☐ Notice of Assessments (NOA), 2 most recent years with proof income taxes paid in full

*If Incorporated:

- ☐ Company Financial statements, 2 most recent years
- ☐ Incorporation Certificate

DOWN PAYMENT AND CLOSING COST VERIFICATION (Internet statements OK but must show account ownership)

CHEQUING, SAVINGS, TFSA, RRSP, ANY OTHER INVESTMENT ACCOUNTS

- ☐ 90 days history (3 months) of Savings accounts showing accumulated savings and balance in account, if funds are transferred between accounts, please provide 90 days history for all accounts involved. Deposits of over \$1000 other than payroll deposits must be explained

GIFT

- ☐ Completed gift letter (broker to provide) if any portion of the down payment is gifted
- ☐ Proof of deposit of gifted funds in your account via bank statement which shows deposit transaction and balance in account.

OTHER

- ☐ Any other source of down payment, please discuss with your broker

ONCE YOU HAVE MADE AN OFFER

- ☐ Completed purchase contract
- ☐ MLS data sheet (property feature sheet)
- ☐ Copy of Photo ID with home address (a good picture from your smart phone will work)
- ☐ Void cheque or Pre-Authorized Debit form for account you'd like mortgage payments drawn
- ☐ Name of the lawyer you'd like to use for your purchase (ask for a recommendation)

IF YOU OWN ANY OTHER PROPERTY, PLEASE PROVIDE:

- ☐ Recent mortgage and/or line of credit statements
- ☐ Recent property tax assessment notices
- ☐ Lease agreements, if property is rented
- ☐ Completed sale contract (if property is sold)

**ADDITIONAL DOCUMENTATION MAY
BE REQUIRED BY THE LENDER.**



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