

Mortgage document checklist:

All applicants to provide 1, 2 or 3, 4, and 5

(1) Income Confirmation:

(May be one or more sources)

Salaried or Hourly:

- Recent paystub: showing full-time hours or salary, supported by either NOA, T4, or T1 summary
- Letter of employment (LOE): confirming wage or salary, base/hours, position, start-date, signed with contact info (manager/HR)

Self-employed:

- Sole proprietor: last 2 years T1, last 2 years NOA.
- Incorporated: Last 2 years T1, last 2 years NOA, last 2 years business financials.
- Active business license and/or active bank account statements.

Rental Income:

- Copy of signed Lease agreement
- 3-month bank statements showing rent deposits
- last 2 years T1

Pensions/gov't benefits:

- Benefit statements (pension/CCB/CCP/OAS), or
- 3-month bank statements showing active deposits (for CCB income, Birth Cert or PR card to confirm children DOB required)
- Last 2 years T4, NOA, or T1

(2) Down payment Confirmation (for purchases):

(May be one or more sources)

- Personal Savings: 90-day statement history (including RRSP)
- Gifted funds: Letter signed by giftor, supported by bank letter/confirmation, or bank confirmation of available funds.
- Home sale proceeds: sale documents required (SOA, sale agreement)
- Secondary financing: details/statements required

(3) Subject property (renewal/refinance):

- Mortgage statement
- Property tax statement
- Condo fee statement or budget (if applicable)

(4) Photo ID (one required):

- Drivers Licence
- Permanent Resident Card
- Canadian Passport

(5) Pre-authorized debit (one required):

- Void cheque
- Direct Deposit form

a. Subject to lender review/further supporting documents may be requested.

b. More documents may be needed dependent on file

c. Only complete and clear documentation will be accepted by lenders.

- Bank statements must display name/account # (or partial #) to confirm ownership.
- Confirmation of daily balance of funds (for 90-day down payment history). Transferred funds within 90 days may require 90-day history of transfer account.