

CHECKLIST

With the following information we can approve your mortgage more quickly.

- Offer to purchase
- Copy of the listing
- Signed mortgage application
- Verification of income for 3 years (self employed 3 years of Income tax returns and 3 years of company statements)
 - an employment letter stating position, length of time on the job & salary
 - previous years T4 slip(s)
- Application fee conventional - Appraisal cost (\$321)
 - high ratio full service - \$165
 - or appraisal cost + \$75
- Verification of down payment
 - gift letter and copy of deposit to account or account print out showing deposit
 - copy of offer to purchase on sale
 - copy of passbook or 4 months of bank statements
 - copy of RRSP or investment statement
- Void cheque for payments

For mortgage transfers or switches:

- Copy of fire insurance
- Copy of mortgage document
- Copy of mortgage renewal
- Copy of paid tax notice (mortgage statement)
- Copy of property assessment