

## INVESTMENT REFINANCE CHECK LIST

Whether you're buying a new home or simply refinancing your existing mortgage, certain documents are required to complete the transaction. By taking a moment to ensure that you have all the documents on this list, you'll help us to finalize your mortgage faster.

### 1. Income

- SALARIED - job letter and pay stub (within 30 days).
- HOURLY - job letter and pay stub (within 30 days) and the last 2 years Notice of Assessment and T1 Generals
- COMMISSION - job letter and pay stub (within 30 days) and the last 2 years Notice of Assessment and T1 Generals.
- SELF EMPLOYED - the last 2 years Notice of Assessment, T1 Generals, 2 years Business Income Statement, Articles of Incorporation.

### 2. Mortgage Statement

- Current dated statement within the last 30 days

### 3. Property Tax Statement

- IF STRATA please include form B / last 1 year strata minutes

### 4. Lease agreement

- Current lease (not month by month)

### 5. VOID Cheque

- Account where payments will be debited