

PURCHASE 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. Purchase Documents

- ☐ Contract of purchase & sale
- ☐ Property Disclosure statement
- ☐ Property MLS sheet
- ☐ If STRATA please include form B / last 1 year strata minutes

2. 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.

3. Additional Documents

- ☐ Separation agreement
- ☐ Lease agreement
- ☐ VOID Cheque
- ☐ ID

4. Down payment

- ☐ Banking/investments 3 months statement

5. Mortgage Statement

- ☐ For properties owned
- ☐ Current dated statement within the last 30 days