Mortgage Broker/Lender Application Document Checklist

Being prepared before meeting with your Mortgage Broker or Lender to complete a financing application can make the process more efficient and less stressful. Use this document as a guide to begin preparing your personal documents for your financing application.

Note this checklist is a general guide only. Each party applying on the financing application should bring their own individual set of documents. Bring original documents, the broker or lender will photocopy if necessary on site.

Additional documentation may be required during the financing process dependent on your personal situation, the type of financing product you chose, and/or the property type.

General Application Documents

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- ☐ Two (2) Personal Identification Documents
  - Examples: Driver's License, Passport, Proof of Citizenship, Permanent Resident Card, Social Insurance Number
- ☐ Two (2) Employment and income verification documents (more if applicable)
  - If employed: Latest pay cheque/stub, most recent T4, employment letter on company letterhead
  - If self-employed: Business license/sole proprietorship/articles of incorporation, business financials
  - T1 General and Notice of Assessment (NOA) for past 2 years
  - Other income: Legal agreements to demonstrate receipt of spousal or child support payment
  - Other compensation: Disability, pension, rental income, etc.
- ☐ Property Ownership Information (for each property currently owned)
  - Recent mortgage statement
  - Transfer/Deed of Land
  - Charge/Mortgage
  - Most recent property tax bill/statement
  - Documents verifying heating costs and condo fees
  - Insurance policy
- ☐ Void cheque

Property Purchase Documents (Required if purchasing a new property)

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- ☐ Agreement of Purchase and Sale
- ☐ MLS listing or feature sheet of property
- ☐ Confirmation of down payment (statements of monies in bank or RSP, gift letter, proof of sale, etc.)
- ☐ Name, address, telephone number, and email of your lawyer/notary