

# MORTGAGE DOCUMENT CHECKLIST

TO MAKE THE HOME-BUYING PROCESS EASIER, GET YOUR DOCUMENTS READY FOR YOUR MORTGAGE APPLICATION. HERE'S A CHECKLIST TO HELP YOU ORGANIZE THE ESSENTIAL PAPERWORK. REMEMBER, YOU MIGHT NEED TO PROVIDE A BIT MORE INFORMATION LATER ON.

## INCOME



- EMPLOYEES:** RECENT LETTER OF EMPLOYMENT (DATED WITHIN 30 DAYS) AND PAYSTUB (DATED WITHIN 30 DAYS).
- VARIABLE INCOME (HOURLY, COMMISSION, ETC.):** TWO MOST RECENT T4 STATEMENTS IN ADDITION TO YOUR LETTER AND PAY STUB
- SELF-EMPLOYED:** MOST RECENT NOTICE OF ASSESSMENT (NOA), LAST TWO YEARS T1 GENERALS, AND STATEMENT OF BUSINESS ACTIVITIES.
- CORPORATION OWNERS:** LATEST NOA, 2-YEAR T1 GENERALS, AND TWO YEARS OF FINANCIAL STATEMENTS FROM AN ACCOUNTANT.

YOUR **CRA** DOCUMENTS, LIKE YOUR NOTICE OF ASSESSMENT, STATEMENT OF ACCOUNT AND T1 GENERALS CAN ALL BE DOWNLOADED FROM YOUR **CRA** ACCOUNT:



## DOWN PAYMENT



- ACCOUNT HISTORY:** PROVIDE **90-DAY STATEMENTS** SHOWING YOUR ACCUMULATED DOWN PAYMENT FROM EACH ACCOUNT CONTRIBUTING TO IT, ENSURING BOTH YOUR **NAME AND ACCOUNT NUMBER ARE VISIBLE**. ANY LARGE DEPOSITS OVER \$2,500 WILL NEED TO BE VERIFIED, ALONG WITH A 90-DAY HISTORY FOR THE ACCOUNT FROM WHICH THE FUNDS ORIGINATED.

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**LABEL FILES CLEARLY:** USE CLEAR AND DESCRIPTIVE FILE NAMES, SUCH AS "MARY\_2023\_TAX\_RETURNS" OR "PAUL\_2023\_BANK\_STATEMENTS," TO MAKE SEARCHING FOR DOCUMENTS QUICK AND EFFICIENT.

## PROPERTY



- OFFER TO PURCHASE:** A COPY OF THE ACCEPTED OFFER AND APPLICABLE SCHEDULES
- MLS LISTING:** DETAILS ON THE PROPERTY (FROM YOUR REALTOR).
- CONDO FEES OR LEASE AGREEMENTS:** IF APPLICABLE.
- DEPOSIT CONFIRMATION:** COPY OF DRAFT CHEQUE AND 90 HISTORY OF ACCOUNT THE DEPOSIT CAME FROM.

## BANKING AND ID



- VOID CHEQUE OR BANK-STAMPED PRE-AUTHORIZED DEBIT FORM.**
- ID:** YOU WILL NEED PIECE OF VALID GOVERNMENT-ISSUED ID.

LINK TO OUR FULL DOCUMENT SUPPORT WEBSITE  
[THEFINANCIALCOLLECTIVE.CA/DOCS](https://thefinancialcollective.ca/docs)

