

## Mortgage Document Checklist for Existing Members

Whether you are buying a new home, refinancing or transferring the mortgage on your existing home, some documentation is required to support your request. By being prepared with the documentation below, the process will be quick and easy!

### Buying a New Home?

- ☐ Purchase and Sales Agreement
- ☐ MLS Listing

#### Downpayment Requirements:

- ☐ Statement with name for the last 90 days
- ☐ Sale agreement (if applicable)
- ☐ Gift Letter (if applicable)
- ☐ Confirmation of withdrawal from FHSA or RRSP under Home Buyer's Plan

### Refinancing Your Home?

- ☐ Most recent Mortgage statement

### Identification

- ☐ Two pieces of valid Government issued ID (Driver's License, Passport, Birth Certificate)

### Supporting Documents

- ☐ Most recent property tax statement
- ☐ Current or new homeowner insurance policy
- ☐ Most recent account statements for Assets/Liabilities from other institutions (must be dated within the last 6 months)
- ☐ Legal agreements outlining payment obligations for child or spousal support, or any judgments or executions.

### Other Income

- ☐ Support Income - court order, separation agreement or divorce agreement
- ☐ Child Tax Benefit - CRA payment schedule or current bank statement showing deposit and documentation to confirm child's age (birth certificate, etc)

### Income Verification (Obtain the following):

#### Employment (Salaried/Hourly)

2 OF 4 REQUIRED

- ☐ Current Pay stubs (2-full time), (3-part time)
- ☐ T4(s) – most recent year or year-end pay stub
- ☐ Notice of Assessment(s) – most recent year
- ☐ Letter of Employment – on company letter head confirming start date, rate of pay, hours guaranteed and status/job title

#### Pension/Disability

2 OF 5 REQUIRED

- ☐ T4A(s) – most recent
- ☐ Pension Statement – most recent
- ☐ Recent account statement showing deposits
- ☐ Notice of Assessment – most recent
- ☐ Letter confirming permanent disability for ODSP

### Self-Employment Income Verification

ALL 3 REQUIRED

- ☐ 2 years most recent Notice of Assessment (NOA)
- ☐ 2 years full T1 General tax returns
- ☐ Evidence business has been in operation for minimum two years (ex. Master Business License or Articles Incorporation)

- ☐ Rental Income – NOA with accompanying full T1 General including T776 Statement of Real Estate

*In the case of recent rental, please provide rental/lease agreement and bank statements*