

**Homeowners Importance Notice: The following is a list of documentation and information that may be required by the financial institution providing mortgage financing. Please gather this required information together at your earliest possible convenience. A delay in providing these documents to the Lawyer/Mortgage Lender may cause a delay in the mortgage closing.**

## Documentation Required for Financial Institutions

- For Purchases; Agreement of Purchase & Sale, MLS Listing, Lawyer's Info. (Name, Firm, Address, Telephone & Fax #'s)
- Recent Pay Stubs
- Letter from Employer on Company Letterhead indicating duration of employment, salary or hourly, yearly income and not on probation.
- Recent Debt Statements (Credit cards, car loan, etc.)
- Recent Mortgage Statement (current mortgage balance)
- Bank Statements (12 months) showing rent or mortgage payments
- For salaried or hourly rate employees - (2) years "T4's"
- Self-employed applicants - (2) year T1 Generals (Tax returns)
- Self-employed applicants - proof of 2 years in business (GST registration, business licence, etc.)
- Self-employed "Notice of Assessment"
- Provide Void Cheque
- 2 Pieces of Identification (1 Photo ID) *Driver's License, S.I.N. Card, Birth Certificate, etc.*
- Current Property Tax Bill (Municipal / City)
- Separation Agreement (if applicable)
- Bankruptcy / Consumer Proposal Documents (if applicable)
- Estimates Re: Renovation / Construction Loans (if applicable)

**NOTE:** Home appraisals are required on all refinancing. Clients will be required to pay the appraiser by cash or certified cheque, prior to having the appraisal completed.

- RESIDENTIAL CITY** (*Estimated*)                      **\$250.00 - \$350.00**
  - RESIDENTIAL RURAL** (*Estimated*)                      **\$350.00 - \$450.00**
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