



“A PASSION FOR SERVICE AND RESULTS”

DOCUMENTATION THAT COULD BE REQUIRED

INCOME

- Letter of employment
- Recent Paystub
- T-4's (last 2 years)
- Notice Of Assessment (last 2 years) from Revenue Canada
- Separation or Divorce Agreement
- Child tax credit confirmation with ages of children
- Pension – 3 months statements
- Business License (2 years)
- HST Return (2 years)
- T1 Generals (2 years)
- Lease Agreements

REFINANCE

- Proof of debts paid
- Appraisal
- Bankruptcy documents - ALL
- Property Tax Statement
- Mortgage statement, most recent
- Void cheque
- Water Test
- Lawyer information

PURCHASE

- Purchase & Sale Agreement
- MLS Listing or Feature Sheet
- Property Tax Confirmation
- Appraisal if required
- Sale of Existing home (Accepted Purchase & Sale Agreement)
- Mortgage statement, most recent
- Void cheque
- Lawyer information
- Realtor information

DOWNPAYMENT

- Bank books (3 Months) Or RRSP Statements
- Sale of home (firm Purchase & Sale Agreement)
- Mortgage statement (Existing)
- Gift letter

OTHER (for Lawyer)

- Proof of house insurance
- Driver's License
- Birth Certificate



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