

# Mortgage Documentation Checklist

When applying for a mortgage, lenders require certain documents to verify the information shown on the application. Below is a list of the standard documents usually required by lenders. Our office is always happy to accept your documents via email or fax to make the process as convenient as possible.

**TIP! Get your documentation to us as quickly as possible to make the process even smoother!**

## Information about your new property

- Purchase and sale agreement
- MLS listing
- Property Disclosure Statement
- Strata Documents (if applicable)

## Employment and Income Confirmation

- Employment Confirmation Letter signed by employer
- Copy of most recent pay stub
- Most recent T4

### **If you are commission based:**

- Last two years T4 slips

### **If you are self-employed:**

- Last two years of FULL personal tax returns (T1 General) and corresponding Notice of Assessments AND any one of the following:
- Statement of business activities
- Evidence of Self-Employment: Valid Business License or GST number

### **If you are Incorporated:**

- Last two years of FULL personal tax returns (T1 General) and corresponding Notice of Assessments
- Last two years of your corporate tax returns
- Audited financial statements for the business for the respective tax years
- Copy of your Certificate of Incorporation
- Copy of your Articles of Incorporation with a list of the company Directors

### **If you would like to include rental property income;**

- Current signed lease agreement(s)
- Most recent years' tax returns (T1 General) and corresponding Notice of Assessment

## Confirmation of your down payment

- Savings and investment statement(s) with your name from within the last 90 days. Online statements are accepted provided they show the name, account number and date.
- If you are selling an existing property – a copy of the mortgage statement AND firm sale agreement
- Gift letter (if applicable we will supply the appropriate gift letter) and will require confirmation the gifted funds are on deposit prior to closing

## Other information we may need

- Your banking information or a void cheque
- Copy of your BC Drivers License
- Mortgage Statements for any other mortgages you have
- Child support/spousal support
- Separation Agreement
- CPP/OAS/Pension Income
- If you are consolidating debt, we will need to see copies of your current statement(s)
- Contact details for your lawyer or notary

## Additional Tips and Info!!

- Do you have an iPhone? Check out the “Turboscan” app. It allows you to scan and send documents in a PDF format right from your phone!
- Don't have copies of all your Notice of Assessments or T4 slips? No problem! We are able to access them directly and all we would need from you is an authorization form.
- If you are putting less than 20% down, we will also need to show an additional 1.5% of the purchase price is available to the lender.
- Don't have a lawyer or notary yet? No problem! We can refer someone to you.



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