

Mortgage Document Checklist



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By providing us with the documents that we have indicated on this list, we can finalize your mortgage more efficiently.

Buying a home?

Property Information:

- Purchase and sale agreement
- MLS listing
- Property Disclosure Statement
- Form B and strata documents

Confirmation of your down payment:

- Savings or investments statement from within the last 90 days
- Sale of an existing property — a copy of the sale agreement
- Gift letter
- Withdrawal from RRSP through Home Buyer's Plan

Employment verification:

- Copy of latest pay slip
- T4
- Letter of employment
- 2 years T1 Generals, Notice of Assessments (NOA), and business financials, if self-employed

Do you currently own your home?

Property Information:

- Recent mortgage statement
- Current homeowner insurance policy
- Most recent property tax bill/statement
- Property detail (age, size, heat, strata fees, etc.)

Other information we may require

As part of your application process, we will ask you questions relating to what you owe and own, what some of the projected expenses relating to the property are, such as taxes, heating costs and condo fees, and whether you will be using the property to generate income.

- Void cheque
- Solicitor / Notary
- Government picture ID