

THE ESSENTIAL MORTGAGE PRE-APPROVAL CHECKLIST



A Publication By



KEYSTONE
MORTGAGE CORPORATION

MortgageEngineer.ca



Mortgage Document Checklist

Date: _____

Name of Borrower(s): _____

Property Address: _____

The items checked below are necessary in order to process your mortgage loan.

Please fax or deliver the requested documents AS SOON AS POSSIBLE.

Additional information may be requested by the lender. We will advise you immediately.

<u>Date Received</u>	<u>* is documents required by lender</u>	<u>Date Sent</u>
_____	Copy of Driver's License for each applicant	_____
_____	Offer to purchase for new property	_____
_____	Feature sheet (MLS listing sheet) for new property	_____
_____	Offer to purchase for existing residence with all conditions removed	_____
_____	Recent Mortgage statement for existing property	_____
_____	Signed letter from your employer including:	_____
	<input checked="" type="checkbox"/> Position and start date	
	<input checked="" type="checkbox"/> Salary and hourly rate	
	<input checked="" type="checkbox"/> Minimum number of hours worked	
	<input checked="" type="checkbox"/> Company letterhead	
_____	Pay-stubs (2 most recent copies)	_____
_____	T-4's	_____
_____	Notice of Assessment (from Revenue Canada after taxes filed)	_____
_____	T-1 Generals (full tax returns, ALL PAGES)	_____
_____	Business Financial Statements	_____
_____	Condo Financials	_____
_____	Down Payment Verification (3 month bank or financial statements)	_____
_____	Closing Costs Verification (About 1.5% of purchase, proof in account)	_____
_____	Signed gift letter from relative (with proof of deposit into your account)	_____
_____	Void cheque for mortgage payment withdrawal	_____
_____	Fully executed and signed Divorce or Separation Agreement	_____
_____	Lawyer you will use (name, firm, address, phone number)	_____

Miscellaneous

_____	Copy of Title	_____
_____	Mortgage Protection Plan	_____
_____	Mortgage Commitment	_____