



Mortgage Documents Checklist

Whether you are buying a new house or simply refinancing your existing mortgage, you need to gather certain documents that you will need to submit to your lender.

1. Income and Personal Information



Salaried and Hourly Employees

- Letter of Employment
- Copies of last 2 pay stubs
- T4s or W2s (Annual Income Statement)
- Bonuses and Overtime - two years average
- Rental Income - Lease agreement required
- Pension income statements
- Other sources of Income

Self-Employed Income

- 2 years history of earning is required
- Tax Returns for the last two years
- Tax Notice of assessment from CRA or IRS
- Other sources of Income

Other Personal Information

- Void Cheque
- 2 Photo identification documents
- Your contact information (Tel. number, email address, etc)
- Consent to review credit score
- Real Estate Agent Information (if applicable)
Agent Name: _____
Contant Number: _____
- Additional _____

2. Your Savings & Debts



Sources of fund for the down payment

- Proof of funds to account for the down payment
- Saving or Investment statements for the last 90 days
- Liquid Assets - securities, or other liquid investments
- Agreement of Sale for existing property (if applicable)
- Closing costs - these vary based on the city you live in, but typically total 1.5% of the house price

Credit Information (Debts)

- Credit card statements
- Student loan statements (if applicable)
- List of debts (otherwise known as liabilities)
- Monthly payment for car loan
- Monthly payment for all debts

3. The Property



Confirmation of down payment

- A copy of the real estate listing
- A copy of the signed purchase and sale agreement
- Property tax estimates, and condo fees.
- Verification of the deposit or earnest money paid to the seller

Miscellaneous information

- Copy of inspection report
- Home Appraisal to confirm home's value
- Home insurance policy

Smart decisions start with a question

MY HomeAnswers.com

This Required Mortgage Documents Checklist has been developed for guideline purposes only.

Your lender may required further details based on their internal requirements