



## Mortgage Checklist

To help your mortgage application proceed quickly and smoothly, please provide us with copies of the following information (where applicable):

**INCOME CONFIRMATION: need 2 of the following that apply to you:**

- Letter of Employment
- Current Paystub (dated within the last 30 days)
- Contract
- 2 years Tax Return (T1 General)
- Last years Notice of Assessment (NOA)
- Copy of Leases

**DOWNPAYMENT CONFIRMATION:**

- Copy of Bank Statements / GIC's / RSP's / Mutual Funds, etc.
- Gift Letter plus confirmation of the gifted funds (as above)

**FOR NEW PURCHASES:**

- Copy of MLS Listing
- Copy of Agreement of Purchase & Sale
- Copy of floor plans / site plan / artist rendering (for new builder purchases)

**FOR MORTGAGE REFINANCES OR TRANSFERS:**

- Most recent property tax bill
- Copy of most recent mortgage statement or renewal statement

**SOLICITOR INFORMATION:**

- Name, address, telephone and fax number

Please fax documents to: **Michelle Brienza @ 416.410.5761**

Visit: [www.michellemortgages.ca](http://www.michellemortgages.ca) OR email: [michelle@michellemortgages.ca](mailto:michelle@michellemortgages.ca)