

# **Purchase – Investment Property** **Mortgage Document Checklist**

- **Offer to Purchase**
  - a) Signed by all parties
  - b) Copy of cheque deposit
  
- **MLS Listing**, or FSBO website listing
  
- **Income Confirmation - Employee**
  - a. Salaried employee
    - i. 2 recent pay stubs*
    - ii. Letter of employment*
      - 1. On Company Letterhead*
      - 2. Position/Length*
      - 3. Income - salaried or hourly*
  - b. Self-employed
    - i. Notice of Assessment*
      - 2 previous years*
    - ii. T1 Generals*
      - 2 previous years*
    - iii. Financial Statements*
      - 2 previous years (if applicable)*
  
- **Downpayment**
  - a) 90 day history of funds
  - b) Internet or paper statement
  
- **Recent Mortgage Statement(s)**
  - a) Principle home
  - b) Other rental properties