

Purchase

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

- **Other Properties?**
 - a) A recent mortgage statement
 - b) Leases for rental properties

- **Recent Mortgage Statement(s)**
 - a) Principle home
 - b) Other rental properties