

GET YOUR DOCUMENTS IN ASAP

# Document Checklist

## 1. Your Income Documents

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### a) If you are an employee

**Letter of Employment**  
Dated within 60 days

**Pay Stub**  
Dated within 30 days

### b) If your income is variable, also provide

**T4, for last 2 years**  
If hourly pay, bonused, commissioned, or overtime

### c) If you are sole proprietor of a business

**Notice of Assessment**  
For last 2 years

**T1 General**  
For last 2 years

**Statement of Business Activities**  
T2125 tax form for last 2 years

**Confirmation of Payment**  
Taxes owing require proof of payment

### d) If you own an incorporated business

**Notice of Assessment**  
For last 2 years

**T1 General**  
For last 2 years

**Corporate Financials or T2**  
For last 2 years, prepared by an accountant

## 2. Down Payment Documents

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**90-Day Account History**  
Bank account(s) for down payment withdrawal

Please ensure your name and account number are clearly identified on your account history.

As well, large deposits will always require a history of 90 days. If possible, leave money where it is instead of transferring it between accounts.

## 3. Subject Property Details

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**Accepted Offer to Purchase**  
Legal contract submitted to seller

**MLS Listing**  
Home and property details; realtor can provide

## 4. Your Banking Info

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**VOID Cheque or Pre-Auth Debit Form**  
For lender transfer of amounts on closing date

## 5. Other Requirements

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**Home Insurance Policy**  
For property and contents as per lender; lawyer provides your certificate to the lender before closing date

Please note: If you provided info or docs for your pre-approval, you may need to resubmit as requested. Lender may request additional documents based on your application details.