



Employed Client Checklist

Purchase

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- Employment letter/s
- Recent pay stub/s
- Offer to purchase/purchase contract
- MLS Listing or Feature sheet of purchased property
- Proof of down payment - may be from many sources including:
 - current bank statements (3 months required)
 - current RRSP statement (require deposit slip when redeemed)
 - gifted money – require gift letter completed & deposit slip
 - sale of vehicle – require proof of sales and of monies in bank
 - sale of home – require proof of sale, mortgage balance and monies in bank etc.
- Solicitor contact information
- _____
- _____

Refinance/Renewals

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- Employment letter/s
- Recent pay stub/s
- Original purchase information (complete the downloadable feature sheet)
- Current mortgage balance / Renewal statement
- Copy of current City Property Tax Assesment
- Copy of your home owners insurance
- Statements of debts to be paid in full (if applicable)
- Current Mortgage payout statement(s)
- Solicitor contact information (not applicable for renewals)
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