



## **Document Check List for a New Mortgage**

### **Employment Documents**

- |  |  |
|--|--|
| <input type="checkbox"/> Notice of Assessments (07/08) | <input type="checkbox"/> Employment letter |
| <input type="checkbox"/> Recent Pay Stub               | <input type="checkbox"/> T4 (07/08)        |

### **Self Employment Documents**

#### **• Sole Proprietorship or Partnership**

- Business license
- CRA's Notice of Return Adjustment/Summary (for a GST return)
- T1 Generals with Statement of Business Activities attached (07/08)
- Financial statements prepared and signed by an accountant (07/08)

#### **• Incorporated**

- Certificate of Incorporation
- Financial statements prepared and signed by an accountant (07/08)

### **Confirmation of Down Payment**

- 3 months statements for account where Down Pmt. Is coming from
- Gift letter (3 months history for source)

### **Signed and Witnessed purchase contract for subject property**

