



Document Check List for a Construction Mortgage

Employment Documents

- Notice of Assessments (07/08) Employment letter
 Recent Pay Stub T4 (07/08)

Self Employment Documents

• **Sole Proprietorship or Partnership**

- Business credit report 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**

- Articles of Incorporation Business Credit Report
 Financial statements prepared and signed by an accountant (07/08)

Confirmation of Down Payment

- 3 months recent bank statements 3 months investment statements
 Gift letter (3 months history for source)

Development Costs

- Purchase contract for subject property signed by the builder and witnessed
 Architectural plans for a full appraisal of plans and property