



Document Check List to Refinance your Mortgage

Employment Documents

- | | |
|--|---|
| <input type="checkbox"/> Notice of Assessments (2 most recent years) | <input type="checkbox"/> Employment letter |
| <input type="checkbox"/> Current Year to date Pay Stub | <input type="checkbox"/> T4 (2 most recent years) |

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 (2 most recent years)
- Financial statements prepared and signed by an accountant (2 most recent years)

• Incorporated

- Certificate of Incorporation
- Financial statements prepared and signed by an accountant (2 most recent years)