



Please use this form as a guideline for what we will need to get your standard purchase transaction completed by most lenders. Some lenders may not require all this info and some lenders may require additional information. For every purchase there are three main categories of documents you will need to provide: income, down payment info and property details.

- ✚ **Employment letter:** The employment letter is typed on company letterhead, states job description, length of tenure at current employer, type of income (whether it's salary, hourly or commissioned income), whether you are on probation or not, permanent or part time, and chances of continuing employment in the foreseeable future with employer. The letter must have the name, title and contact number for the authorized person writing the employment letter.
- ✚ **Pay Stub:** Provide the most up to date recent pay stub (the pay stub usually shows the year-to-date income earned).
- ✚ **T4's :** Most recent two years worth of T4's (ex: If this is June 1st 2009 when you are applying for a mortgage, you would need to provide the 2008 AND 2007 T4's). If you have been employed with more than one employer in a calendar year, you would provide all T4's for that particular year.
- ✚ **Down Payment Verification:**
 - **Savings / Checking / RRSP / Mutual Funds / etc :** You are required to show where the down payment comes from. If part of or all of the down payment is coming from your savings / checking / RRSP / mutual Funds / etc, you will need to provide a 90 history of the account in which the funds are held to show lender you have saved or accumulated the down payment. You will need to explain any large deposits that may appear in your account history.
 - **Gift :** If some of or all of the down payment is coming by way of gift, (The gift has to be from an immediate family member) you are required to show proof by way of bank statement the gifted funds have been deposited into your account and you will need to have a gift letter signed and dated by the giftor.
- ✚ **Offer to Purchase:** Every purchase transaction needs to have a written purchase agreement signed by all parties and witnessed. This form is the center piece of the home purchase.
- ✚ **MLS or Property Feature Sheet:** The MLS sheet may be obtained from your realtor. This MLS sheet has on it the details such as list price, annual property taxes, zoning, square footage etc. If the property being purchased is a private purchase (not listed with any realtors), you will need to fill out and provide a "property feature sheet" which is listed on the Forms page of this site.
- ✚ **Void Check:** You will need to write VOID on a personal check from the account which you will have the new mortgage payments deducted from and forward to us.
- ✚ **Lawyers Information:** The lawyers information needed is company name, lawyers name, lawyers address, phone number and fax number. This information is forwarded to our lender so the lender can properly locate the lawyer and forward your mortgage documents for review.