



Lisa Baubie

Mortgage Agent Level 1



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AskLisa.ca

Mortgage Document Checklist

Item	Completed	Notes
Employment Letter		Employment letters must include: 1. Name, address and contact info of employer 2. Length of employment (hire date) 3. Rate of pay (hourly/salary) 4. Hours worked/week 5. Job title/description
Proof Of Income: Recent Pay Stubs, T4's, NOA,		Everything must be recent. T4's and NOA's can be obtained easily from CRA website.
Bank/Mortgage Statements		Must be Recent. Need to be able to verify downpayment, current mortgage amounts, etc.
Property tax statements		Current property tax info to verify property taxes are up to date.
Loan/Credit Card Statements		Payment amounts and balances
Separation/Divorce Agreement		Include any payments being received/payed
Gift Letter		If using funds gifted from a family member

*** Other Documents may be required depending on your situation**

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FSRA #: 13470

Licence #: M25000279