



Lisa Baubie

Mortgage Agent Level 1

Elite Mortgage Group DLC FSRA#13669



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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 verifydownpayment,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**