

GETTING YOUR DEALS DONE



Document Checklist

***Documents in bold** are required *at the time of submission* with your application.

Additional documents may be requested after underwriter review.

SALARY, HOURLY AND COMMISSION INCOME

- *A Letter of Employment and most recent pay stub from employer**

For commission-based and fluctuating income also include:

- *2 years of T1 Generals**
- Corresponding NOA

RENTAL INCOME

- A copy of current Lease Agreement

And one of the following:

- Fair Market Rents
- T1 General and NOA
- 3 months of bank statements

For existing rental properties also include:

- *Mortgage statement**
- *Property tax statement**
- Title

Refer to the rental income worksheet for rental income calculation.

SELF-EMPLOYED INCOME

Confirmation of business through one of the following:

- Articles of incorporation
- Business license/registration
- Trade license
- GST/HST registrations/returns

And:

- Percentage share of ownership

Flex Bank Statement program

- *Self-Employed Flex Mortgage Form**
- *12 months bank statements**
- Statement of Account
- Confirmation of revenue and expenses

Alt Provable program

- *Minimum 6 months bank statements**
- *T1 Generals for last two years**
- Supporting NOA

And one of the following if incorporated or limited:

- *Accountant prepared company financials**
- *T2's**

CREDIT DOCUMENTATION
(where applicable)

Bankruptcy or Consumer Proposal:

- Statement of Affairs (Form 79)
- Certificate of Full Performance of Proposal (Form 46)
- Certificate of Discharge (Form 84)

Alternative Credit:

- 6 months consecutive statements for rent/mortgage
- 12 months of consecutive statements (utilities/phone bills etc.) for those not paying rent/mortgage

02/26 CA - 03900

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Deal Notes

The more complete your deal notes, the fewer follow-up calls we'll need, helping us all achieve quicker turnaround and approvals. Here are some prompts underwriters often look for to make the process smoother:

WHAT WE NEED

DEAL NOTES

Broker contact information (best way to reach you)	
Conditions of finance date	
Close date	
Purpose of undirected funds Investment, property updates, debt payout, other	
Unique property features Well and septic, rural, age-restricted, wood foundation, zoning, special concerns, upgrades, other	
Borrower information Relationship of borrowers. If separated/divorced is there an agreement? Is there a spouse that is not listed as a borrower?	
Other income <ul style="list-style-type: none">• For BFS include type of business (incorporated, sole prop), line of work• For CCB include number of dependents and ages• For rental income state if they are using declared income or rental income from the worksheet	
Creditworthiness Reason for credit issues such as bankruptcy, consumer proposal, other	
Exit strategy (if applicable)	

For broker use only. Not intended for client use.