

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.

<p>SALARY, HOURLY AND COMMISSION INCOME</p>	<p>*A Letter of Employment and most recent pay stub from employer</p>	
<p>RENTAL INCOME</p>	<p>A copy of current Lease Agreement</p> <p>And one of the following:</p> <ul style="list-style-type: none"> Fair Market Rents 3 months of bank statements <p>Refer to the rental income worksheet for rental income calculation.</p>	<p>For existing rental properties also include:</p> <ul style="list-style-type: none"> *Mortgage statement *Property tax statement Title
<p>SELF-EMPLOYED INCOME</p>	<p>Confirmation of business through one of the following:</p> <ul style="list-style-type: none"> Articles of incorporation Business license/registration Trade license GST/HST registrations/returns <p>And:</p> <ul style="list-style-type: none"> Percentage share of ownership <p><u>Flex Bank Statement program</u></p> <ul style="list-style-type: none"> *Self-Employed Flex Mortgage Form *12 months bank statements Confirmation of revenue and expenses <p><u>Alt Provable program</u></p> <ul style="list-style-type: none"> *Minimum 6 months bank statements *T1 Generals for last two years Supporting NOA <p>And one of the following if incorporated or limited:</p> <ul style="list-style-type: none"> *Accountant prepared company financials *T2's 	
<p>CREDIT DOCUMENTATION (where applicable)</p>	<p>Bankruptcy or Consumer Proposal:</p> <ul style="list-style-type: none"> Statement of Affairs (Form 79) Certificate of Full Performance of Proposal (Form 46) Certificate of Discharge (Form 84) <p>Alternative Credit:</p> <ul style="list-style-type: none"> 6 months consecutive statements for rent/mortgage 12 months of consecutive statements (utilities/phone bills etc.) for those not paying rent/mortgage 	

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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 bankruptcy, consumer proposal, other	
Exit strategy (if applicable)	

For broker use only. Not intended for client use.

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