



Purchase Checklist

Proof of Income

Employed

- 1) Employment Letter - Letter should be dated, printed on company letterhead and signed by someone of authority. Letter confirms name of employee, salary, length of employment, position, overtime, bonuses, and prospect for continued employment.
- 2) Recent Pay Stub - Please provide most recent pay stub showing income and all deductions.
- 3) Overtime/Bonus/Commission/etc... - The last 2 years T4's or Notice of Assessments to average your income.

Self – Employed

- 1) Tax Returns - The last 2 years T1 General Forms which must be prepared by a third party accountant.
- 2) Notice of Assessment - Most recent NOA showing no taxes owed to CRA.
- 3) Proof of Self Employment - Business activities tax form, articles of incorporation, GST Returns, etc...

Down Payment

Proof of Down Payment

- 1) Deposit Account (3 Months Bank Statements Required)
- 2) RRSP or Investment (Recent Statement and Deposit Slip)
- 3) Gifted Funds (Gift Letter and Deposit Slip)
- 4) Sale of Home (Offer to Purchase & Existing Mortgage Statement)

Property

Offer to Purchase - This should be the final accepted offer with all counter offers or adjustments.

MLS Listing or Property Feature Sheet - This should show all property details including lot size, taxes, etc...

Other

Void Cheque - This is required to establish a pre-authorized payment plan.

Lawyer Contact Information - Details will include Name, Firm, Address, Phone and Fax Numbers.