

## MORTGAGE FINANCING DOCUMENTATION REQUIRED - RESIDENTIAL FINANCING

### How it Works:

Step 1) In the INCOME column, find the row that matches up to how you earn your income (multiple rows may be applicable)

Step 2) In the DOCUMENTS column; it lets you know which items we need from you to support your income.

Step 3) In the TIME PERIOD column it identifies the time period which the supporting document is applicable to.

Step 4) The NOTES column provides you with any additional information that we feel may be helpful.

### IMPORTANT - Please Read Below

At the bottom of the page there is an area where most of the required documents are listed and if you click on them; you will see a sample document.

We do not require any original papers; so you are welcome to send each item to us in PDF format or JPEG

**Please do not send any screenshots from your cell phone as they are not acceptable to the lender**

INCOME	DOCUMENTS	TIME PERIOD	NOTES
<b>Salary</b>	Employment Letter Two Recent Paystubs Notice of Assessment	Dated within past 30 days Dated within past 30 days Most Recent Tax Year	Should indicate, job title, salary, length of employment, be on company letterhead and signed by employer.
<b>Hourly or Commission</b>	Employment Letter Two Recent Paystubs Notice of Assessment T4's From Employer	Dated within past 30 days Dated within past 30 days Most Recent Two Years Most Recent Two Years	Should indicate, job title, hours guaranteed/hourly wage, length of employment, be on company letterhead signed by employer  Please provide all T4s
<b>Self Employed (Sole Proprietorship or Partnership)</b>	Full Tax Return (T1 General) Notice of Assessment	Most Recent Two Years Most Recent Two Years	All pages required - no summary returns please All pages required
<b>Self Employed (Incorporated)</b>	Company Financial Statements Full Tax Return (T1 General) Notice of Assessment Articles of Incorporation	Most Recent Two Years Most Recent Two Years Most Recent Two Years	Accountant prepared "Notice to Reader" financial statements if available or corporate tax returns (T2) if not
<b>Pension</b>	T Slips for Each Income Source Personal Bank Statements	Most Recent Year Last 2 Months	
<b>Disability</b>	Benefit Confirmation Letter Personal Bank Statements	Dated within past 30 days	Letter to include benefit payment amount, + most recent 60 days bank statements showing direct deposits
<b>Child Tax Benefit</b>	Child Tax Benefit Annual Statement	Most Recent Year	Statement + 30 Days Bank Statement showing direct deposit
<b>Rental</b>	Full Tax Return (T1) Lease	Most Recent Tax Year Current Lease	All pages required - no summary returns please and must include the T776 Statement of Real Estate Income Copy of actual lease or in the case of month to month tenancy a signed tenant acknowledgement (we can provide blank)
<b>Support or Alimony</b>	Legal Separation Agreement		Must be signed by all parties and Fully Executed + 30 Days Bank Statement showing funds deposited
REAL ESTATE	DOCUMENTS	TIME PERIOD	NOTES
<b>For Each Property Owned</b>	Recent Mortgage Statement Property Tax Bills Proof of Condo Fees	Recent Year or Online Print Out Most Recent Year Most Recent Year	Please ensure that we can see the account holder's name, if not providing actual statements issued by financial institution Final Bill from Municipality 30 Days bank statement showing payment withdrawn
<b>Residential Purchase</b>	Agreement of Purchase and Sale		Please include copy of Deposit Cheque Provided w Offer
DOWNPAYMENT FROM:	DOCUMENTS	TIME PERIOD	NOTES
<b>Savings</b>	See Notes	Last 90 Days	Account statements showing source of funds from each account being drawn on for the down payment
<b>Sale of Property</b>	See Notes		Accepted offer to purchase
<b>Gift</b>	See Notes	Dated within past 30 days	We will provide a Gift Letter Gift must be in your bank account at least 15 days prior to closing - We will let you know which supporting documents are required as they are lender specific
<b>Secured Line of Credit</b>	See Notes		Secured Line of Credit statement showing available funds
<b>CLICK DOCUMENT NAME TO BRING UP A SAMPLE</b>	<a href="#">T1 Tax Return</a>	<a href="#">Company Financial Statements</a>	<b>Alan Gilman</b> Mortgage Broker, Canadian Mortgage Products <a href="mailto:alan@canadianmortgageproducts.ca">613 552 1572 or alan@canadianmortgageproducts.ca</a>
	<a href="#">T4</a>	<a href="#">Old Age Security Benefits</a>	
	<a href="#">T4A</a>	<a href="#">Letter of Employment</a>	
	<a href="#">Child Tax Credit Statement</a>	<a href="#">Lease</a>	
	<a href="#">CPP Benefits</a>	<a href="#">Mortgage Statement</a>	
	<a href="#">Notice of Assessment</a>	<a href="#">Property Tax Bill</a>	
	<a href="#">Articles of Incorporation</a>	<a href="#">Legal Separation Agreement</a>	
			<a href="#">Click Here for Rates and or Mortgage Application www.canadianmortgageproducts.ca</a>