

# HELOC DOCUMENTS CHECKLIST

## Client Information

- Client Photo ID (No Health Card)
- SIN Number
- Phone Number and Email Address
- Number of Dependents- if any, provide CCB Statement
- Lawyer Details
- Void Cheque for the mortgage payment

## Employment Documents - If Employed

- Letter of Employment (Dated Within 30 Days)
- 2 Most Recent Pay Stubs
- 3 Months Bank Statements Confirming Pay Deposits
- Last 2 years T4

## Employment Documents - If Self - Employed

- Articles of Incorporation or Master Business Licence
- Business HST number
- Notice of Assessments- Last 2 years
- T1 Generals - Last 2 years
- Last 6 Months Business Bank Statements
- Last 2 years Business Financials (If Available)
- 3-4 Business Invoices

## Existing Properties

- Current Dated Mortgage Statement - all the properties owned
- Current Year Property Tax Bill - all the properties owned
- Rental Agreements - for rented properties