

PURCHASE DOCUMENTS CHECKLIST

Client Information

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

Property

- Agreement of Purchase and sale
- All amendment or waivers (if applicable)
- MLS Listing

Builder Purchase

- Tarion, Floor Plan/Site Plan
- Any upgrades, Schedules, Addendum, Amendments, Closing Confirmation
- Copy of Deposit Cheques given to the builder
- Executed Sale Purchase Agreement
- Statement of Adjustments

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

Down Payment

- Copy of Deposit Cheque paid to the Brokerage
- Confirmation of Down Payment Amount
- Last 3 months bank statements - confirming accumulation of down payment funds