

SECOND MORTGAGE 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 a second mortgage payment

Employment Documents -If Employed

- Letter of Employment (Dated Within 30 Days)
- 2 Most Recent Pay Stubs

Employment Documents -If Self-Employed

- Articles of Incorporation or Master Business Licence
- Notice of Assessments- Recent 1 year
- Last 3 Months Bank Statements

Existing Properties

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