

# Mortgage Document Checklist (Canada)

## Identification

- Government-issued photo ID (Driver's Licence / Passport)
- PR Card / Work Permit (if applicable)

## Income & Employment (Employed)

- Most recent 2–3 paystubs
- Employment letter (title, status, start date, income, hours)
- Last 2 years of T4s
- Last 2 years of Notices of Assessment (NOAs)

## Income & Employment (Self-Employed)

- Last 2 years of NOAs
- Last 2 years of T1 Generals
- Business financial statements (if required)
- Business bank statements (if required)

## Down Payment & Closing Costs

- Last 90 days of bank statements (all pages, PDF)
- Gift letter (if down payment is a gift)
- Proof of asset sale (if applicable)
- Proof of transfer from another account

## Debts & Liabilities

- Statements for loans, credit cards, and lines of credit
- Proof of minimum payments (if unclear)
- Proof of payout (if debt was paid to qualify)

## Property Documents

- Agreement of Purchase and Sale
- MLS Listing Sheet (if applicable)
- Property tax information
- Condo fee statement (if applicable)
- Insurance information
- Appraisal (if lender requests)

## Refinance Documents (If Applicable)

- Current mortgage statement
- Property tax bill
- Appraisal (if lender requests)

## **Optional but Helpful**

- Net Worth Statement (summary of all assets and liabilities)

## **Best Practice Tips**

- Submit documents as PDFs (not screenshots or photos)
- Label files clearly (e.g., Paystub-Jan.pdf, NOA-2024.pdf)
- Provide all pages, including blank ones
- Avoid large unexplained deposits before applying