

Required Documentation

- TMG Required Forms** (Client Consent, Compensation, & Relationship Disclosure Documents)
- Employment:**
 - Salaried: Letter of Employment, most recent pay stub
 - Hourly: Letter of Employment, most recent pay stub, most recent two years Notice of Assessments and T4s (or year to date pay stub from year end)
 - Business for Self: 2 years confirmation of business, ie Incorporation docs, or GST. Most recent 2 years Notice of Assessments, T1 Generals and business financials
- Down Payment :**
 - Own Funds: 3 months bank statements from chequing or saving account, showing account ownership, OR 3 months RRSP (will need corresponding deposit into your account)
 - Borrowed: Gifted: gift letter signed and completed, and deposit monies shown into account. If off Line of credit or credit card, deposit shown into account along with new statement showing balance and payment
- ID**
SIN#, Drivers License Number, issue date and expiry
- VOID** cheque or Pre Authorized Payment form (initialed and stamped via bank)
- Purchase Contract**
MLS (if applicable)
Plans and Specs if builder (if applicable)
- Solicitor Information :** Name: _____ Firm: _____
Address: _____ Phone: _____
Fax: _____
- Once Instructed:** call insurance company to set up fire insurance (if applicable)
- If Applicable** for other properties owned or will continue to own:
Current Mortgage Statement, showing lender, balance, rate, payment
Current Property Tax Statement
Rental Agreement

"Get all your Ducks in a row"



Additional Time Saving Tips

- Double and triple check all documents. Make sure you have each piece of paperwork needed for your mortgage application. Make sure it is all filled out properly and accurately. Look it over more than once so that you catch every potential mistake.
- Fill out paperwork completely. The last thing you want is for your approval to be held up because you neglected to fill out some aspect of the paperwork.
- Ask your mortgage broker to review everything. Once you are done filling everything out, ask your broker to look it over. He can suggest areas where you need to fill in more information or have you change something that may improve your chances of getting approved.
- Get your papers in one place. Designate one folder and keep everything organized in it. This way, if you are asked to provide certain information, you have it in one folder and can just pull out items as they need to be submitted.

Being Organized is Key to a Speedy Approval

The more you do ahead of time, the better your chances for an approval. When your mortgage agent asks you to provide something for the lender, do so in a timely fashion. Chances are, if you can get things in right away, you'll be approved that much faster.

Timeliness and organization are key in applying for a mortgage. The faster you can respond to requests, the quicker your file can be completed and you can prepare to take your next step.

Get the right mortgage, with the best rate, thanks to our deep network of lenders and banks. Plus our services are free to you. Apply online at www.arianaleroux.com to get started. Also on my website under Quick Links, you will find all the websites for Telus, Epcor, Direct Energy, movers, lawyer and Realtor referrals etc, everything you need to make your move as painless as possible.