



PURCHASE CHECKLIST

1. Source of down payment:

- Bonds, mutual funds, RRSP's, chequing, savings – 3 month transaction history
- Gift Letter & Confirmation via bank statement that funds have been deposited into your bank account. Statement must have your name on it.
- Closing costs equal to 1.5% of the purchase price (for legal fees etc.)

2. Confirmation of Employment:

- Letter from employer on company letterhead, and most recent paystub
- Two (2) years of tax returns and corresponding Notice of Assessments if self employed or if using two (2) year average. If income taxes are owed on the latest NOA, provide confirmation that they are paid in full.

3. Pre-authorized payment information:

- Void Cheque from which account you would like your mortgage payments to come from. Must be a pre-printed personalized cheque. If one is not available a Pre Authorized Debit form stamped by the bank teller will work.

4. Other Information:

- MLS Listing or Highlight Sheet
- Agreement of Purchase and Sale as well as Counter Offers, Amendments if any and including the PCDS if requested.
- Lawyer Information – Lawyer name, firm, address, telephone number and fax number
- _____
- _____
- _____
- _____
- _____

Please Note:

This checklist is intended as a guide only; additional information may be requested as needed. Please be prepared to provide additional information as requested.

Your Mortgage Link

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