

ORIGIN

Name(s): _____ Date Faxed: _____

To help you “get moving,” and start you down to road of a simple, fast and stress-free solution to all of your home financing needs, please provide all the information that is marked in the “To Do” column as soon as possible.

Please provide the following information in the marked boxes:

To Do	Done	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Credit Application for all applicants
<input type="checkbox"/>	<input type="checkbox"/>	Signed Credit Authorization
<input type="checkbox"/>	<input type="checkbox"/>	Confirmation of Employment and Income If you are a Salaried Employee please provide: <input type="checkbox"/> A Current Pay Statement dated within the past 30 days OR <input type="checkbox"/> A Letter of Employment from your manager of HR dept indicating your: start date, position, salary, and full time or regular part time. If you are Self Employed, a part time employee, receive commission or bonuses please provide: <input type="checkbox"/> 2 Years of your Notice of Assessment (T451) (The blue form that is mailed back to you after you file your taxes from CRA) <input type="checkbox"/> 2 Years of your Company's Financial Statements If you receive rental income, please provide: <input type="checkbox"/> A Rental Tenancy Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Down Payment Confirmation In order to confirm your down payment, please provide the following: <input type="checkbox"/> A Bank Account Statement dated within the last 30 days <input type="checkbox"/> A statement of your investments <input type="checkbox"/> A RRSP Statement <input type="checkbox"/> A Gift letter <input type="checkbox"/> Sale Agreement of existing property
<input type="checkbox"/>	<input type="checkbox"/>	Refinance (An Increase to your existing mortgage amount) Please provide the following most recent documents for: <input type="checkbox"/> Property Assessment <input type="checkbox"/> Property Tax Statement with confirmation of being paid by either a bank stamp or copy of the cheque provided <input type="checkbox"/> Home Insurance <input type="checkbox"/> Mortgage Statement confirming current balance <input type="checkbox"/> Mortgage Discharge Request signed
<input type="checkbox"/>	<input type="checkbox"/>	Solicitor Information If you have a preferred solicitor, please fill out the information on the right. Firm Name: _____ Name: _____ Address: _____ Tel: _____ Fax: _____

Thank you for choosing

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