

Congratulations on the purchase of your new home! We at the award winning MiMortgage.ca team want to ensure your mortgage experience is as pleasurable and seamless as possible. With access to over 50 lenders, our mission is to provide conventional mortgage solutions for unconventional clients. In order to achieve this objective, we will require the information from all mortgage applicants. With this information up front prior to your first visit, we can get your application reviewed within 48-72 hours of submission, allowing you to focus on what matters.

- Two** recent pay stubs (within 30 days)
- T4** for the last two tax years
- Income Tax Notice of Assessment** for the last two tax years
- Photo identification (for which we will be making a photocopy for compliance purposes)
- Copy of the purchase agreement, MLS listing, waivers, and notice of fulfillment of conditions
- Current mortgage statement
- Current property tax statement
- If taxes are outstanding, recent statement confirming the outstanding balance

If you or a co-applicant are self-employed, our underwriters require the following additional documents:

- Business license or Articles of Incorporation (if applicable)
- If incorporated, **two** years of income statements for the business
- Full** T1 General for the last **two** tax years
- Six separate** invoices demonstrating proof of income
- Twelve months** personal and business statements correlating name of business to licensing documents
- Personal bank statements must demonstrate amounts on the provided income invoices match what was directly deposited into the applicant's personal bank account
- T4A for the last **two** tax years

Once we have received all the above-mentioned documents and your mortgage application has been approved, we will require the following information within 72 hours to ensure necessary regulatory compliance, and that your mortgage funds will be advanced without unnecessary delays:

- Purchaser(s) must have an additional 1.5% of total purchase for closing costs (demonstrated by 90-day bank statement correlating applicant name as applicable)
- Job letter dated within **30 days of the mortgage application date** and must include the applicant's name, position, start date, salary type (hourly or annual), guaranteed hours/week, and must have contact information and signature of the writer. The lender will call to confirm the details of your employment hence it is critical this information be accurate to avoid unnecessary delays
- If any part of the down payment is being made in cash, funds must be in the bank account of the applicant for minimum 90 days, as demonstrated by 90-day bank statements correlating applicant name (must prove source of funds for regulatory purposes)
- If **any** part of your down payment is gifted, a gift letter must be completed. Your MiMortgage.ca team member will provide you with the applicable letter that **must** be completed by the donor and the recipient
- An appraisal of the purchased property will be requested by the lender, at the expense of the purchaser. *You will be contacted directly for appraisal and payment arrangements* *NOTE: This document belongs to the vendor and regrettably can not be shared, however your agent will be pleased to share with you the appraised value of the property
- Your real estate lawyer's name and contact information, so we can share pertinent details for a seamless transition *NOTE choice of solicitor *may* be subject to lender approval
- A blank cheque with "VOID" across the front or a pre-authorized debit form bank stamped from your financial institution for the account that your mortgage payment will be coming from
- If property has septic and/or well, proof of water potability
- If purchased property is tenanted, evidence of "Notice to Vacate" ensuring tenants have been given a minimum 60-days notice

If you are withdrawing funds from an RRSP as part of your down payment, the following is required:

- A completed RRSP withdrawn form **T1036 "Home Buyers Plan Request to Withdraw Funds from an RRSP"** (completed in conjunction with your investment representative)
- Investment statement from the last **90 days**

We at MiMortgage.ca recognize mortgaging your first home is very exciting, yet can be very complicated and stressful. We sincerely thank you for allowing us the opportunity to be a trusted partner, and in allowing us to share in this new chapter of your life. If we can be of any further assistance, or if you have any questions or concerns, please do not hesitate to contact us at 1-866-452-1100 or at jacalyn.cook@migroup.ca. If you have any friends or family that may be looking for a mortgage, it would be our privilege to help them find their perfect mortgage solution, and would be grateful for your referral.