

Thank you for choosing Mortgage Intelligence for your mortgage needs. 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 following “checked” information (page one) from all mortgage applicants *on your first visit*. With this information up front, we can get your application reviewed within 48-72 hours of submission, allowing you to focus on what matters.

- Two** recent pay stubs (within the last 30 days)
- T4** for the last two tax years
- Income tax **Notice of Assessment** for the last two 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 (if applicable)
- Current mortgage statement
- Current property tax statement
- If taxes are owing, statement showing 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** 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 :

- Applicant(s) must have an additional 1.5% of total purchase for closing costs (demonstrated by 90-day bank statement correlating applicant name)
- Job letter dated within **30 days of the mortgage approval date** and must include your name, position, start date, salary type (hourly or annual), guaranteed hours/week, complete with 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
- 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
- An appraisal of the purchased property will be requested by the lender, at the expense of the borrower (the appraiser will contact you directly to book the appraisal appointment and arrange payment) NOTE: This document belongs to the vendor and regrettably can not be shared, however your broker will be pleased to share with you the appraised value of the property
- Proof of water potability as property has septic and/or well
- If purchased property is tenanted, evidence of "Notice to Vacate" ensuring tenants have been given a minimum 60-days notice as per the Landlord/Tenant Act
- A copy of your separation agreement has been requested by the lender
- Proof of insurance has been requested by the lender
- Lender has required debt(s) be paid prior to closing (we will contact you with specifics)

We at MiMortgage.ca recognize a new mortgage can be 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. 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.