Mortgage Checklist

Looking to buy a home? Congratulations! Already own a home and refinancing? Also cool! We're very excited to help you with your mortgage. So things go smoothly, we've created a checklist so you know which documents are needed to complete the process.

Buying a home? We'll need:

Property information

- ☐ Purchase and sale agreement
- ☐ The realtor.ca listing for the property

Confirmation of your down payment

- ☐ Savings and investment statements for the last 90 days
- ☐ A copy of the sale agreement, if you're selling a property you currently own
- ☐ Copy of Line of Credit Statement when used for down payment
- ☐ A gift letter, for any portion of the down payment being provided by, say, a family member
- ☐ Withdrawal from an RRSP under the first time home buyers plan (to make a withdrawal, make sure you're eligible, and fill out CRA form T1036 to give to your RRSP provider.)

Employment and income information

- ☐ Two most recent T1 Generals (your tax file, essentially) *(T1 basically means your income tax forms. They should include self employed income, rental income, farming income, and any other type of income you have.)*
- ☐ Notices of Assessment *(Generally arrives in your mailbox a few weeks after you file your income taxes.)*
- ☐ Two most recent T4 slips (income and tax notice from your employers) *(T4 slips are what you get from your employer around tax time, and they show how much your income and taxes were for the past year. Significant overtime commission or bonus income should be included with this submission.)*
- ☐ Letter of Employment

  (We only need this if you've been with your employer or in a specific industry for less than 2 years.)
- ☐ Most recent accountant prepared business financials *(This is only required from some business owners.)*
- ☐ Copy of your latest pay slip

Other income

- ☐ Legal agreements, like spousal or child support
- ☐ Other compensation, like disability or rental income
- ☐ Business financial statement, as prepared by your accountant (for business owners)

Personal Financial Statement

- ☐ Ask an ATB team member to assist in completing your Personal Financial Statement

Life & Disability Insurance

- ☐ A list of current policies held in your name, companies your policy is with, and value

Own your home? We'll need:

Property information

- ☐ Recent mortgage statements
- ☐ Most recent property tax bill or statement
- ☐ Documents that show heating costs and condo fees
- ☐ Legal description of your property, from your property tax statement or your original purchase agreement

We might also need...

- ☐ A void cheque, or account information, for non-ATB accounts
- ☐ Name, number and address of your lawyer

As part of the mortgage approval process, we also might ask about what else you own or owe, and whether you'll be renting out the property.