



Thank you for choosing Mortgage Intelligence to complete your Mortgage. Please assist us by providing all documentation that the Lender requires as soon as possible. Providing documents reduces delays in closing.

Your Closing Date is \_\_\_\_\_ Provide all documents to us by: \_\_\_\_\_

### **Type of Mortgage:**

For **Purchase** mortgages we require fully signed Offer to Purchase and MLS Listing

For **Refinance** mortgage we require:

- \*Proof of Home Insurance
- \*Property Taxes Statement and MPAC
- \*Original Charge Mortgage
- \* Current Mortgage Statement

### **Employment Verification**

**Salary or Hourly:** Job Letter, Paystub, T4's

**Self Employed:** Notice of Assessments, T1 Generals, Business License, Articles of Incorporation

Other Income Required \_\_\_\_\_

### **Down Payment Verification**

\_\_\_\_\_ Months Bank Statements, Gift Letter, RRSP Statement, Sale of House & MLS

Other \_\_\_\_\_

**Appraisal:** yes or no (If one is required we will order it for you, please expect a phone call or e-mail from the appraiser for payment and/or access.)

### **Mortgage Documents Required**

Mortgage Commitment, Consent Form, Disclosure to the Borrower, VOID Cheque

Pre-Authorized Payments Form (if required) , Life Insurance (accepted or waived)

**Lawyer's name for closing** \_\_\_\_\_

### **Before closing:**

Contact all utilities Hydro, Gas, Cable, Phone, and Water.

Contact City to arrange Property Tax Account (if lender is not paying them)

Arrange Home Insurance