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First, thank you for the opportunity to assist you. We look forward to working with you to complete the mortgage required on your existing property and provide you with the best possible service and advice.

In order to complete your mortgage, we will require the items listed below:

- **Mortgage Application** – please complete all sections
- **Consent Form** – please complete all sections

**Income Confirmation:**

- **Salaried** - current paystub, letter of employment (company letterhead, tenure, position, contact, annual gross salary), most recent 2 years of Notice of Assessments, T1 Generals and T4 slips.
- **Self Employed/Commissioned** – Master Business Licence, most recent 2 years personal Notice of Assessments & T1 Generals, along with T4A slips (if applicable) and 12 months business bank statements with a few invoices/contracts to match large deposits.
- **Incorporated** - all pages of Articles of Incorporation/business registration, most recent 2 consecutive years of business financials, most recent 2 years personal Notice of Assessments & T1 Generals and 12 months business bank statements with a few invoices/contracts to match large deposits.
- **Current mortgage statements** – for all properties owned
- **Current property tax bills** – for all properties owned
- **Asset confirmation** – 90 day account statements showing assets (cash, savings, investments, RSP, etc)
- **Two pieces of photo I.D. (health card is **NOT** acceptable)**
- **Lawyer Contact Information**

Your mortgage application will be subject to standard lending criteria as well as the criteria of a mortgage default insurer if applicable. We recommend that you do not waive a financing condition in an offer to purchase until we formalize our approval.