



MORTGAGE FILE CHECKLIST

FFCZ#: _____
Date: _____
Closing Date: _____
1st Mtg: \$ _____

Agent Name: _____
Borrower(s): _____
Lender(s): _____
2nd Mtg: \$ _____

Lending Class: Prime Sub-prime Private Conventional High-Ratio (insured)
Mortgage Type: Purchase Refinance H.E.L.O.C Construction
Property: Residential Commercial Raw Land



****PLEASE PLACE DOCUMENTS IN THE FOLLOWING ORDER ****

Required Documents:

- Mortgage File Checklist
- Credit Application with Credit Bureau Authorization(s)
- Client(s) identification
- Mortgage Approval Commitment from Lender(s)
- Credit Insurance Application Waived Accepted
- MPP (Mortgage Protection Plan) Indemnification Certificate
- Disclosure(s) to Borrower (includes all applicable fees, finder fees etc)
- Amortization Schedule(s)
- Credit Bureau(s)
- VOID Cheque or Pre authorized debit form

Include Only Those That Are Applicable:

- Income Confirmation [Pay stub(s), Letter of Employment, T4, NOA, T1 Generals etc)
- Business Financials (For self employed borrower)
- Business for Self Confirmation (Business Licence, Articles of Incorporation etc)
- Agreement of Purchase and Sale - *For Property Purchased*
- Agreement of Purchase and Sale - *For Property Sold*
- MLS Listing
- Confirmation of Down Payment
- Statement(s) of Existing Mortgage(s)
- Property Tax Bill(s)
- Separation Agreement
- Bankruptcy Discharge
- Appraisal Report
- Form 1 (Private Mortgage Funding) SIGNED BY Investor & Broker
- Letter of Direction RE: Broker Fee (Reminder: 72 Hour Notification Period)
- Ontario Investor Disclosure (For Private Mortgage where agent/
broker represents investor)

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