

Mortgage Application Checklist

When you are ready to apply for a mortgage, please be prepared to provide the following information:

APPLICATION INFORMATION (for all applicants)

- ✓ Home address(es) for the previous three years.
- ✓ Social insurance number
- ✓ Date of birth
- ✓ Employment information for the previous two or three years including employer name, address and phone number.
- ✓ Income information including salary, overtime, bonuses, commissions, dividends, interest, retirement savings plans and any other source of ongoing income .
- ✓ Cash assets including bank name, account type, balance, and source of down payment.
- ✓ Other assets including the value of bonds, stocks, life insurance, retirement funds, automobiles, etc.
- ✓ Liabilities including creditor names and outstanding balances for all debts including personal and student loans, credit card balances, automobile loans or leases, alimony, child support, co-sign loans, and other liabilities.
- ✓ Real estate owned including property address, market value, outstanding mortgages owing, rental income, mortgage payments, taxes, insurance and maintenance costs .

FOR PURCHASES:

- ✓ Offer of purchase and sale agreement.
- ✓ MLS Listing if available
- ✓ Maintenance Fees for Condominiums and Townhouses.

FOR REFINANCE LOANS:

- ✓ Year property was acquired.
- ✓ Original cost of the home.
- ✓ Cost of improvements.
- ✓ Description of improvements.
- ✓ Amount owing on mortgage(s).
- ✓ A copy of your latest mortgage statement whenever possible.



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