



Required Mortgage Documents Checklist



Purchasing a home is an exciting process, but gathering all the required mortgage documents can be a daunting task, particularly for first time home buyers. This **Mortgage Documents Required Checklist** will help ensure that you have all the documentation required for the mortgage approval process with Assiniboine Credit Union.

Employment and income verification

- Current employment and amount of income such as:
 - Copy of recent pay slips
 - Evidence of recent pay deposited electronically
 - T1 General and associated Notice of Assessment (NOA)
- Previous employment (if required)
- Additional income sources (if any)

Confirmation of your down payment

- Savings or investments statement from within the last 90 days
- Sale of an existing property – a copy of the sale agreement
- Withdrawal from RRSP through the Home Buyer's Plan, if applicable
- Gift Letter

Basic financials

- A list of current assets and liabilities
- Bank account and transit number for payments
- Your ACU Pre-Approved Mortgage Certificate, if applicable

Property details

- A copy of the real estate listing
- A copy of the accepted purchase and sale agreement
- The property's full address, including legal description and postal code
- Property tax estimates, condo fees and heating costs. (usually available on the real estate listing)
- For rural properties, well and septic certificates
- Lawyer's name, address, postal code, telephone and fax number

The information noted above is not exhaustive: additional documents and/or information may be requested when you apply for a mortgage. The Required Mortgage Documents Checklist has been developed for guideline purposes only.