



Thank you for choosing The Mortgage Doctors Inc. for your mortgage needs. We at the award winning The Mortgage Doctors Inc. team want to ensure your mortgage experience is as pleasurable and seamless as possible. With access to over 50 lenders, our mission is to provide conventional mortgage solutions for unconventional clients. Providing as much information up front will ensure we can review your application within 48-72 hours after submission, allowing you to focus on what matters.

- Two recent pay stubs (within the last 30 days)
- T4 for the last two tax years
- Income tax Notice of Assessment for the last two years
- 2 pieces of identification 1 need to be Government Issued Photo ID like Driver's License, Passport, Photo ID Card, Permanent Residency Card etc. \*\*No Health Cards Accepted. The 2<sup>nd</sup> piece can be S.I.N. card, major bank credit card (front & back), firearm card etc. (for which we will be making a photocopy for compliance purposes)
- Copy of the purchase agreement, MLS listing, waivers, and notice of fulfillment of conditions (if applicable)
- Current mortgage statement (if you own a property already)
- Current property tax statement (if you own a property already)
- If taxes are owing, statement showing outstanding balance \*\*some lenders require this to be paid in full prior to closing

**If you or a co-applicant are self-employed, our underwriters require the following additional documents:**

- Business license or Articles of Incorporation (if applicable)
- If incorporated, two years of income statements for the business
- Full T1 General for the last two tax years
- Six invoices demonstrating proof of income
- Twelve months personal and business statements correlating name of business to licensing documents
- Personal bank statements must demonstrate amounts on the provided income invoices match what was directly deposited into the applicant's personal bank account
- T4A for the last two tax years

Once we have received all the above-mentioned documents and your mortgage application has been approved, we will require the following within 72 hours to ensure necessary regulatory compliance, and that your mortgage funds will be advanced without unnecessary delays:

- Applicants(s) must have an additional 1.5% of total purchase for closing costs (demonstrated by 90-day bank statement correlating applicant name)
- Job letter dated within 30 days of the mortgage approval date and must include your name, position, start date, salary type (hourly or annual), guaranteed hours/week, complete with contact information and signature of the writer. The lender will call to confirm the details of your employment hence it is critical this information be accurate to avoid unnecessary delays
- Your real estate lawyer's name and contact information, so we can share pertinent details for a seamless transition \*NOTE choice of solicitor may be subject to lender approval
- A blank cheque with "VOID" across the front or a pre-authorized debit form bank stamped from your financial institution for the account that your mortgage payment will be coming from
- An appraisal of the purchased property will be requested by the lender, at the expense of the borrower (the appraiser will contact you directly to book the appraisal appointment and arrange payment) **NOTE: This document belongs to the vendor and regrettably cannot be shared; however, your broker will be pleased to share with you the appraised value of the property**
- Proof of water potability as property has septic and/or well
- If purchased property is tenanted, evidence of "Notice to Vacate" ensuring tenants have been given a minimum 60-day's notice as per the Landlord/Tenant Act
- A copy of your separation agreement has been requested by the lender
- Proof of insurance has been requested by the lender
- Lender has required debt(s) be paid prior to closing (we will contact you with specifics)

We at The Mortgage Doctors Inc. recognize a new mortgage can be exciting yet can be very complicated and stressful. We sincerely thank you for allowing us the opportunity to be a trusted partner, and for allowing us to share in this new chapter. If we can be of any further assistance, or if you have any questions or concerns, please do not hesitate to contact us at 1-866-452-1100 or [info@themds.ca](mailto:info@themds.ca) . If you have any friends or family that may be looking for a mortgage, it would be our privilege to help them find their perfect mortgage solution and would be grateful for your referral.