

# Information Required to Process your Mortgage Request

## Purchase

### Employment:

- Signed and dated job letter on company letterhead, stating how long you have been employed, position held, salary or hourly paid; if hourly, guaranteed number of hours per week)
- Current pay stub

### Notice of Assessment:

- Last year's Notice of Assessment or current year T4
- If paid hourly, 2-year history via Notice of Assessments or year-to-date pay stubs at year end

### Self-Employed:

- 2 year history self-employed through either a Business Licence, Articles of Incorporation, GST Number Registration, Business Bank Accounts.

### Purchase and Sale Agreement:

- For new purchase, MLS listing required for resale property.

### Completed Application and Privacy Statement

### Downpayment Confirmation:

- Gift letter, savings in a bank account, RSP statements, rent-to-own program or sweat equity. Bank statements or printouts are required to verify. Your name and address must be on the statements.

### Closing Costs:

- CMHC has a mandatory requirement to verify 1.5% of the purchase price to cover closing costs in your bank account 30 days prior to closing if you have a 5% down payment.

For more information, please call...

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