

# YOUR DOCUMENT CHECKLIST



## Employed – Hourly Fulltime/Salary

- Paystub within 30 days
- Letter of employment within 30 days confirming income, position, start date and full-time status
- 2 years Notices of Assessment

## Employed – Part Time

- Paystub within 30 days
- Letter of employment within 30 days confirming income, position, start date and part time status and confirmed hours.
- 2 years T4's
- 2 years Notices of Assessment

## Employed – Over-Time Income

- Paystub within 30 days
- Letter of employment within 30 days confirming income, position, start date and full-time status
- 2 years Notices of Assessment
- 2 years T4's

## Self Employed – Sole Proprietor

- 2 years Notices of Assessment
- 2 years T1 Generals with statement of business activities

## Self Employed – Incorporated

- Articles of Incorporation
- 2 years Notices of Assessment
- 2 years T1 Generals with statement of business activities
- 2 years business financials

## Disability

- 2 years Notices of Assessment
- 2 years T4's
- Letter from disability provider confirming income amount, type of disability and length of coverage

## Separations

- Fully signed and executed separation agreement

## Refinances

- Mortgage Statement
- Property tax notice
- Form B/Estoppel Certificate (if strata)

## Rentals

- Mortgage Statement
- Property tax notice
- Form B/Estoppel Certificate (if strata)
- Tenancy agreement

## Purchases

- Purchase and sale agreement
- Subject removal waiver (if applicable)
- Property Disclosure Statement (PDS)
- MLS listing
- Form B/Estoppel Certificate (if strata)