

# Mortgage application document checklist

To serve you and your clients more efficiently, here is a guideline for documentation required when submitting B2B Bank mortgage applications. Every client's situation is unique and additional documentation may be required in some cases.

## Standard residential properties

### Property information

- Purchase and sale agreement, including any waivers
- MLS listing
- Contact information for the closing Solicitor, including name, firm name, address, telephone number and fax number

### Down payment information (if applicable)

- Savings or investment statements for the last 90 days
- Copy of sale agreement on an existing property
- Gift letter with a copy of the donor's bank statement demonstrating source of gift

### Employment verification

- Letter of employment
- Most recent pay slip
- NOAs or T4s from the most recent 2 years (if client has fluctuating income)

Mortgage applications for **rental properties**, **Business for Self** and **bridge financing** or clients who have experienced a recent **bankruptcy** require the documents outlined above plus the following additional documents as applicable:

### Rental properties

- Most recent T1 General, including Statement of Real Estate Rentals (T776), and corresponding NOA to confirm rent received

#### OR

- At least 2 of the following documents:
  - Lease signed by both parties or tenant acknowledgement
  - Proof of rent deposits into the borrower's bank account for the 3 most recent months
  - Fair market rent from a B2B Bank-approved appraiser

#### OR

- If the property is not yet rented, fair market rent from a B2B Bank-approved appraiser and confirmation of equivalent of 3 months of rent in liquid assets

**Business for Self (BFS)**

- 2 years of T1 General and Notice of Assessment (NOA)
- HST Registration
- Articles of Incorporation, plus 2 years of financial statements (incorporated only)
- Business License number

**BFS Business Bank Statement Program**

- 6 months of most recent business bank statements
- Self-declared income and expense letter
- Evidence of business existence for at least 2 years

**Bridge financing**

- Firm purchase and sale agreement
- Mortgage statement for the property being sold

**Client bankruptcy in the last 7 years**

- Bankruptcy or consumer proposal documents
- 12 months of mortgage payment history

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For more information, please visit [b2bbank.com/mortgages](https://b2bbank.com/mortgages) or contact us at **1.800.263.8349**.

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