



LIST OF REQUIRED DOCUMENTS FOR MORTGAGE FINANCING FOR A PURCHASE

Having the following documents with you will enable us to process your application more quickly.

For an existing property:

- Complete copy of the Promise to purchase including counter offers, appendices and any modification thereafter (signed by all parties)
- Declaration by the sellers, signed by all parties
- Real estate listing

For a new construction:

- Preliminary construction contract
or
- Building contract

- Proof of down payment (see below)
- Proof of liquidities to cover initial costs: notary fee, transfer tax, inspection and appraisal fee, etc.
- Proof of income (See the back of this page)
- Blank cheque (if you do not have a Laurentian Bank account)

ACCEPTED PROOFS OF DOWN PAYMENT

- Savings: last three months of bank statements
- Investment—RRSP: last monthly or quarterly statement
- Sale of another property: complete copy of the Promise to purchase including counter offers, appendices and any modification thereafter (signed by all parties), copy of the buyer's unconditional financing approval and copy of the current mortgage statement for the property being sold
- Gift from an immediate family member: Gift letter signed by all parties; donor's bank or investment statement confirming the source of the gift and its withdrawal from the account; and the borrower's bank statement confirming the deposit of the gift into the account
- Tax refund received: copy of notice of assessment and confirmation of corresponding deposit to bank account
- Land on which property will be built: copy of the deed of acquisition and proof of source of funds
- Unconditional Gift of Equity: evidence that current mortgage on subject property is in good standing and document indicating the transfer terms and conditions, signed by all parties
- Wire transfers: copy of the wire payment receipt and copy of the bank statement showing that the wire transfers have been deposited and received in the borrower's bank account





ADDITIONAL DOCUMENTS REQUIRED DEPENDING ON YOUR SITUATION*

You must provide at least two proofs of income for each type of income.

PROOF OF INCOME

PERMANENT, FULL-TIME OR PART-TIME EMPLOYMENT WITH GUARANTEED HOURS

- Letter confirming employment¹
- One of the following:
 - › Pay stub²
 - › Income tax return and notices of assessment** for the past year
 - › T4 slip for the past year

PART-TIME EMPLOYMENT WITH NO GUARANTEED HOURS OR TEMPORARY EMPLOYMENT

- Letter confirming employment¹
- Pay stub²
- One of the following:
 - › Income tax returns and notices of assessment** for the past two years
 - › T4 slips for the past two years

LESS THAN SIX MONTHS' EMPLOYMENT

Previous employer:

- T4 from previous year
- Income tax return and notice of assessment**
- Pay stub from previous employer

Current employer:

- Letter confirming employment
- Recent pay stub²

CONTRACT EMPLOYMENT

- Recent pay stub²
- Two years under contract: letter confirming employment and certifying contract is guaranteed for the next year¹
- If under contract for more than two years and working in the health or education sectors: income tax returns and notices of assessment** for the past two years

SEASONAL EMPLOYMENT

- Letter confirming employment¹
- Income tax returns and notices of assessment** for the past two years

SELF-EMPLOYED WORKER

- Proof of how long the company has existed
 - › Articles of constitution
 - › Information statement in the Quebec enterprise register
 - › Document proving the company's registration (GST/QST)
 - › Business permit

Individual or registered business:

- Income tax returns and notices of assessment** for the past two years
- Statement of business activities for the past two years

Incorporated company:

- Income tax returns and notices of assessment** for the past two years
- Business financial statements for the past two years
- If dividend income: T5 slips for the past two years

WORKER RECEIVING VARIABLE PAY

Employment comprised of a fixed base pay and variable pay (commissions, bonuses, tips, overtime) or a second job. The sources of variable income must have been earned over at least 2 years.

- Letter confirming employment and indicating income earned for the year to date¹
- Recent pay stub²
- One of the following:
 - › Income tax returns and notices of assessment** for the past two years
 - › T4 slips for the past two years
 - › Year-end pay stub for the past two full years
 - › Letter from employer confirming the annual income earned in the past two full years

PROOF OF ASSETS

- Investment statements (last monthly or quarterly statement)
- Municipal and school tax bills for owned properties (current year)
- Latest mortgage account statement for owned properties



PROOF OF OTHER INCOME SOURCES

AUTOMOBILE ALLOWANCE

- Written confirmation of employment from the employer confirming the authorized car allowance and recent pay stub confirming the automobile allowance

PARENTAL LEAVE

- Letter confirming employment stating the projected return-to-work date, and a copy of QPIP statement or a bank statement confirming QPIP deposit

ALIMONY AND/OR CHILD SUPPORT

- Copy of separation agreement or court judgment, bank statement for the past three months, letter from the Direction du centre des relations avec la clientèle des pensions alimentaires, if it applies

CANADA CHILD BENEFIT OR FAMILY ALLOWANCE

- Government statement showing amounts received and bank statement showing amounts deposited to the account

INVESTMENT

- Monthly or quarterly investment statement
- One of the following:
 - › Income tax returns and notices of assessment** for the past two years
 - › T5/T3 slips for the past two years

DISABILITY PENSION

Temporary disability:

- Standard employment documentation according to the type of employment, confirming the applicant's return to work date, or letter from the organization confirming the terms and conditions of the pension, and current bank statement confirming deposit of the pension

Permanent disability:

- Letter from the organization confirming income and permanent nature of the pension or T4A form, or current bank statement showing deposit of pension

RETIREMENT PENSION

- Two of the following:
 - › Letter from employer or government agency confirming the amount of the retirement payment
 - › Income tax return and notice of assessment** for the past year
 - › Recent bank statement confirming the automatic deposit
 - › Copy of most recent monthly cheque slip
 - › RL-2 slip
 - › T4A/T4A(P) slip

If income comes from an RRIF:

- Most recent monthly or quarterly RRIF investment statement
- One of the following:
 - › Income tax returns and notices of assessment** for the past two years
 - › Copy of investment instructions confirming the amount and frequency of payments

RENTAL INCOME

- Two of the following:
 - › Income tax return including schedules stating building income and expenses and notice of assessment** for the past year
 - › Leases signed by both parties, including modifications
 - › Bank statement for the past three months proving that the rental income was deposited

* Additional documents may be required depending on your situation, at the Bank's discretion.

** Notices of assessment must come from both federal and provincial governments with any necessary proof that taxes are up to date.

1. The letter confirming employment should be dated within 90 days of the application, printed on the employer's letterhead, and including the following: hiring date, position, salary and employment status.

2. Pay stub should be dated within 30 days of the application and include the following: name of the company, pay week, date, name of the employee, salary for the period covered and total salary for the current year.