

CRESTON & DISTRICT

CREDIT UNION

140 11th Ave N, PO Box 215 Creston BC V0B 1G0

Mortgage Lending Checklist

To provide you with quick and efficient service, we ask you to bring the following documents along to your appointment.

Income & Employment Verification

Are you salaried?

- T1 General – first four pages
- Canada Revenue Agency Notice of Assessment

Please provide one of the following

- Employment letter – company letterhead
- Last 2 most recent pay stubs with year to date totals

Are you self-employed?

- T1 General – most recent three years, including statement of business activities
- Canada Revenue Agency Notice of Assessment – most recent three years
- Financial statements – most recent three years if Corporation or Limited Business owner

And bring all of the following documents that apply to you

Retirement, pension or disability income

- Recent investment portfolio statement (personal)
- CPP or T4A
- RSP statement – most recent if not CDCU
- RIF statement – most recent if not CDCU
- Source of pension income
- T1 General (*if not salaried or self-employed*)

Other income – divided, capital gains, rental, bonus

- Statement of rental income
- Schedule 4 – Statement of investment income
- Canada Revenue Agency Notice of Assessment – most recent two years
- Bonus income – (*notice of T1 General*)

Documents Associated with your Property (*bring all that are applicable*)

- A copy of the acceptance Purchase and Sale agreement (*along with addendums*)
- Most recent mortgage statement (*if applicable*)
- Notice of property assessment
- Proof of payment for current year property taxes
- Proof of fire insurance

Down Payment Confirmation (*bring all that are applicable*)

- Gift letter – is required from immediate family specifying that the funds don't need to be repaid
- Sales agreement provide if proceeds from the sale of a property will provide the down payment
- Bank statement (*if non CDCU member*) – most recent statement showing the funds on deposit for down payment and closing costs
(*This is mandatory for all mortgages with less than 25% minimum down payment*)

For more information, please contact our friendly and experienced lenders

Phone: 250 428-5351

Fax: 250 428-5302