

PRE-APPROVAL GUIDE



Step 1. Fill Out Mortgage Application

PERSONAL

Applicant Name		S.I.N.			Date of birth		
Dependents	Marital Status	Telephone			Email		
Present Address		City	Postal Code	# of Years	Own/Rent	Rental Amount	
Previous Address (<i>Less than 3 years</i>)		City	Postal Code	# of Years	Own/Rent	Rental Amount	
Current Employer & Address		Occupation	Years	Months	Gross Annual Income		Business Phone
Previous Employer & Address (<i>Less than 3 years</i>)		Occupation	Years	Months	Gross Annual Income		Business Phone
Other Details							

Co-Applicant Name		S.I.N.			Date of birth		
Dependents	Marital Status	Telephone			Email		
Present Address		City	Postal Code	# of Years	Own/Rent	Rental Amount	
Previous Address (<i>Less than 3 years</i>)		City	Postal Code	# of Years	Own/Rent	Rental Amount	
Current Employer & Address		Occupation	Years	Months	Gross Annual Income		Business Phone
Previous Employer & Address (<i>Less than 3 years</i>)		Occupation	Years	Months	Gross Annual Income		Business Phone
Other Details							

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FINANCIAL NET WORTH

Assets	Value
Cash	
Residence	
Rental/Other Prop.	
RRSP	
Stocks & Bonds	
Automobile	
Total Assets	

Liabilities	Total Debt	Monthly Payments
Cash		
Residence		
Rental/Other Prop.		
RRSP		
Stocks & Bonds		
Automobile		
Total Liabilities		

ADDITIONAL PROPERTY INFORMATION - IF APPLICABLE (RENTAL, VACATION HOMES, ETC)

Property One:

Address		Value of Property
Mortgage	Balance	Mortgage Lender

Property Two:

Address		Value of Property
Mortgage	Balance	Mortgage Lender

Property Three:

Address		Value of Property
Mortgage	Balance	Mortgage Lender

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Step 2. Provide ONE Piece of Photo ID, Service Agreement & Consent Form

- Driver's Licence or Passport
- Service Agreement (Signed)
- Consent form (Signed)

Step 3. Provide The Appropriate Income Documents

THREE MOST COMMON INCOME TYPES

Income Type	Documents to Provide
Salary/ Full-Time Hourly	<ul style="list-style-type: none"> ▪ Most recent paystub ▪ Employment letter ▪ Most recent T4 & NOA
Fluctuating/Part-Time <i>(ie. Bonus, Commission, Gratuities, Overtime)</i>	<ul style="list-style-type: none"> ▪ Most Recent Paystub ▪ Employment Letter ▪ Most recent two years of NOAs & T1 Generals
Self-Employed <i>(ie. Sole Proprietor, Partnership, or Incorporated Company)</i>	<ul style="list-style-type: none"> ▪ Most recent two years of NOAs & T1 Generals ▪ Most recent two years of company financials or (if applicable) business activities

OTHER INCOME

Income Type	Documents to Provide
Contract Income	<ul style="list-style-type: none"> ▪ Most recent two years of NOAs & current contract
Annuity or RRIF (Pension or Retirement)	<ul style="list-style-type: none"> ▪ Most recent annuity or RRIF Statement ▪ Most recent direct deposit (EFT) payment or paystub or most recent NOA
Investments	<ul style="list-style-type: none"> ▪ Most recent two years of NOAs & related T1 generals
Worker's Compensation Income	<ul style="list-style-type: none"> ▪ Letter from the employer or insurance company
Canada Pension Plan (CPP) & Old Age Security (OAS)	<ul style="list-style-type: none"> ▪ Two most recent Direct Deposit (EFT) ▪ Most recent T4A (OAS) or T4A (P) ▪ Most recent T1 generals or related NOA
Rental Properties	<ul style="list-style-type: none"> ▪ Copy of current signed lease agreements ▪ Most recent T1 generals with statement of real estate rentals & related NOAs
Alimony or Spousal & Child Support	<ul style="list-style-type: none"> ▪ Legal separation or divorce agreement ▪ Proof of received payment over the last 6 months
Parental Leave	<ul style="list-style-type: none"> ▪ Most recent NOA ▪ Employment letter confirming the leave and expected return to work date ▪ Copy of employment insurance (EI) or proof of EI payment received
Company Pension	<ul style="list-style-type: none"> ▪ Two most recent direct deposits (EFT) ▪ Most recent T1 general and related NOA

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Step 4. Proof of Down Payment

Source of Down Payment

Documents to Provide

Savings/ Chequing Account	<ul style="list-style-type: none">▪ Current copy of 3 months bank statements
A Gift from an Immediate Family Member	<ul style="list-style-type: none">▪ A letter from the donor is required specifying that the funds do not need to be repaid (A template will be provided)▪ Proof of deposit amount
Sales of Existing Property	<ul style="list-style-type: none">▪ Guaranteed sale agreement and a current mortgage statement
RRSPs or Investments	<ul style="list-style-type: none">▪ Current RRSP or investment statement

Step 5. Please Provide Below Documents For All Other Properties You Currently Own

- Current Mortgage Statement
- Current Property Tax Assessment
- Rental/Lease Agreements (If Applicable)

If you have any questions please do not
hesitate to contact us. Thank you and we
look forward to working with you!

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