

Home Financing Checklist

Whether you are buying a new home or refinancing or transferring the mortgage on your existing home, some documentation is required to support your request. By being prepared with the documentation below, the process will be quick and easy!

Buying a new home?

Information about your new property

- Purchase and Sale Agreement(s) including all schedules and waivers
- MLS Listing with photo
- Property tax estimates, condo fees, and heating costs (this can be found on the MLS listing)
- Contact information of your solicitor or notary
- Contact information of your real estate agent
- The individual who the appraiser can contact to coordinate access to the property

Employment and income verification

- Copy of latest pay slip with employer name
- Letter of employment signed by employer
- Most recent T4

If you are either self-employed, or have commission-based income,:

- Last two years of tax returns (T1 General) and corresponding Notice of Assessment

AND any one of the following:

- Statement of business activities for the respective tax years
- Audited financial statements for the business for the respective tax years
- Financial statements accompanied by a Review Engagement Report signed by a practicing accountant
- Notice to Reader financial statements prepared by a professional accredited accountant for the respective tax years

If you would like to include rental property income,:

- Current signed lease agreement
- Most recent years' tax returns (T1 General) and corresponding Notice of Assessment

Other information we may need

- Your banking information or a void cheque
- Two pieces of valid personal identification (driver's license, passport, or government-issued ID)
- If you are consolidating debt, please bring copies of your current statement(s) with balance and account details

Refinancing your home?

Information about your existing property

- Recent mortgage statement
- Most recent property tax assessment
- Current home owner insurance policy
- Legal description of your property (you can find this on your original purchase agreement or your property tax statement)
- The individual who the appraiser can contact to coordinate access to the property

Confirmation of your down payment

- Savings and investment statement(s) with your name from within the last 90 days
- If you are selling an existing property – a copy of the sales agreement
- Gift Letter (if applicable) – a Gift Letter will be provided for you to be signed by the individual providing the funds
- Withdrawal from RRSP through the Home Buyer's Plan (if applicable)

For more information, please visit:
www.bmo.com/mortgage



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This checklist is for information purposes only and does not guarantee a formal credit approval. Your personal application may require different or additional documentation or information than what is specified above.

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