

LIST OF DOCUMENTS FOR HOMEBUYING

Documentation will be required at each step of the homebuying process. Below is a list of documents you may need and the corresponding professional that may ask for them. As you collect the documentation, we recommend uploading to **My Personal Documents** (found on the RELNKS dashboard) for stress-free storage and convenient anytime access.



REAL ESTATE AGENT

- Copy of Pre-approval
- Photocopy of ID
- Proof of Current Address and Legal Names
- Employment Letter - Start Date, Position, Salary, Full Time
- Deposit Cheque - Required Within 24 Hours upon Acceptance and Execution of Purchase and Sale Agreement



MORTGAGE BROKER/LENDER

- Photocopy of ID
- Pre-authorized Debit Form
- Source of Down Payment
- Employment Letter - Start Date, Position, Salary, Full Time
- Waiver of Condition(s)
- Lawyer Information
- Purchase & Sale Agreement (Including Any Amendments)
- T4 (2 Years)
- 2 Pay Stubs
- Proof of Credit Card - Paid Off
- Void Cheque
- 90 Day Banking Statements of Main Bank Account
- List of Expenses - Auto, CC, Child Support, Investments, Large Value Items Owned



LAWYER

- Photocopy of ID
- Void Cheque
- Mortgage Documents (to be Forwarded to Lawyer by Lender)
- Purchase & Sale Agreement
- Binder of Home Insurance Policy
- Copy of Most Recent Tax Bill
- Employment Letter - Start Date, Position, Salary, Full Time
- Land Transfer Tax Form