

Tips to For Credit Decisions:

1. The Individual who is a **titled owner must be the main applicant** (co-borrower must be a family member or resident of address where work is to be completed)
Q: How can I find out who is on title?
 A: Ask for the most **recent Property Tax Bill** or Mortgage Statement (titled owners are listed here)
 **Snap a picture and upload in the portal to get full approval (proof of homeownership)!
2. **Nicknames, spelling errors and missing information will cause delays** – ensure all specifics are properly captured
Q: Where is the best place to confirm applicant information is correct (name and address)?
 A: **Driver's Licence** is the closest record to credit profile (also has address to confirm if there has been a recent move) or **recent Property Tax Bill** includes address and titled owner's name

Tips to Reduce MIR:

1. Co-borrower required - **must be an income earning family member or resident of address** (where work is to be completed)
Q: Who is considered family?
 A: Grandparent, Parent, Uncle, Aunt, Spouse, Common-Law Partner, Sibling, Cousin, or Child
2. **Proof of Income may be required**
Q: What is accepted as proof of income?
 A: **Employed:** Most Current Paystub, T4, NOA
Self-Employed: NOA, Gov't of Canada Proof of Income Statement
Retired: Old Age Security Receipt, NOA, T4A, Current Pension Statement (Branded), Current Investment Statement (Institute Branded), Government of Canada Proof of Income Statement

Tips to Speed up Funding:

1. **All signatures, dates and acknowledgements (check marks) must be filled out as these documents are legally binding.** If any required fields are left blank, funding cannot occur!
Q: What needs to be completed?
 A: **Dates:** All must be completed to fund - dealer and applicant/loan holder(s)
Signatures: All must be completed to fund - dealer and applicant/loan holder(s)
Acknowledgements: ID has been seen, etc.
DocuSign: If the same email address is submitted for both parties (main and co-borrower):
 Main applicant will be e-mailed first and after signed/dated, a second link will be sent to the same address to be signed/dated
2. All specifics must match and all documents must be captured in their entirety (cut off copies, partially scanned documents, blurry, poor quality and illegible pictures will not be accepted)
Q: What needs to match?
 A: **Names:** Loan Agreement, Certificate of Completion, Invoice, Void Personal Cheque/PAP/Enbridge
Addresses: Loan Agreement, Certificate of Completion, Invoice
Amounts: Loan Agreement, Invoice (loan agreement can be lower than invoice)
Proof: Proof of titled ownership, Void Personal Cheque, Proof of Income