

# Borrowing for Your Home Checklist

Whether you're purchasing your dream home, refinancing or renewing your current mortgage, or transferring your mortgage to us – we're here to help and conveniently located in your community. To make the process as smooth as possible, certain documents will be required, such as proof of income, identification, and financial statements. Being prepared with these in advance will help ensure a faster and more seamless experience. Our team is here to guide you through the details and answer any questions along the way.

## Buying a New Home

### Information about your new property

- Signed Purchase & Sale Agreement
- Property real estate listing (including a photo and property details)
- Property tax estimates, condo fees, strata fees and approximate heating costs
- Realtor contact information
- Solicitor or notary contact information
- Confirmation of Home Insurance for new purchase
- House Insurance Quote

## New to FCU?

### Bring these to your first appointment

- One eligible piece of gov't issued photo ID
- One piece of secondary ID confirming your identity
- Your Social Insurance Number (SIN)

## Refinancing your Home

### Information about your exiting property

- Current Home Owner Insurance Policy
- Most recent property tax assessment and proof of paid property taxes
- Current Mortgage statement if applicable

## Transferring your Mortgage to FCU

- All of the above (from refinancing your home)
- Most recent mortgage statement

## Confirmation of your Down Payment

- Most recent savings and investment statement(s) – 3+ months required and includes names
- If selling existing property – signed sale agreement for that property
- Gift Letter (**confirm with lender required details** – one can be provided by FCU)

## Employment and Income Verification

- Most recent paystub from current employer
- Current Notice of Assessment & T1 General
- Letter of Employment (if necessary)
- Confirmation of pre-authorize credits for pension income, child tax credit, child/spousal support, long term disability etc.

## If you are a Sole Proprietor/Partnership or Have Commission-Based Income

- Most recent pay stub
- 2 years Personal Income Tax Returns with Statement of Business activities
- Current Notice of Assessment

## If you are a Corporation

- 2 years Personal Income Tax Return
- Current Personal Notice of Assessment
- 2 years of Accountant prepared financial statements or Full Corporate T2 tax Return with Corporate Notice of Assessment

## Additional Information we May Require

- Banking confirmation or a void cheque
- If consolidating debt, current statements with balances & account details
- Proof of payment if income tax balance owing is greater than \$500.
- Statement of Rentals & Rental Agreements if applicable
- Separation Agreement (if applicable)
- Copies of life or disability insurances in your name



For more information, visit  
[firstcu.ca/borrowing/mortgages](http://firstcu.ca/borrowing/mortgages)

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.