



---

---

# DOCUMENT CHECKLIST

---

---

---

## 1. SALARY OR HOURLY WITH GUARANTEED HOURS (INCLUDING PART-TIME)

---

- Letter of Employment
- Most recent Paystub

---

---

## 2. DOWN PAYMENT

---

- Savings - 3 months confirmation via bankbook, bank statements or internet banking printout
- Gift - We will provide a Gift Letter to sign.
- Sale of a Property - Purchase and Sale agreement including subject removal plus mortgage statement
- Stocks - Copy of last 3 months statements

---

---

## 3. LIABILITIES

---

- Existing Property
  - Mortgage Statements
  - Property Tax Notice
  - Strata Payments
- Child Support Payable