

Client Name:

CASH-

Lender:

MORTGAGE FILE CHECKLIST

ALL DEALS	NOTES	
Mortgage Summary	1st	2nd
Mortgage Application (All Pages)	1st	2nd
Consent Form (Signed by all Parties)	1st	2nd
Commitment – Mortgage Approval	1st	2nd
Commitment – Lender	1st	2nd
Commitment – PAD Form	1st	2nd
Borrower Disclosure	1st	2nd
Amortization Schedule	1st	2nd
Conditions Detailed in Commitment – Mortgage Approval	1st	2nd
Solicitor Letter	1st	2nd
Letter of Direction	1st	2nd
Two Pieces of Identification	1st	2nd
VOID Cheque	1st	2nd
MPP Application	1st	2nd
MPP- Insurance Indemnification	1st	2nd
Credit Bureau(s)	1st	2nd
PURCHASE FINANCING		
Purchase Agreement	1st	2nd
MLS Listing	1st	2nd
Sales Agreement (If Applicable)	1st	2nd
Down Payment Verification	1st	2nd
Status Certificate		
UNINSURED DEALS		
Appraisal	1st	2nd
PRIVATE DEALS		
Investor Disclosure - Form 1	1st	2nd

Designated Class Investor			
EMAILED			
MPP Application	1st	2nd	
Documents to Lender	1st	2nd	
Documents to Lawyer	1st	2nd	