

# PURE•WEST

D e v e l o p m e n t s

## Documents Checklist for Client Lenders

The documents marked below with an X are essential and mandatory to process your mortgage loan. The Lender may request additional information. If necessary we can Provide referrals to local lenders and brokers.

All documents can be scanned for your financial institute unless originals are requested. There are several mobile apps available using your mobile device's camera to make the scanning process quick and easy. For apple try tiny scanner and for android cam scanner.

### Identification

- Copy of driver's license and or passport

### Employment and Income Verification

- Signed letter on company letterhead from your employer (s) containing the following:

1. Position and start date
2. Salary and or hourly rate of pay
3. Minimum number of hours guaranteed per week (if hourly)
4. Contact information for the person who has provided the letter

Note: please notify the person who issues job letter that you have applied for a mortgage and authorized them to confirm details when required. The mortgage lender will call to verbally verify the information.

- Pay stub (most recent copy)

- Notice of assessment from Revenue Canada (Three years prior to date)

### Down Payment Confirmation

- Full 90 days banking and investment history showing Total down payment

- Closing costs (show additional 1.5% of purchase price over and above down payment - confirms funds available to pay lawyer fee, disbursements and associated costs with purchase of home)

- Signed gift letter from relative (with proof of deposit to YOUR bank account) if applicable

### **Miscellaneous Information**

- Lawyer you will use (Full name, firm name, address, phone number, email address)
- Void cheque

### **Pure West Developments Required Information**

- Purchase agreement (outlining deposits to secure house and land)
- Binding and signed Pure West contract
- Final and detailed working drawings and plot plan (signed and approved by Pure West and you)
- Specification Sheet for your home
- New home warranty certificate
- Pure West general liability insurance policy
- Pure West comprehensive insurance policy