

**DOCS FOR MORTGAGE BROKER**

<b>Document</b>	<b>Status</b>	<b>Comments</b>
Purchase agreement		
MLS listing		
Signed mortgage approval		
Signed mortgage borrower disclosure		
Signed consent form		
Signed Mortgage Protection Plan or waiver		
Lawyer contact information		
Employment confirmation/job letter		
Pay stub		
2 years of T4s or Notice of Assessments		
Void cheque for mortgage payments		
Down payment confirmation with 90 days account history		
Down payment gift letter (if applicable)		
Copy of photo ID		
Copy of home insurance policy		
<b>If current mortgage holder</b>		
Latest mortgage statement		
Latest property tax bill		
<b>If first-time homebuyer</b>		
Withdraw RRSP Home Buyers' Plan within 30 days of close		
<b>If non-permanent resident</b>		
Work permit		
Proof of permanent residency application		

<b>DOCS FOR LAWYER</b>		
<b>Document</b>	<b>Status</b>	<b>Comments</b>
Copy of 2 pieces of ID		
Mortgage lender/broker contact information		
Void cheque for mortgage payments		
Home insurance binder		
<b>Confirm</b>		
Marital status		
If first-time homebuyer		
If primary residence		
Necessary utilities (water, hydro, gas and cable)		
<b>Closing day</b>		
Bring cheque for down payment less deposit, plus adjustments and legal fees		

**MOVING CHECKLIST**

<b>Activity</b>	<b>Status</b>	<b>Comments</b>
<b>Moving</b>		
Book moving company		
Buy moving boxes, bubble wrap, packing tape, etc		
Arrange for new locks		
<b>Utilities</b>		
Get home insurance		
Arrange for gas		
Arrange for Hydro		
Arrange for water		
Contact city/municipal offices for garbage pick-up		
Schedule cable and internet installation		
Set up property tax payments		
Transfer water tank rental		
<b>Address change</b>		
Advise Canada Post and forward mail		
Advise financial institutions		
Transfer drivers' license and health cards		
Transfer magazine subscriptions and other mailings		