506 Queen St. E., Saskatoon, SK., S7K 0M5

Client Purchase Checklist

- ## *Employment Letters*

Letter should be dated, typed on Company letterhead and signed by someone of authority. Letter confirms name of employee, salary or hourly wage, length of employment (confirming no probation), position, and prospect for continued employment.

- ## *Recent Pay Stubs*

Provide your most recent pay stub (dated within 30 days), must show income, deductions and year to date income earned.

- ## *Offer to Purchase*

*Include original offer signed by all parties, as well as any counter offers or adjustments. **Please Note: Anyone who is going to be on the application needs to be on the offer to purchase as well.***

- ## *MLS Listing or Property Feature Sheet*

This should show all property details, such as square footage, age, lot size, taxes, selling and purchasing agent, location etc..

- ## *Proof of Down Payment*

*Deposit account – 90 day history showing you have had down payment in your account.
*RRSP or Investment – Statement within 30 days and deposit slip
*Gift – Signed gift letter and deposit slip showing the amount deposited into your account
*Sale of Home – Copy of “Firm Sale” of Vendors Statement of Accounts

- ## *VOID Cheque or Banking Information*

This is needed to establish which account your new Mortgage payment will be withdrawn.

- ## *Lawyer Contact Information*

Details should include Name, Firm, Phone, Fax and email