



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

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## **Client Refinance 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.*

- **Property Details**

*Complete property details, including original date of purchase, amount you paid, square footage, age, type of home (bungalow, bi-level), current Mortgage amount & frequency, current lender etc..*

- **Tax Receipt**

*Provide your most recent tax levy showing property tax amount.*

- **Insurance Statement**

*Provide a copy of your home owners policy, showing that you have fire insurance in place and the premium you pay.*

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*This is needed to establish which account your new Mortgage payment will be withdrawn.*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