



To: All Registered FirstLine® Mortgage Brokers
Subject: **NEW! Job Aid - Mortgage Application Submission**
Date: March 10, 2010

What's New?

A job aid has been created as a reminder to identify key application information and documentation needed for submission of FirstLine Mortgages applications.

Details

The attached job aid outlines the key information fields and mortgage documentation needed for mortgage application submissions, which will help:

- Reduce the need for follow up between brokers and underwriters.
- Promote faster and more consistent adjudication decisions.
- Increase application quality and automatic adjudication rates.

Note: there is no change to the existing application process.

The Job Aid can be found on pages 2 and 3.

Any Questions?

Please contact your Regional Business Manager.

Mortgage Application Submission Job Aid

Category	Information and Documentation
Client Details	<ol style="list-style-type: none"> 1. Legal name 2. Date of birth 3. Current address and duration living there 4. Previous address (if less than 2 years at current address) 5. Occupation 6. Residency status 7. Credit bureau consent 8. Anti-Money Laundering (AML) Third Party Benefit Question 9. Marital status 10. Home phone number
Employment & Capacity (borrower cash flow)	<ol style="list-style-type: none"> 1. Length of employment (if less than 3 years with current employer, employee history required) 2. Employment status 3. How long with current employer 4. Employer's name, address and phone number 5. Prior employment history 6. Income type – nature of income (e.g., part-time, full-time, seasonal) 7. Income documents 8. Income amount 9. Statement on reasonability of income in the notes/comments section. Applicable to these mortgage programs: <ol style="list-style-type: none"> a. Equity b. New Immigrant c. Brand to Brand d. Insured mortgages 10. Assets 11. Liabilities, including debts being paid out (if applicable) 12. TDSR 13. GDSR
Client Creditworthiness	<ol style="list-style-type: none"> 1. Credit Bureau report 2. Bureau Score (Beacon)
Product Information	<ol style="list-style-type: none"> 1. Product 2. Purpose 3. Amount or authorized limit requested 4. Rate 5. Term (if applicable) 6. Amortization (if applicable) 7. Special Program (if applicable, e.g, CMHC Self Employed Simplified, Genworth Alt A)
Capital (available reserves of the borrower)	<ol style="list-style-type: none"> 1. Rank of charge 2. For purchases only: <ol style="list-style-type: none"> a. Down payment b. Down payment documents (e.g., confirmation) c. Source of down payment
Collateral / Security	<ol style="list-style-type: none"> 1. Occupancy (i.e., owner, rent or combination of owner occupied and rental) 2. Legal description of the property 3. Copy of leasehold (if applicable)

Mortgage Application Submission Job Aid – continued

Additional Information and Documentation	Purpose / Type of Mortgage										
	Purchase	Refinance	Transfers In	Insured	Equity Program	Brand-to-Brand (Purchases / Refinances / Transfers)	All Rentals	Rentals >3 Units	New Immigrant	Non-Profit	Bridges
Closing Date / Date Funds Required	<	<	<	<	<	<	<		<	<	<
MLS Listing	<			<	<	<	<		<	<	<
Original Purchase Price / Date		<	<			<					
Summary of the Mortgage Application (placed in the notes/comments section)	<	<	<	<	<	<	<	<	<	<	<
Agreement of Purchase and Sale	<			<	<	<	<		<	<	<
Mortgage Statements (if applicable)							<	<			
New Home Warranty (if a purchase)					<		<		<		
New Construction Indicator (if applicable)	<										
Leases or Rent Roll or T1 General							<	<			