



MORTGAGE FILE CHECKLIST

Total No. Pages:

Current Date _____

Transaction No. _____

Client Name: _____

Senior Consultant: _____

Agent: _____

Lender: _____

Closing Date: _____

Projected closing date for refinances/ETO

Mortgage Position

- 1st Mortgage
- 2nd Mortgage
- 3rd Mortgage
- Line of Credit

Purpose

- Purchase
- Refinance
- Switch
- Equity Take-Out

Has Form 1 & Lender Risk Tolerance Form been included for Private Mortgages?

If not applicable, then please include the Private Mortgagors Administrative License Number: _____

Please place documents in the following order:

- MORTGAGE FILE CHECKLIST
- Commission Record Sheet
- Credit Application with Credit Bureau Authorization
- Credit Bureau
- Client Suitability Form
- Mortgage Fraud Checklist
- Mortgage Approval/Commitment from Lender
- Creditor Insurance Application Accepted Declined
- Disclosure to Borrower/Conflict of Interest
- Amortization Schedule - Initialed by client
- Photo I.D. (By law, you can not accept Health Cards as I.D.)
- Solicitor Information

Name: _____ Phone: _____

Notes:

- Signed consent must be received before pulling a Credit Bureau
- CMHC Premium and sales tax should not be included in the APR.
- Tax holdbacks must be disclosed in the Terms and Conditions section.
- **We act on behalf of the borrower and the Lender.**
- Mortgage Commissions, Bonus and Other Compensation must be checked.
- RMA has acted on behalf of 35 lenders during the previous fiscal year.

- Income Confirmation (Pay Stub, Letter, T4, NOA, T1 General, etc.)
- Confirmation of Down Payment (Own Funds, Gift, Sale Agreement, cash back)
- Agreement of Purchase & Sale - including MLS Listing
- Statement of Existing Mortgage
- Business for Self Confirmation (Business Licence, Articles, etc.)
- VOID Cheque
- Form 1 & Lender Risk Tolerance Form
- Indemnity Form
- Letter of Direction (RE: Broker Fee)
- Other: _____

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