



# Checklist for Deal Submission

## Essential Information – all Submissions

- Detailed and Accurate Mortgage Application
- Dollar amount requested, estimated Loan to Value, Position (1<sup>st</sup>, 2<sup>nd</sup>, blanket, etc.)
- Use of funds
- What is the Story?

## Documents Required

- Credit Bureau – all applicants
- Most recent CRA NOA (show taxes filed and no taxes owing) All Borrowers
- A most recent Pay Stub and/or current Employment Letter
- Separation/divorce agreement

## Subject Property

- Mortgage statement
- Property tax assessment
- Lease agreements

## Self Employed – additional documents

- Most recent 2 years accountant-prepared financial statements
- Interim financials may be needed
- T1 Generals if sole proprietor

## Property Purchase

- Fully executed Offer to Purchase
- Property details (MLS)
- Proof of Down Payment

## Documentation to be Ordered by Cedar Peaks – Alberta Properties

- Corporate Search
- Appraisal at Borrower's cost
- Title for the subject property/properties

### **NOTE:**

**For properties outside Alberta, the submitting broker will need to provide the Corporate and Title searches**

We hope this checklist will be a helpful tool in gathering pertinent information for your deal submission which will ensure a fast and efficient process for you, your client and us!

Should you have a deal that you would like to submit to Cedar Peaks please contact:

**Mark Pullin - Broker of Record**  
[mark@cedarpeaksmortgage.ca](mailto:mark@cedarpeaksmortgage.ca)  
403-850-3373

**Steve Haggard – Manager of Investor and Broker Services**  
[steveh@cedarpeaksmortgage.ca](mailto:steveh@cedarpeaksmortgage.ca)  
250-270-1119

**Additional Documentation may be required, depending on the nature of your application**