

# Mortgage Pre-Approval Document Checklist

*Use this checklist to gather your documents before your pre-approval appointment. Having everything ready speeds up approval and avoids delays.*

*Current as of February 2026*

---

## SECTION 1 — IDENTITY VERIFICATION

All applicants must provide:

- Government-issued photo ID** (driver's licence or passport)
  - Social Insurance Number (SIN)**
  - Current address** (if less than 2 years at current address, provide previous address as well)
- 

## SECTION 2 — EMPLOYED APPLICANTS

*(Skip to Section 3 if you are self-employed)*

- Letter of Employment** confirming:
  - Full legal name and job title
  - Employment start date
  - Employment type (full-time, permanent)
  - Current salary or hourly wage
  - Employer name, address, and phone number
  - Signed and dated by HR or direct supervisor
- Most recent 3 pay stubs** (dated within the last 30 days)

**Most recent T4 slip** (previous tax year)

**Most recent Notice of Assessment (NOA)** from CRA (previous tax year)

*If you have been at your current employer less than 2 years, also provide:*

Previous employer letter of employment or ROE (Record of Employment)

*If your income includes bonuses, overtime, or commission:*

Last 2 years of T4 slips

Last 2 years of Notices of Assessment from CRA

---

## **SECTION 3 — SELF-EMPLOYED APPLICANTS**

**Last 2 years of T1 General personal tax returns** (all pages and schedules)

**Last 2 years of Notices of Assessment (NOA)** from CRA

**Last 2 years of business tax returns:**

- Sole proprietor / partnership: T2125 Statement of Business Activities
- Incorporated: T2 Corporate Tax Return + financial statements

**Year-to-date Profit & Loss Statement** (prepared and signed by your accountant)

**Business licence or registration** confirming business is active

**Last 3–6 months of business bank statements** (if using bank statement income program)

*Tip: Ask your accountant to prepare a brief income summary letter explaining any one-time expenses or income fluctuations that may affect how lenders read your tax returns.*

---

## **SECTION 4 — DOWN PAYMENT VERIFICATION**

Lenders require 90 days of history showing your down payment funds.

**If funds are in a bank, savings, or investment account:**

- 90 days of complete bank/investment account statements** (all pages, for every account holding down payment funds)
- Account holder name must match your ID exactly**

**If any portion is a gift from a family member:**

- Signed Gift Letter** from the donor confirming:
  - Relationship to you
  - Dollar amount of gift
  - Confirmation the gift is not a loan and requires no repayment
- Proof of donor's ability to give** (30 days of donor bank statements showing the funds)
- Proof the funds have transferred to your account** (once transfer occurs)

**If using the RRSP Home Buyers' Plan (up to \$35,000 per person):**

- RRSP account statement** showing current balance
- Confirmation you are a first-time buyer** (have not owned a home in the past 4 calendar years)

*Note: RRSP funds must be on deposit for at least 90 days before withdrawal under the Home Buyers' Plan.*

**If funds include proceeds from a property sale:**

- Signed Agreement of Purchase and Sale** for the property being sold
- Lawyer's trust statement** (when available, confirming net proceeds)

---

## **SECTION 5 — PROPERTY INFORMATION**

*(Complete once you have an accepted offer)*

**Signed Agreement of Purchase and Sale** (all pages, including schedules and amendments)

**MLS listing** for the property

**If purchasing a condominium:**

- Status certificate or Form B (strata documents)
- Last 2 years of AGM minutes
- Current reserve fund study
- Condo corporation insurance certificate

**If purchasing a new construction home:**

- Builder contract and all addenda
- Floor plan and specifications
- Builder's warranty information

---

## **SECTION 6 — ADDITIONAL DOCUMENTS (IF APPLICABLE)**

**Divorce decree or separation agreement** (if paying or receiving child/spousal support)

**Child support order** (court-issued, showing amount and duration)

**Rental income documentation:**

- Current signed lease agreements
- Last 12 months of bank statements showing rental deposits

**Investment property documents:** Current mortgage statement, property tax bill, insurance

**Documents for any other real estate owned**

---

## WHAT HAPPENS NEXT

Once you submit your documents, here is what to expect:

1. **Review (1–2 business days):** We review your file and identify any gaps
  2. **Lender submission (same day or next business day):** We match your profile to the best lender and submit
  3. **Pre-approval decision (1–3 business days):** You receive a pre-approval letter with maximum amount and rate hold
  4. **Rate hold (90–120 days):** Your rate is protected while you house hunt
- 

### Questions? Ready to get started?

Contact Michelle Scheibel, My Kelowna Mortgage (250) 317-4723  
getamortgagedone@gmail.com | [www.mykelownamortgage.ca](http://www.mykelownamortgage.ca)

*This checklist is a general guide. Individual lenders may require additional documentation. Requirements are subject to change based on lender guidelines and regulatory updates.*