



Pre Funding Check List

Prior to any offer to fund being instructed and sent to our lawyer for processing the following documents must be received and approved by CMS Real Estate Mortgage underwriter.

- Brokerage and application fee agreement signed by client
- Signed and accepted offer to fund
- Mortgage disclosure agreement signed by client
- Mortgage disclosure agreement signed by referring broker and client
- Brokerage commission agreement signed by referring broker
- Approved appraisal (see Mortgage Lending Guidelines for approved appraisers)
- Offer to purchase if applicable
- Condominium Documents (if applicable)
 - By-laws
 - Latest financial statement
 - Current year's budget
 - Minutes from last annual general meeting and subsequent meeting
 - Reserve fund study
 - Estoppels certificate (CMS will instruct lawyer to obtain)
- Income Verification (any of the following)
 - Last years Tax Returns or Assessment Notices
 - Letters of Employment on Employers letterhead
 - Bank Statements
 - Financial Statements
 - Copy of pay records
 - Self Declared Letter on stated income declaration form provided by CMS (for income under \$50,000.00)
 - If Not Verifiable: Considered on an individual case basis

Business for Self

- Complete business information form (provided by CMS)
- 6 - 12 months of bank statements verifying self declared income and Self Declared Letter – on stated income declaration form (provided by CMS-under \$50,000.00)
- NOA's (if available)
- Financial Statements (if available)
- Copy of business license

Bankrupt Applicant

- Trustee approval letter

Acreages

- Water well reports
- Confirming flow
- Confirming potability

- Septic system or tank report
- Confirming it's operational and there is no damage

Lawyer applicant will be using

Firm name _____
Lawyer name _____
Address _____
Phone _____
Fax _____

Other documents required
