

# Self-Employed Mortgage Checklist

Everything you need before your first meeting with a mortgage professional

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DLC Forest City Funding | Lic #10671

Self-employed borrowers have unique advantages — and unique documentation needs. Use this checklist to gather everything upfront so we can match you with the right lender from our network of 140+ financing partners.

## 1 Income & Business Documents

- 2 most recent years of **T1 Generals** (personal tax returns) — all schedules
- 2 years of **Notice of Assessments** (NOAs) from CRA
- T2 Corporate tax returns** (if incorporated) — 2 years
- Most recent **T4/T4A slips** and any T5 dividend slips
- Year-to-date **financial statements** (income statement + balance sheet)
- Business license** or Articles of Incorporation
- GST/HST returns** (last 2 years) — helps verify revenue

## 2 Personal ID & Credit

- 2 pieces of **government-issued ID** (one must be photo)
- Current **credit report** authorization (we pull this for you)
- Proof of address** — utility bill or bank statement (last 90 days)
- SIN (needed for the credit check only — kept confidential)

## 3 Property & Down Payment

- MLS listing** or property address (if already identified)
- Purchase agreement** / Offer to Purchase (if signed)
- Proof of **down payment** — 90-day bank/investment history
- Gift letter (if any portion of down payment is a gift)

## 4 Assets & Liabilities

- Most recent **mortgage statement** (if you own property now)
- Statements for **all bank accounts** — chequing, savings, TFSA, RRSP
- List of **other debts**: car loans, LOCs, credit cards with balances
- Property tax bill (if applicable)
- Current **home insurance** details (if refinancing)

## 5 Newcomer / New-to-Canada Extras

- Work permit** or Permanent Resident card (front + back)
- Employment letter** on company letterhead (if employed in Canada)
- International **credit history** (reference letter from foreign bank)
- Proof of **Canadian credit** — even 1 trade line helps

## Pro Tips

- 1. Start early.** Gather docs 60-90 days before you need financing — it gives us room to shop the full lender network.
- 2. Don't minimize income.** Your accountant optimizes for low tax; mortgage lenders want to see strong income. We can work with both.
- 3. Keep business and personal accounts separate.** Clean banking history speeds up approvals dramatically.
- 4. Avoid big purchases** (cars, equipment) until after closing — new debt changes your ratios mid-approval.

**Disclaimer:** This checklist is provided as a general guide only. The documents required for your mortgage application will be tailored to your individual circumstances and may differ from the items listed above. This document does not constitute a promise, commitment, or guarantee of mortgage approval. All mortgage approvals are subject to lender criteria, credit assessment, property appraisal, income verification, regulatory requirements, and other conditions as determined by the lending institution. Rates and terms are subject to change without notice.

Ready to explore your options?  
Call for a free, no-pressure consultation.

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