



BLACK KNIGHT CAPITAL INC.

FINANCE AGILITY OVER RED TAPE

DIGITAL TOOL · ONTARIO MORTGAGES

Mortgage Application Checklist

Everything you may need to complete your mortgage — organized by borrower type. Gather these documents before your finance discovery to speed up pre-approval.

Pro tip: Provide full PDFs rather than screenshots. The difference between a 5-day approval and a 3-week approval is usually document quality, not borrower quality.



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CANADA · 2026 EDITION

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How to use this checklist: Check off each item as you gather it. Requirements vary by lender — Bobby will provide a customized list during your free finance discovery.

All Borrowers — Core Documents

- Government-issued photo ID (driver's licence or passport) — two pieces
- Social Insurance Number (SIN)
- Proof of down payment — 90-day bank statement history
- Gift letter (signed) if down payment includes gifted funds
- Purchase agreement (if property identified)
- MLS listing or property details
- Current mortgage statement (if refinancing or renewing)
- Statements for all debts (credit cards, loans, lines of credit)

Employed Borrowers

Employment letter must include: job title, start date, salary/wage, employment type, and HR signature on official letterhead.

- Recent pay stubs (most recent 2, within 30 days)
- T4 from most recent tax year
- Letter of employment on company letterhead (within 30 days)
- Notice of Assessment (NOA) — 2 years
- T1 General — 2 years

Self-Employed Borrowers

- T1 General tax returns — 2 full years (all schedules)
- Notice of Assessment (NOA) — 2 years
- Confirmation that no income tax is owing to CRA
- Business bank statements — 6–12 months
- Articles of incorporation (if incorporated)
- Business licence / HST or GST registration
- Financial statements or T2 corporate return (if applicable)
- Client contracts or invoices (supporting gross income)



Newcomer Borrowers

- Work permit or permanent resident card
- Canadian bank statements — 3 months
- Wire transfer records (if funds from abroad)
- International credit report (if available)
- Employment letter (minimum 3 months tenure in Canada)
- Foreign bank statements (down payment source)
- Alternative credit history (12 months rent/utility receipts)

Rental Property Owners (Additional)

- Current lease agreements or tenant acknowledgment forms
- Mortgage statements for each property
- Property management fee disclosure (if applicable)
- T1 tax returns showing rental income
- City-issued property tax bills

Refinance / Equity Take-Out

- Current mortgage statement
- Home insurance policy
- Recent property assessment (if available)
- Property tax bill
- List of debts to consolidate (statements for each)

Property Documents — Once Offer Is Accepted

- Agreement of Purchase and Sale (signed, with all schedules)
- Property tax bill or estimate
- Condo status certificate (if applicable)
- MLS listing sheet
- Lawyer or notary contact information

Renewal vs. Switching Lenders

Same lender renewal: Often streamlined — signed renewal agreement may be sufficient.

Switching lenders: Full re-underwriting — same document set as a new application. Start shopping 120 days before maturity.



Document Quality – Do & Don't

Do	Don't
Submit full PDF bank statements	Send screenshots of partial pages
Use official CRA NOAs	Submit draft tax returns
Provide employment letter on letterhead	Use editable Word documents
Include all pages of T1 Generals	Omit schedules or attachments
Disclose all debts upfront	Leave out credit cards or loans

Quick Answers

How far in advance?

Start 2–4 weeks before pre-approval. Self-employed and newcomer files may need 4–6 weeks.

Health card as ID?

No — lenders cannot retain health cards. Use a driver's licence or passport.

Pre-approval timeline?

Most standard files are processed within 24–48 hours once documents are complete.

Custom document list?

Yes — during your free finance discovery, Bobby provides a list for your specific lender path.

Need a Customized List?

Book a free finance discovery. Bobby reviews your situation and tells you exactly what your file needs — employed, self-employed, newcomer, or alternative lending.

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