



MORTGAGE FILE CHECKLIST

Total No. Pages:

Current Date _____

Transaction No. _____

Client Name: _____

Senior Consultant: _____

Agent: _____

Lender: _____

Closing Date: _____
Projected closing date for refinances/ETO

- | Mortgage Position | Purpose | Type |
|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="radio"/> 1st Mortgage | <input type="radio"/> Purchase | <input type="radio"/> Residential |
| <input type="radio"/> 2nd Mortgage | <input type="radio"/> Refinance | <input type="radio"/> Commercial |
| <input type="radio"/> 3rd Mortgage | <input type="radio"/> Switch | <input type="radio"/> Industrial |
| <input type="radio"/> Line of Credit | <input type="radio"/> Renewal | |
| | <input type="radio"/> Equity Take-Out | |

Has Form 1 & Lender Risk Tolerance Form been included for Private Mortgages?

If not applicable, then please include the Private Mortgagors Administrative License Number: _____

Please place documents in the following order:

- MORTGAGE FILE CHECKLIST
- Commission Record Sheet
- Credit Application with Credit Bureau Authorization
- Credit Bureau
- Client Suitability Form
- Mortgage Fraud Checklist
- Mortgage Approval/Commitment from Lender
- Creditor Insurance Application Accepted Declined
- Disclosure to Borrower/Conflict of Interest
- Amortization Schedule - Initialed by client
- 2 Valid Photo I.D. (By law, you can not accept Health Cards as I.D.)
- Solicitor Information

Name: _____ Phone: _____

- Income Confirmation (Pay Stub, Letter, T4, NOA, T1 General, etc.)
- Confirmation of Down Payment (Own Funds, Gift, Sale Agreement, cash back)
- Agreement of Purchase & Sale - including MLS Listing
- Statement of Existing Mortgage
- Business for Self Confirmation (Business Licence, Articles, etc.)
- VOID Cheque
- Form 1 & Lender Risk Tolerance Form
- Indemnity Form
- Letter of Direction (RE: Broker Fee)
- Appraisal
- Other: _____

Notes:

- Signed consent must be received before pulling a Credit Bureau
- CMHC Premium and sales tax should not be included in the APR.
- Tax holdbacks must be disclosed in the Terms and Conditions section.
- **We act on behalf of the borrower and the Lender.**
- Mortgage Commissions, Bonus and Other Compensation must be checked.
- RMA has acted on behalf of 35 lenders during the previous fiscal year.

AML Compliance:

- PEP Form
- Borrower Risk Assessment
- ID Verification Completed
as per AML Requirements

EMAIL to: files@rmabroker.ca