

CWB Optimum Mortgage

Document Submission Checklist

Together, lets expedite deal instruction! Here is what we need from you:

Effective E-mail Communication	
E-mail Your Documents	Mortgage.Documents@cwbank.com
Your E-mail Subject Line	<ul style="list-style-type: none"> • “Deal # (if available) or Upfront Doc (if upfront) - Clients last name, first name” <ul style="list-style-type: none"> ◦ ie. Deal #333 - Doe, Jane <p>Expert TIP</p> <ul style="list-style-type: none"> • Include COF/Urgent if applicable
E-mail Attachment Best Practices	<ul style="list-style-type: none"> • Label documents accordingly (e.g. Bank Statement, Property Tax Assessment, Commitment, etc.) • All documents are to be separated into individual documents • PDF is the required format for all documentation (we do not accept picture images) • Bank statements must be unfiltered and confirm ownership • Send all BFS income documentation in one e-mail for review by the Underwriter

Review this [document checklist](#) to ensure that you have attached all of the required documentation.

Confirmable Income Document Checklist	
Salaried	<input type="checkbox"/> LOE <ul style="list-style-type: none"> • Dated within 60 days • Includes hire date, position, remuneration details • Signed/dated by undersigned
Paystub	<input type="checkbox"/> Paystub <ul style="list-style-type: none"> • Dated within 60 days • Should include YTD information, if not additional documents will be required
Pension CPP/OAS/Work Pension	<input type="checkbox"/> 3 months Bank Statements
Disability Income (Insurance)	<input type="checkbox"/> Letter from Insurance Company <ul style="list-style-type: none"> • Includes amount and duration of income <input type="checkbox"/> 3 months Bank Statements
Child Tax Benefit	<input type="checkbox"/> Child(s) Birth Certificate <input type="checkbox"/> 3 months Bank Statements
Alimony and Child Support	<input type="checkbox"/> Separation Agreement/Court Order <input type="checkbox"/> 3 months Bank Statements
Self-Employed Income	
Business for Self Complete Commission	<input type="checkbox"/> Attestation Letter <input type="checkbox"/> Evidence of BFS (minimum 2 years ie. Articles of Incorporation, Master Business License, Statement of Business Activities etc.) <input type="checkbox"/> 6 months Bank Statements If a Seasonal Business: <input type="checkbox"/> 12 months Bank Statements ***Please discuss document requirement with underwriter if applicant does not meet requirements***

Down Payment

Initial Deposit	<input type="checkbox"/> Copy of Cheque/Draft If deposit is over \$10,000: <input type="checkbox"/> 60 days Bank Statement
Initial Deposit - New Build	<input type="checkbox"/> Statement of Adjustments and Cheque Image (if deposited over 12 months ago) <input type="checkbox"/> Cheque/Draft along with 30 day Bank Statement (if deposited less than 12 months ago)
Remaining Down Payment	Savings: <input type="checkbox"/> 60 days Bank Statement Or <input type="checkbox"/> 60 days Investment Statement with ownership and confirmation of redeemed funds if from savings Gifted funds: <input type="checkbox"/> Gift Letter <input type="checkbox"/> Donors Bank Statement (to confirm funds available and withdrawn) may be required
Remaining Down Payment - Sale of an Existing Property	<input type="checkbox"/> Sale Agreement (must include waiver of conditions) along with <input type="checkbox"/> Recent Mortgage statement (must indicate principal balance outstanding and property address) If closed: <input type="checkbox"/> Solicitors Trust Ledger (confirming receipt of the net sale proceeds) along with <input type="checkbox"/> Current bank statement confirming funds deposited and available If bridge loan required: <input type="checkbox"/> Bridge Loan Commitment (Must be fully signed/executed)

Rentals

Rental Income - Existing Rentals	<input type="checkbox"/> Lease Agreement <input type="checkbox"/> 3 months Bank Statements (show consistent rent deposit) <input type="checkbox"/> Property Tax Statement <input type="checkbox"/> Mortgage Statement <input type="checkbox"/> Market Rents (applicable on subject rentals)
Purchase or Newly Converted Rental Property	<input type="checkbox"/> Market Rents

Holding Company	Purchase
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<input type="checkbox"/> Articles of Incorporation/Corporate Profile to confirm incorporation and directors/owners 1 of the following to confirm beneficial owners/control: <input type="checkbox"/> If registered within 1 year: CWB Form 4344 Declaration of Beneficial Ownership to be completed <input type="checkbox"/> If registered over 1 year ago: Share Registry or Schedule 50 <input type="checkbox"/> Holding Company financials	<input type="checkbox"/> MLS Listing (if applicable) <input type="checkbox"/> Purchase Agreement
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