



47 Gore Street East  
Perth, Ontario  
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Upon Submission, please email a PDF copy of the Mortgage Application to [mortgages@magentainvestment.ca](mailto:mortgages@magentainvestment.ca) with any other supporting documents you may have.

#### Reference Checklist: Refinance

- Signed Mortgage Commitment
- Credit Bureau for each Borrower & Guarantor (an updated credit bureau report might be requested within 30 days from funding date)
- Legible copy of ID for the Borrower(s) & Guarantor(s)
- Mortgage Broker Payment checklist
- Emergency Contacts form
- Solicitor Information (any lawyer subject to approval by Magenta. If a Solicitor is used that is not approved by Magenta, we will seek our own legal representation at the cost of the Borrower.)
- Appraisal – please see our guidelines and Approved Appraisers List. Market rents to be included in the appraisal if specified by the Underwriter on the Mortgage Commitment.
- Transmittal Letter, if applicable, directed to: Magenta Capital Corporation General Partner
- Proof of Income for the Borrower(s) – the following documents may be conditioned for. Please refer to your commitment for file specific underwriting conditions.
  - Standard Income Verification
    - Letter of Employment within 30 days from funding
    - Current paystub within 30 days from funding
    - Last paystub showing YTD earnings & source deductions for the previous year or T4
    - Notice of Assessment for the previous year (if there are tax arrears, we will require confirmation they are paid)
  - Self Employed
    - Sole Proprietorship:
      - Master Business License
      - T1 General for the previous year with Statement of Business activities and all schedules attached
      - Confirmation of current licensing status, for licensed professionals
      - Documentation verifying HST remittances are up to date
    - Partnership:
      - T1 General for the previous year with Statement of Business activities and all schedules
      - A copy of the current partnership agreement confirming borrower's share in the business
      - Documentation verifying HST remittances are up to date

- Corporation:
      - Articles of Incorporation confirming borrower's share in the business
      - Documentation verifying HST remittances are up to date
      - Most recent year's financial statements with all schedules
    - Pension/Support
      - T4A Statement of Pension, Retirement, Annuity, T4A (OAS) Statement of Old Age Security, T4A (P) Statement of Canada Pension Plan Benefits and/or T4RSP Statement of RRSP Income
      - The most recent remittance statement or the most recent three months of bank statements to confirm deposits
    - No Doc
      - Notice of Assessment (if there are tax arrears, we will require confirmation they are paid)
  - Existing first/second mortgage current balance statements and repayment history
    - 12 months of bank statements
    - Letter or statement from the mortgage holder confirming repayment history
    - Existing Lender's transaction register showing repayment history
  - Property tax bill
  - Lease agreements if the property is a single-family home that is to be tenant occupied
  - Guarantors
    - The guarantor will be required to obtain Independent Legal Advice. If the title to the property is being registered under a company name, we will require the borrower to personally guarantee the mortgage. If the property is a matrimonial home and the spouse is not on title, Magenta will require the spouse to sign as a guarantor.
      - Application and credit bureau
      - Notice of Assessment (if there are tax arrears, we will require confirmation they are paid)
      - Current paystub and T4 or other form of income documentation may be requested
  - Other, if applicable – please refer to your commitment for file specific conditions
    - Separation Agreement/Divorce Court Order
    - Bankruptcy/ Consumer proposal – complete documents including certificate of discharge
    - Tax arrears on NOA – we will require confirmation taxes are paid via Statement of Account or bank statement/receipt confirming payment was made
    - Condo Status Certificate
    - Full application & credit bureau for the guarantor
    - Rental properties owned – current lease agreement(s), mortgage statement(s), property tax bill(s)