

BC FILE CHECKLIST



Client Name(s): _____

Deal Number: _____

Broker/Agent Name(s): _____

Closing Date: _____

Inter-Provincial Deal (include all disclosures signed by a licensed broker in property province (if applicable))

Property Province: _____

TYPE OF MORTGAGE	
<input type="checkbox"/> Purchase	<input type="checkbox"/> First Mortgage
<input type="checkbox"/> Commercial	<input type="checkbox"/> Construction
<input type="checkbox"/> Cancelled / Declined (Upload Consent & any client documents obtained)	<input type="checkbox"/> Co-Brokered Deal (Include broker name, company, and split details in Notes below)
<input type="checkbox"/> Second Mortgage	<input type="checkbox"/> Refinance/ETO
<input type="checkbox"/> Reverse Mortgage/Chip	<input type="checkbox"/> Renewal
<input type="checkbox"/> Line of Credit/Visa	<input type="checkbox"/> Private
<input type="checkbox"/> Switch/Transfer	<input type="checkbox"/> First-Time Home Buyer

REQUIRED DOCUMENTS

AML - Signed PEP Declaration (Politically Exposed Person) for each borrower.

AML - ID Verification / Validation / Authentication, choose option used:

- 1. Gov't Issued Photo ID - Verified In-Person Date/Time: _____ Location: _____
- 2. Credit Bureau: **Over 3 Years on CB**
- 3. IDV Technology - FastKey through Velocity
- 4. Dual Method **2 Separate Documents** from reliable sources (i.e., Utility Bill, Property Tax, Canadian Bank Stmt, NOA, CPP, OAS, CCB)

Photo ID for all Borrowers

Client Engagement Letter (includes consent, KYC). Consent must be obtained prior to ordering a credit bureau.

Credit Bureau Online consent received prior to Client Engagement Letter (Please check the box.)

Mortgage Application

Mortgage Product Suitability Assessment completed, documented and acknowledged by client/s _____ (Broker to Initial)
(includes "know your client, know your product, mortgage options presented, recommendations, rationale")

Material Risk Form completed and signed by borrower (available on Velocity)

Lender's Commitment (to be signed by all borrowers and guarantors)

Borrower Conflict of Interest Statement - Form 10 (Broker confirms a copy has been sent to the lender. Please check this box)

Fixed Credit Disclosure Statement (BPCPA)

Open Credit Discloser Statement for LOC/Step portion of Mortgage (if applicable)

MPP Application

Accepted Waived MPP Indemnification Form (to be included in all compliance files). No Offer' form if clients are ineligible.
Agent is responsible for sending insurance app and void cheque directly to MPP: Fax: 1-866-677-4329 or email apps@mppbroker.com

Solicitor Letter of Direction (if you charged a fee)

Reverse Mortgage - ILA (Independent Legal Advice) confirmation by Lawyer on letterhead/Lawyer's stamp

PRIVATE DEALS if applicable

Lender Disclosure Statement - Form 9 (not required for institutional or sophisticated lenders). To be completed at every renewal.

KNOW YOUR CLIENT All notes/emails/text messages exchanged with clients/lenders/any other parties involved with this mortgage, that led to the outcome/decision of the client/s MUST be readily available to the brokerage for a minimum period of 7 years.

INCOME VERIFICATION as requested by lender

Job Letters(s) Paystubs T4s / T1 General NOA(s) Declared Income Pension

DOWNPAYMENT VERIFICATION as requested by lender

Bank Statements Gift Letter Sale of Previous House No Down Payment Other

PROPERTY AGREEMENTS if applicable

Purchase/Sale Agreement Rental Agreement Listing PCDS Property Conditions Disclosure Statement

APPRAISAL

Borrower OR Lender Direct: Waved Insured

OTHER if applicable

Divorce/Separation Agreement Bankruptcy Discharge

ALL OTHER BACK UP DOCUMENTS should be noted below and placed in order behind this list of documents

_____ _____

_____ _____

Acknowledgment: I have conducted reasonable due diligence to detect and prevent fraud on this mortgage file.
Mortgage Agent/Broker Initials _____

Notes
