

Income Documentation

<p>Employment -Full time</p>	<ul style="list-style-type: none"> • Signed Letter of Employment on employer’s letterhead stating start date, status of employment, position and annual salary guarantee or if hourly, # of hours guaranteed per week with hourly rate. Letter must be signed by the letter issuer containing their title/position and contact information for Lender Verbal Verification. • Paystub dated within 60 days of application showing borrower name, company name, regular pay and YTD earnings. <ul style="list-style-type: none"> ○ Computer generated pay stubs are NOT acceptable unless accompanied by recent bank statement showing at least 2 direct pay deposits.
<p>Variable Income:</p>	<ul style="list-style-type: none"> • If qualifying income includes variable income such as bonuses, overtime, etc. then 2 year NOAs or T4’s is required in addition to a Letter of Employment and a recent paystub.
<p>Part-time (<30hr/week):</p>	<ul style="list-style-type: none"> • 100% of permanent part-time income, where hours are not guaranteed will be considered if borrower can demonstrate a minimum 2 year history supported by NOA’s or T4’s. <ul style="list-style-type: none"> ○ If PT employment is less than 2yrs, we can consider income if the employer confirms in writing that the client is required to work a min. # of guaranteed hours per week. Min. # guaranteed hours will be used to qualify.
<p>Seasonal Workers:</p>	<ul style="list-style-type: none"> • 2 yrs T4’s and NOAs to be provided. • Lesser of 2 yr average or most recent year’s income to be used for qualifying. • EI income can be considered provided that the applicant has been employed for at least 2 years, the income is regular and recurring and continuous. 70% of the income used for qualifying must be from their employment and no more than 30% comes from EI.

<p>Contract Income:</p>	<ul style="list-style-type: none"> • 100% of contract income can be used. We will require the following: <ul style="list-style-type: none"> ○ Employment contract and current pay stub <ul style="list-style-type: none"> ▪ Contract must have a min. of 6 months remaining from scheduled mortgage advance date ○ Bank statements confirming deposits are required if the applicant does not receive pay stubs. ○ If recently changes from salary to contract, use 2 year history if in same line of work
<p>Alimony/Child Support:</p> <ul style="list-style-type: none"> • <i>Child and Spousal support can be included in the application. The income and longevity of the support must be confirmed with 2 separate document sources. The support payments should be no greater than 50% of the total qualifying income.</i> 	<ul style="list-style-type: none"> ○ Primary Source (1 of the following): <ul style="list-style-type: none"> ▪ Separation Agreement ▪ Court Order ▪ Divorce Agreement ○ Secondary Source: <ul style="list-style-type: none"> ▪ 3 month bank statement demonstrating the specified payment has been received as scheduled OR most recent NOA.
<p>Parental Leave:</p>	<ul style="list-style-type: none"> • 100% of the estimated RTW income can be used provided the applicants RTW date can be verified as well as position and salary. <ul style="list-style-type: none"> ○ Letter from Employer confirming the position the applicant is returning to, the return date and the salary/income upon return. ○ Note: in the event that the RTW date is greater than the max. number of months the EI benefits are eligible (i.e. 12-18 months), this income must be excluded from qualification.
<p>Government/Employee Pension:</p>	<ul style="list-style-type: none"> • 1 Yr T4A or a current pension statement. <ul style="list-style-type: none"> ○ 25% gross up is eligible on non-taxable income
<p>Disability Pensions:</p>	<ul style="list-style-type: none"> • Will be considered provided 2 month history supporting documentation is obtained in conjunction with verification of the pension as long-term. <ul style="list-style-type: none"> ○ If less than or equal to \$30k, gross up by 25% ○ >\$30k, gross up by 35%

Investment Income:	<ul style="list-style-type: none"> • Average of last 2 years or most recent year, whichever is less, confirmed by T1 General and supported by NOA's or T5's.
Foster Care Income:	<ul style="list-style-type: none"> • The borrower must have at least 2 years experience as a foster parent • The only acceptable forms of income and employment verification for foster parents are a letter of employment or contract form the Ministry responsible for foster care confirming: income, tenure and current approved status and a paystub. • The maximum number of children in care cannot exceed 6, including the foster parents' own children. • Not eligible to use for second home program. • If Foster Care income exceeds 50% of total income used for qualifying, borrower must have a min. of 10% downpayment.
Family Allowance/Canada Child Benefit:	<ul style="list-style-type: none"> • Verification via: CCB Statement or copy of Birth Certificates with recent bank statements showing direct deposit <ul style="list-style-type: none"> ○ The payment must not exceed 30% of the total income used for qualifying ○ The child(ren) does not exceed the age of 15 at the time of the mortgage application.
Canadian Resident working in the USA:	<ul style="list-style-type: none"> • NOA and paystub or employment letter. <ul style="list-style-type: none"> ○ Applicant must be filing Canadian Tax Returns to consider.
Tips and Gratuities:	<ul style="list-style-type: none"> • Average of 2 years or most recent year, whichever is less, confirmed by NOAs.
BFS (Sole Proprietor or Partnership) or >25 Commission:	<ul style="list-style-type: none"> • Avg of last 2 years or most recent year, whichever is less, confirmed by: <ul style="list-style-type: none"> ○ 2 Years NOA's and 2 Years T1 Generals with statement of business activities ○ Current Business License demonstrating min. 2 years continued business. If unavailable one of the following may be accepted: <ul style="list-style-type: none"> ▪ GST/HST return summary ▪ T1 General prepared by a Chartered Accountant with Statement of Business activities for a min. of 2 years

	<ul style="list-style-type: none"> ▪ Audited Financial Statements for 2 years, prepared and signed by a CA ▪ Business Contracts supported by Bank Statements • NOTE: Add backs are allowed as followed: <ul style="list-style-type: none"> ○ Business-Use of Home, (Net income before Tax), Motor Vehicle Expenses, CCA with copies of most recent T1 with Statement of Bus. Activity OR ○ 15 % gross up of net self-employment income
<p>BFS (Incorporated):</p>	<ul style="list-style-type: none"> • Avg of last 2 years or most recent year, whichever is less, confirmed by: <ul style="list-style-type: none"> ○ 2 Yrs NOA's ○ 2 Yrs T1 Generals ○ Copy of Business Financial Statements • Confirmation of Business ownership and min. 2 year business continuity (one of the following): <ul style="list-style-type: none"> ○ Audited Financial Statements for 2 years, prepared and signed by a CA ○ Independent Corporate Search confirming business ownership and tenure ○ Articles of Incorporation ○ Business Contracts supported by bank statements
<p>BFS ALT-A (Low Docs) program- <i>Not eligible for commissioned borrowers</i></p>	<ul style="list-style-type: none"> • Income to be stated by the borrower on a signed, <i>Stated Income Declaration</i> (See resource page) • Most recent NOA required to confirm no tax arrears • Business license required demonstrating 2 years continued business <ul style="list-style-type: none"> ○ <i>If unavailable, <u>one</u> of the following may be accepted:</i> <ul style="list-style-type: none"> ▪ Sole Proprietorship/Partnership: <ul style="list-style-type: none"> • GST/HST Return Summary • T1 Generals prepared by a Chartered Accountant with statement of business activities for a min. of 2 years • Audited Financial Statements for last 2 years, prepared and signed by a Chartered Accountant ▪ Corporations:

	<ul style="list-style-type: none"> • Articles of Incorporation • Business Credit Report • Audited Financial Statements for last 2 years, prepared and signed by a CA • The income amount stated must be reasonable and consistent with the borrowers occupation and geographic area • The underwriter reserves the right to request additional information to support the income reasonability. • <i>Reach out to your BDM to discuss these applications prior to submission</i>
<p>Rental Income:</p> <ul style="list-style-type: none"> • <i>will require any one of or a combination of the following, depending on whether it is a new or existing rental; # of units, subject or non-subject property etc.</i> • <i>Non-subject Rental Income: Please download our Rental Worksheet found on the Broker Resource Page</i> 	<ul style="list-style-type: none"> • 2 Years of Lease Agreements <p>OR</p> <ul style="list-style-type: none"> • Fair Market Rent (ordered from SOLIDIFI or Brookfield RPS) <p>OR</p> <ul style="list-style-type: none"> • 2 years T1 Generals including Statement of Real Estate Rentals

NOTE: approval and parameters are subject to change and current underwriting practices