

## AVEO makes home ownership accessible to more Canadians.

How do you get quick turnaround on your deal submissions and make your underwriter your best friend?

The presentation of your deal and the information provided with your submission will enable you to get quick turnarounds and develop a great relationship with your underwriter if you follow all or part of suggestions below.

## Make note if you spoke to an RM regarding this deal Purchase.

Please include COF date expiry.

TRANSACTION TYPE	Owner Occupied	Rental Home	Second Home
LTV	%	BEACON SCORES	
TERM		RATE	
AMORTIZATION	yrs	LENDER FEE	RATIOS
		\$	% / %

### Down Payment

Provide details for all sources and details of gift if applicable and relationship of giftor, ensure funds are in a CDN account, if funds are from out of country this could present an issue.

### Net Worth

\$ Very important to provide and complete in full. Include any savings, RSP's RESP, TFSA.

This information helps support and mitigate a deal that may be borderline if your applicant shows capacity for savings and fallback.

### Purpose/Rationale

Owner occupied/ rental/ second home. Explain the purpose of your transaction/deal and what is being paid out with funds if any Rentals, provided address and number of properties along with completed rental worksheet and how the income was applied to the application.

### Credit

Address any discrepancies to name, address, employer, credit gaps, past bankruptcy, consumer proposal, family responsibility, collections etc. Address in detail all late payment history with reasons and current status.

## Document Submission

Send documents upfront upon submission of deal.

Email documents to [mortgagedocuments@cmls.ca](mailto:mortgagedocuments@cmls.ca) with the deal number & clients last name in the subject and cc your underwriter.

Divide documents into sections for example:

- PDF #1 - income confirmation
- PDF #2 - purchase agreement and MLS
- PDF #3 - bank statements
- PDF #4 - gift letter

**Do not send documents in one PDF, please separate and label accordingly.**

### Income

Income are the applicants salaried with guaranteed hours, part time, casual, pension, CCB or child support / alimony.

Provide details of employment, duration, position/title and address any overtime, bonus or other pay being used in detail.

BFS verifiable - 2yrs of T1's with statements of business activities for sole proprietors & NOA's with proof of current BFS documents to show business is still active, corporate financials maybe required.

BFS stated - 6 -12 months bank statements with proof of 2yrs BFS, CRA Statement of Accounts to show no taxes owing & AVEO Income and Expense form completed.

### Property

Ensure property type, sq footage and any other pertinent information is completed as it could affect your approval.

### Your Contact Information

Very Important to provide name, phone number and email address of submitting agent so that credit can communicate directly if they have any questions.