



CMHC DOCUMENTATION REQUIREMENTS

For Individual Borrowers and/or Guarantors:

Completed and Signed personal net worth statements on a CMLS Financial provided statement, this full document must be completed

Copy of the previous 2 years income tax return, including Schedule A.

CMLS Application

For Incorporated Borrowers and/or Guarantors:

Financial Statements for the past two years, including the most recent year-end.

Completion of Mortgage Loan Information Statement indicating the type of structure (i.e. sole proprietorship, limited company, partnership, etc.), the ownership of the entity (including percentage ownership), key individuals, their responsibilities and reporting relationships. For complex Borrowers, provide an organization chart describing the relationship with associated entities. An Organizational Structure form can be provided.

CMLS Application

Property Information:

Current rental agreements for the subject property with rent effective dates.

Minimum two years of completed financial statements for the subject property, including a current up-to-date detailed financial statement for the subject property

Copies of property taxes, insurance and utilities invoices for the past twelve months.

Schedule of non-recurring capital costs for the past three years. With appropriate documentation to support costs of any repairs

Current AACI appraisal for up to 24 unit properties

Current (dated within the past six months) Phase I Environmental Report, with a Letter of Transmittal from the engineer confirming the report has been prepared to Standard CZ768, and that the Lender and CMHC may rely on the report for mortgage lending purposes. * for properties with 7 units or more.

For rent increases above current actual rates, provide details as to how estimated rental increases would be achieved.

For properties with commercial / retail space, the total square footage of the building and the total square footage allocated to commercial / retail space, along with copies of commercial / retail leases.



Refinance:

Current mortgage statement (if refinancing) with the name of the borrower and lender

Up to date property tax bill showing all payments have been made and taxes are current

Explanation of use of the funds in the event of an equity take out

Purchase:

The amount and source of down payment.

Copy of executed Purchase & Sale Agreement.

For Appraisal and Environmental Transmittal Reports they must be made out to CMLS Financial, CMHC and Computershare Trust Company