

# Thank you for choosing Gisèle Levasseur to take care of you during this exciting time!



In order to help me better serve your needs, I will need some documentation for our initial meeting that will help expedite the mortgage approval process. I know you are excited to get things going, which is why I want to make this process as smooth as possible.

## In preparation for the meeting, please bring the following documents:

**1. INCOME CONFIRMATION DOCUMENTS** (if you have any questions regarding the income documents or do not have the required types, do not hesitate to give me a call).

INCOME TYPE	DOCUMENT #1	AND	DOCUMENT #2
<b>SELF-EMPLOYED</b> Clients who earn their income through a business they own	2 most recent consecutive years of T1 General		<ul style="list-style-type: none"> <li>Corresponding 2 more recent consecutive years of Notice of Assessment (NOA)</li> <li>2 most recent years business financial statements</li> </ul>
<b>SALARIED</b> Clients who are paid a fixed amount on a regular basis	Current Pay Statement (most recent and within 30 days of application)		<b>2 of the following:</b> <ul style="list-style-type: none"> <li>Most recent T4</li> <li>Employment Letter</li> <li>T1 and NOA from same year</li> <li>Direct deposit with 3 most recent pay periods of consistent deposits</li> </ul>
<b>VARIABLE INCOME</b> Fluctuating income where a client is not paid a guaranteed amount	2 most recent consecutive years of T1 General		Corresponding 2 more recent consecutive years of Notice of Assessment (NOA)
<b>COMMISSION ONLY</b> Client is paid 100% on commission	2 most recent consecutive years of T1 General		Corresponding 2 more recent consecutive years of Notice of Assessment (NOA)

**2. INVESTMENT DOCUMENTS** (if applicable)

- Most recent statement of accounts for all investment products outside of RBC (e.g. RRSP, RESP, Mutual Funds Accounts, TFSA, etc.).
- Any property assessment documents for rental properties.
- A listing of all bank accounts outside of RBC showing their current balances.
- T-776 - Statement of Rental Activities from T1 General (current year filed)

**3. EXISTING MORTGAGE DOCUMENTS** (if applicable)

- If you are switching your mortgage to RBC, I will require the most recent mortgage statement outlining current mortgage balance, interest rate, term, and maturity/renewal date.
- Your property tax statement, unless paid with your current mortgage.
- Home Insurance Certificate/Policy

**4. MLS LISTING** (if applicable)

- If you are buying a new home and already have selected one, please provide us with the MLS Listing for the property.



**GISÈLE LEVASSEUR**  
RBC Mortgage Specialist



Royal Bank

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# **GISÈLE LEVASSEUR**

**RBC MORTGAGE SPECIALIST**

**Hi, my name is Gisèle Levasseur  
and I am an RBC Mobile Mortgage Specialist.**

Buying a home is a major decision. Whether you've just started your research or are actively house-hunting, I can help provide you with the personalized advice and solutions you need to make your home ownership goals happen.

Whether it's getting your first mortgage, refinancing or moving your mortgage to RBC, **I can help!**

We'll work together to ensure your financing suits both your current and future needs, you can feel confident that you're working with an expert who has your best interests in mind.


Let's make your someday happen.


## **I specialize in helping:**

- First Time Home Buyers
- Moving your mortgage to RBC
- Self-Employed mortgages




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