



# DEAL CHECKLIST

XLG Mortgage Group Licence. #13804  
Independently owned and operated.

APPF # \_\_\_\_\_ Mortgage Amount: \$ \_\_\_\_\_ Closing Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Package in the following order:

**\* Indicates Mandatory For All Files**

<input type="checkbox"/>	Deal Checklist (this form) *	<input type="checkbox"/>	Reporting Sheet *
<input type="checkbox"/>	Co-Brokered Form: _____		
<input type="checkbox"/>	Signed Lenders Commitment / Renewal Agreement*		
<input type="checkbox"/>	Form 1 - Investor Disclosure (Non-MIC Private Mortgage)	Or <input type="checkbox"/>	Form 2 – Renewal Form (Non-MIC Private Mortgage)
<input type="checkbox"/>	VOID Cheque / Direct Deposit Form		
<input type="checkbox"/>	Amortization Summary (Filogix) *		
<input type="checkbox"/>	Disclosure to Borrower (Filogix) *		
<input type="checkbox"/>	Material Risk Disclosure (HOST) *		
<input type="checkbox"/>	Reasoning Letter (HOST) *		
<input type="checkbox"/>	Funds Disbursement Worksheet [Required for Refinances] (HOST)		
<input type="checkbox"/>	Letter of Direction (Filogix) <input type="checkbox"/> Collected by Lender	Or <input type="checkbox"/>	Sent to lawyer and confirmed receipt
<input type="checkbox"/>	Mortgage Application (Filogix) *	<input type="checkbox"/>	Mortgage Summary (Filogix) *
<input type="checkbox"/>	Consent Form (Filogix) *		
<input type="checkbox"/>	AFS Consent Form (HOST) *		
<input type="checkbox"/>	Engagement Letter (HOST) *		
<input type="checkbox"/>	Know Your Client – Suitability Profile (HOST) *		
<input type="checkbox"/>	Verification of Employment & Income *		
<input type="checkbox"/>	Down Payment Confirmation [Required For Purchases]	<input type="checkbox"/>	Copy of Deposit Draft & Receipt
		And / Or <input type="checkbox"/>	Sale Agreement & Bridge Loan (if applicable)
<input type="checkbox"/>	Agreement of Purchase & Sale	<input type="checkbox"/>	All Schedules and Waivers
<input type="checkbox"/>	Property Listing (MLS)		
<input type="checkbox"/>	Mortgage Statement (Subject Property) [For Refinances]		
<input type="checkbox"/>	Property Tax Bill (Subject Property) [For Refinances]		
<input type="checkbox"/>	Other Lender Conditions (as per commitment & not elsewhere listed)		
<input type="checkbox"/>	Appraisal (all pages)	<input type="checkbox"/>	Purview Report [Required For Refinances]
<input type="checkbox"/>	Client Verification Record (HOST) *	<input type="checkbox"/>	Sanction List Searches
<input type="checkbox"/>	Copies of Identification *	<input type="checkbox"/>	Additional KYC Documents (if applicable)
<input type="checkbox"/>	Name & Phone Searches [Client(s) & Employer(s)] *	<input type="checkbox"/>	FINTRAC Report(s) (if applicable)
<input type="checkbox"/>	Credit Bureau(s) (Filogix) *		
<input type="checkbox"/>	MPP Insurance Form (Filogix) * <input type="checkbox"/> Insurance Indemnity	<input type="checkbox"/>	Ineligible
<input type="checkbox"/>	File Notes (HOST) *		
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	PDF of all Emails & other messages uploaded to Host *	<input type="checkbox"/>	Status Updated on Filogix*

**Notes:**

- We have acted on behalf of **15** lenders during the previous fiscal year
- If a completed and compliant package is not received within **30 days** of the funding date a fee of **\$150** per day will be deducted until the compliant package is provided.

Agent / Broker: \_\_\_\_\_ (Name) | Team Lead: \_\_\_\_\_ (Name)



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## FOR INTERNAL USE:

Date Submitted: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Emails Uploaded     Commission Recv'd     Paid     AIR Updated     Scanned & Archived

## REPORTING SHEET

APPF # \_\_\_\_\_ Mortgage Amount: \$ \_\_\_\_\_ Closing Date: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

## REPORTING REQUIREMENTS (Complete all sections)

**Transaction Type:** \_\_\_\_\_ **Ratio Type:** \_\_\_\_\_  
**Lender Type:** \_\_\_\_\_ **Property Type:** \_\_\_\_\_  
**Product:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Property Purpose:** \_\_\_\_\_ **Construction:** \_\_\_\_\_  
**GDS:** \_\_\_\_\_ **TDS:** \_\_\_\_\_ **Fully Remote Deal:** \_\_\_\_\_  
**# of Borrowers:** \_\_\_\_\_ **Ages:** B1: \_\_\_\_\_ B2: \_\_\_\_\_ B3: \_\_\_\_\_ B4: \_\_\_\_\_  
**First Time Buyer:** \_\_\_\_\_ **BFS/Fluctuating Income:** \_\_\_\_\_ **Equity-Based Lending:** \_\_\_\_\_ **Power of Attorney:** \_\_\_\_\_  
**Referral Type:** \_\_\_\_\_ **Referral Fee Paid:** \$ \_\_\_\_\_ Or \_\_\_\_\_ None Or \_\_\_\_\_ N/A  
**Referral Source Type:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
**Sub-Prime (<600 Beacon):** \_\_\_\_\_ **Credit Scores:** \_\_\_\_\_  
**Exit from Private:** \_\_\_\_\_ **Replace Private:** \_\_\_\_\_ **Private Renewal:** \_\_\_\_\_  
**Private Mortgage APR Range:** \_\_\_\_\_ Round down if less than 0.50%, otherwise round up  
**Copies of final documents have been provided to the client(s) via:**

**Attestation:**    \_\_\_ I have verified the client(s) identification and confirm that they match with the client  
                      \_\_\_ I have confirmed details about the client(s) against the credit files & other acceptable documents  
                      \_\_\_ I have confirmed that the client(s) are not on the Canadian or UN Sanction Lists  
                      \_\_\_ I have confirmed that they client(s) are not tied to any know Terrorist Entities



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\_\_\_ I have verified the source of funds and/or the purpose of the transaction

Broker/Agent Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR INTERNAL USE:**

FF: \$ \_\_\_\_\_ VB: \$ \_\_\_\_\_ BF: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_