

Tips for Submitting to Equitable Bank



Thinking of submitting your client's mortgage application to Equitable Bank? Below are some helpful tips to ensure we have the information required to get you an approval as soon as possible. Please note this is a guideline, and additional information may be requested.

Initial Application	
Notes	Including good notes will help the underwriter quickly get a sense of the deal and your clients. We're not expecting a novel but aim to provide information to get ahead of potential questions. See below for more detail. Also, please include your own contact information.
Loan Purpose	If the loan is for a purchase, we will need the MLS and Agreement of Purchase and Sale. If it is a private sale, how did they hear about the purchase and is there any relation to the seller? What will they be using for the down payment? If there will be a gifted component, who is the donor and what is their relationship to the applicant? Where is the source of the donor's funds from? Where are the applicants living now? If the purchase property is a rental, what is the expected monthly rent? If the loan is for a refinance, what debts will they be paying out? If applicable, what will the equity takeout be for? Is title changing, if so why, who is coming off/on?
Credit	Are there any missed payments on the credit report? If so, why? A summary of the 5 C's of credit would be useful.
Income: Self-Employed	What is their business? What is the ownership structure: Sole Proprietor, Partnership or Corporation? How long has it been in operation? How many employees or subcontractors do they have? Do they pay themselves a salary? How do they get their business e.g. word of mouth, website, other? Is it a non-registered business? How do they get paid; direct deposit, cash, POS, etc.
Income: Salaried	What is their specific occupation? How long have they been employed? If less than 2 years, where were they employed previously? Are they salaried, hourly, or seasonal? Full-time or part-time?
Income: Other	Does 1 borrower have multiple sources of income? If so, clarify how they are capable of managing e.g. if 2 full-time jobs.
Assets	What liquid assets do they have? How did they accumulate these assets? Do they own other properties? If so, we will need the mortgage balance, payments, property taxes, and rental income (if applicable).
Property Value	What is the property value estimate based on? Is there already an appraisal on hand?
Term	Do the clients already know what term they want, or do you want a quote with all available terms and rates?

Conditions Fulfillment	
Income: Self-Employed	We will require the Articles of Incorporation, and a Declaration of Income Form with 2 years of history for gross income, expenses, and net income. The income and expenses in the DOI should align to supporting documents. We will also require a minimum of 12 months of bank statements, recent business financials, or other documentation depending on the type of business (e.g. commission statements). It would be helpful to explain any large deposits, or deposits/withdrawals that may not be clear (e.g. transfers) so we know whether to include/exclude from income/expenses. Depending on the business, we may ask for additional documents to support/source income (e.g. invoices).
Income: Salaried	We will require a minimum of two of the following documents: letter of employment, paystub, T4, NOA, or minimum one month's bank statements showing direct deposit.
Down Payment	If using savings or investments, we will require a minimum 3 months of bank or investment statements, with an explanation for any large or irregular deposits. The source of those deposits may be requested. If there is a gift, a gift letter must be provided using Equitable's form. Direct verbal verification and supporting documents may be required. We may ask additional questions regarding the amount and source of down payment relative to the borrower's profile. Does the source of downpayment seem reasonable given the overall profile?