

Mortgage Leaders Group Inc.

Invoice Checklist



1. FILE INFORMATION

FILE#: _____ **CLIENT'S NAME:** _____
Agent # YY my file number Surname, Given Name
LENDER REF#: _____
AGENT NAME: _____ **MORTGAGE AMT/LOAN AMT:** _____
PAYABLE TO: _____ **PROPERTY:** _____
LENDER: _____ **CLOSING DATE:** _____

2. MORTGAGE CHECKLIST (Required for payment)

PLEASE PACKAGE IN THIS ORDER

- ***Commission Record*****
- Signed Lender's Approval
- Conflict of Interest/Cost of Borrowing Form (Disclosure Form)
- Amortization Schedule
- Complete Mortgage Application
- Verification of income
- Verification of down payment
- Agreement of Purchase & Sale
- Copy of listing and/or photograph
- Appraisal or CMHC/Genworth Approval # _____
- MPP Application
- MPP Indemnification Certificate
- Declaration of Due Diligence in the Prevention of Fraud

ADDITIONAL REQUIREMENTS FOR PRIVATE MORTGAGES:

- Signed approval from private lender to fund
- Form 1
- Copy of existing mortgage(s)
- Copy of deed
- Evidence of borrower's ability to meet payments
- Copy of survey
- Credit report & mortgage ratings

_____ (signature)

3. ACCOUNT RECEIVABLE

FINDER'S FEE RECEIVABLE: \$ _____
BROKERAGE FEE RECEIVABLE: \$ _____
TOTAL: \$ _____
MLG PORTION: % _____ \$ _____
AGENT PORTION: % _____ \$ _____
CO-BROKE: () YES () NO % _____ \$ _____
NET COMMISSION: \$ _____

CO-BROKE DETAILS:

MLG AGENT () OUTSIDE COMPANY ()
CO-BROKE COMPANY: _____
CO-BROKE AGENT: _____
CO-BROKE'S ADDRESS: _____

5. ACTUAL RECEIVED: For office use only!

H.O. File#

TOTAL RECEIVED: \$ _____
MLG PORTION: % _____ \$ _____
AGENT'S COMMISSION % _____ \$ _____

AFFILIATION: % _____ \$ _____
CO-BROKE \$ _____
DATE: _____ **AUDITOR:** _____