s.funtig & associates inc.

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APPLICATION CHECK LIST

BANK ACCOUNT: Open a bank account at a new bank where you do not have any debt or credit cards. Order cheques. Have all electronic deposits and withdrawals changed from your current bank account to the NEW bank account with the appropriate companies, i.e. PAYCHECK, utilities, cable, rent.

1. 2 PIECES OF ID - BIRTH CERTIFICATE, PASSPORT, DRIVERS LICENCE, CITIZENSHIP PAPERS.

2. PAY STUB FOR LAST PAY PERIOD WITH YEAR-TO-DATE INFORMATION.

3. PROVIDE A CASH DEPOSIT IN THE AMOUNT OF $_____.

4. OWNERSHIP & INSURANCE FOR ALL VEHICLES. Car, Truck, Motorcycle, Boat, Trailers, Recreational Equipment

5. BILLS, STATEMENTS, INVOICES FOR ALL DEBTS WITH ACCOUNT NUMBERS, LOAN DOCUMENTS, SECURITY DOCUMENTS, GARNISHEE, JUDGEMENTS, SMALL CLAIM DOCUMENTS, LEASES, SEPARATION AGREEMENTS.

6. MORTGAGE DOCUMENTS, DEED, PURCHASE & SALE DOCUMENTS, PROPERTY TAXES, MPAC ASSESSMENT (1-866-296-6722 OR www.mpac.ca), APPRAISAL BY A CERTIFIED APPRAISER (You may obtain your own or MR. JEFF DEROCHIE 519-564-1703. Cost is your responsibility)

7. DEEDS AND PIN SEARCH FOR ANY REAL ESTATE HOLDINGS (PIN search is conducted at LAND TITLES, 949 McDougall Ave, Windsor 519-971-9980. You can also get a copy of your DEED if needed)

8. LIFE INSURANCE POLICIES, BONDS, RRSP's, RESP's, TFSA's,GIC's, STOCKS.

9. COPY OF LAST TAX RETURN FILED and NOTICE of ASSESSMENTS, T4 SLIPS.

10. IF YOU HAVE BEEN BANKRUPT BEFORE, COPIES OF DISCHARGE CERTIFICATE OR ORDER & DOCUMENTS.

11. ALL CREDIT CARDS IN YOUR POSSESSION MUST BE PROVIDED TO THE TRUSTEE(balance owing or not).

NOTES:

APPOINTMENT TO SIGN: