Mortgage/New build checklist for TteS members

With lot disbursements approaching, here is a checklist of items you will need to build a home, and apply for a mortgage.

TK̓EMLÚPS
TE SECWÉPEMC

Planning

- Identify feasible lot to build your home. Contact Assistant Manager Culture & Heritage Natural Resources Department, to discuss your chosen site.
- Meet with Lands Dept to survey to prepare for mortgage process, and prepare Fortis & Hydro access.
- Meet with Planning & Engineering dept. to discuss permitting, sewer, water connection and fire protection.
- Ensure you're in good financial standing with TteS.
- Ensure you have gainful employment, and the documents to prove it to the bank (e.g. pay stubs, T4, etc.)

Preparation

- Purchasing, or building a home is very costly. Ensure you have enough saved for:
  - 5% cash equity as down payment
  - [potential] legal consultations (contract, purchase agreements review, etc.)
  - TIP: set aside extra money for potential cost overruns
- Prepare your credit history & score. You will need atleast a 600 credit score & safe, reliable credit history
- Book an appointment with a lender (RBC or BMO) to get pre-approval., (see page 2 for items to bring to your appointment, and questions you should be prepared to answer.)

Execution

- Meet with a builder to determine costs. You will need to factor in costs of water & sewer connections, fire protection, and your driveway.
- Prepare the following:
  [if buying an exisiting home] prepare purchase agreement.
  [if building a new home] contract from reputable builder
- BCR from TteS to the lender will be issued, see page 3 for more details.

TK̓EMLÚPS
TE SECWÉPEMC

The banks require this to ensure you can repay the loans

What to bring to the bank for pre-approval:

- Signed letter of lot assignment from Lands or Certificate of Possession.
- Signed membership verification (and a copy of your status card).
- Income and employment verification:
  - 3 most recent paystubs (FYI, banks prefer to see paystubs that are consistent, being the same amount and at regular intervals)
  - 3 most recent T4s (2025, 2024, and 2023).
  - Pension Statment (if applicable).
  - Letter of employment signed by your employer stating: you are not on probation, and your current salary/wage/hours.
- If you are either self-employed, or have commission-based income:
  - Last two years of tax returns (T1 General) and corresponding Notice of Assessment. *AND any one of the following:*
  - Statement of business activities for the respective tax years
  - Audited financial statements for the business for the respective tax years
  - Financial statements accompanied by a Review Engagement Report signed by a practicing accountant
- Confirmation of your down payment:
  - Savings and investment statement(s) from within the last 90 days, with your name stated
  - Gift Letter (if applicable) — Can be provided to you and must be signed by 'gift giver' and non-repayable

This will assess your debt service ratio. It determines how much you can afford per month with your current debt obligations

Other items to bring:

- Most recent 3 month bank statements
- 2 pieces of valid personal identification (license, passport, etc.)
- Void cheque, or direct deposit slip.
- Social Insurance Number

List of expenses to prepare:

- Current rent/mortgage amount
- Current living situation (living with family, renting, etc.)
- Utilties paid per month
- Monthly phone bill amount
- Car payments? How long? How much?
- Car insurance?
- Credit cards? How many? what's the limit? what's the balance?

Line of credits, car payments, and large financed purchases will affect your borrowing power. Car payments and high credit balances will lower you amount the can borrow for your home.

- After the pre-approval process, the housing department will work closely with you and your lender throughout the purchase and/or new build process.
- Necessary Band Council Resolutions (BCR) will be prepared by the respective departments, they will also be presented to Chief and Coucil by the respective department, presentation and approval are subject to Chief and Council schedule and approval.
- TteS On-Reserve Mortgages must be guaranteed by Chief & Council. On-Reserve lending to membership maximum amount is $600,000.00.
    - Though our maximum guaranteeing amount is $600,000.00; the amount you are approved for is entirely dependent on your income, down payment, debt service ratio, and credit history. TteS cannot ammened the amount you are approved for by the lender.
- Once initial meeting/call conversation completed, the Lender will provide information to complete application process along with supporting documentation required (including income confirmation)
- BMO/RBC will provide pre-approval confirmation upon completion and approval of application
- The lender will advise you of next steps:
    - regarding construction contract/budget
    - down payment
- TteS members building a home on-reserve are eligible for grants. The ISC Housing Support Grant is strictly based on availablility by Indingeous Services Canada. The TteS New Build Grant is funded from TteS OSR, the amount is determined by annual budgets approved by Chief and Council. The Housing Department will dispurse the funds.
- Once your house plans and budget are complete with your builder and the lender, do you have approvals from the following departments?
    - Lands, Leasing & Taxation (Hydro, Fortis, Lot alloctation to TteS)
    - Planning & Engineering (Water, sewer, driveway, fire protection, applicable permits)
    - Archaeology (what are their requirments for construction and earthwork process?)
    - Housing (Process on mortgage approval, mortgage will require BCR from chief and council. Housing will also work with the lender and C&C to to ensure all documents get required signatures.)

Construction begins

- Request for funds based on property inspection report on work completed, advise the lender when advance is required
- Advances released and paid by the lender to the contractor, based on inspection report from inspector or appraiser acceptable to Nation. Maximum 5 draws, Timing of inspections:
    - excavation, footings and foundation are complete
    - framing, roofing, basement floor, exterior windows and doors complete
    - rough plumbing, rough electrical, insulation and drywall
    - flooring, cabinet installation, furnace installed, finish electrical and plumbing
    - building is complete Interest payments made on funds advanced until construction completed, and regular payments begin

At the completion of construction, the Housing Department recommends not moving in, or taking the keys until full occupancy has been permitted by the Planning & Engineering Department to ensure the builder finishes all defects and deficiencies.