

# Secured Visa Application Checklist

To ensure accurate and timely processing of your application, please provide full supporting documentation that pertains to you from the list below.



- Application:** Please complete the application in full. Mandatory fields are as follows: name, address, date of birth, contact telephone number and employment information. Application must be signed, and 3rd party clause must be initialed.
- Identification:** Applicants must submit 2 pieces of government issued identification with application. You may use a drivers licence, Canadian passport, permanent resident card, or certificate of Canadian citizenship. Health cards are not accepted in Ontario, Manitoba and PEI.
- Security Deposit:** Applications must be accompanied with a security deposit in the form of personal cheque or bank draft/money order from a Canadian financial institution. Make payable to Home Trust Company. Minimum deposit amount is \$500.
- Bank Drafts over \$1,500:** Requires proof of a deposit account in Canada (Bank Statement)
- Bankruptcy:** This product is not available to those who are currently bankrupt. However, applicants who have been discharged from bankruptcy can apply. Applicants recently discharged from bankruptcy must include their "Certificate of Discharge" with their completed application.
- Consumer Proposal:** Applicants who are under a consumer proposal must provide a letter of good standing from their trustee or administrator for the proposal.
- Self Employed:** Applicants who are self-employed must provide documentation to confirm business ownership (Business Card, Business Licence)
- Current Address is less than 2 years:** Applicants who have been at their current address for less than 2 years must include a copy of a phone, utility or bank statement which shows their name and current address.

Mail Completed Application to:  
Home Trust Company  
Attn: Visa Department  
145 King Street West, Suite 2300  
Toronto, ON  
M5H 1J8

