

REQUEST ON BORROWER FOR DOCUMENTS

DATE: _____, 20____. Prepared by _____.

TO:

Borrower _____

Address _____

Phone _____ Fax _____

Email _____

FROM:

Loan Agent _____

Broker/Lender _____

Address _____

Phone _____ Fax _____

Email _____

1. Loan application number _____.
 - 1.1 Date your loan application was initially received _____, 20_____.
2. Your loan is being processed. However, we have not yet received all the documents needed to complete your loan application for our underwriting analysis.
3. You have indicated to your loan agent that you are in the process of obtaining the following documents. Please bring or mail them to our office as soon as possible.
4. To complete your loan application, you need to deliver to us the following checked items only:
 - a. ☐ W-2s and tax returns for 20_____.
 - b. ☐ W-2s and tax returns for 20_____.
 - c. ☐ Most recent pay check stub or direct deposit receipt for Borrower.
 - d. ☐ Most recent pay check stub or direct deposit receipt for Co-borrower.
 - e. ☐ Verification of other income.
 - f. ☐ Current profit and loss statement.
 - g. ☐ Three months' most recent bank statements.
 - h. ☐ 12 months' payment history on your rent or mortgage payments.
 - i. ☐ Copy of rental or lease agreement.
 - j. ☐ Copy of home mortgage statement.
 - k. ☐ Bank receipt showing balance of at least \$_____.
 - l. ☐ Copy of Driver's license.
 - m. ☐ Copy of Social Security card.
 - n. ☐ Schedule of other real estate owned.
 - o. ☐ Copy of your mortgage note.
 - p. ☐ Bankruptcy discharge papers.
 - q. ☐ Divorce/Dissolution papers.
 - r. ☐ _____.
 - s. ☐ _____.
 - t. ☐ _____.
5. If you have any questions, please call and ask for your loan agent.

Thank you for your assistance.

(Loan Processor/Transaction Coordinator)