

## Borrower Introduction Letter

Dear Mr. & Mrs. Borrower,

I appreciate the opportunity to provide your mortgage financing. I want to highlight some important points of what you can expect from my team.

- We will work diligently to deliver the finest service, and create an experience that reduces any stress that many borrowers feel during this time.
- You will receive regular updates on your loan, notification of your final approval and answers to any questions that arise.

Our goal is for you to have an enjoyable mortgage lending experience. **We ultimately judge our success on your willingness to confidently recommend us to your family, friends and co-workers.**

In fact, anytime you meet someone who is searching for ways to reduce their debt, make home improvements, or planning the sale or purchase of another home, simply give my telephone number and encourage them to contact me. Let them know that whether they choose to do business with me or not, they will walk away from our discussion having learned many important things about home financing.

Included with this letter is a list of “*Do’s and Don’ts*” during the loan approval process. You will find it helpful in avoiding some of the common mistakes borrowers make that can affect their loan approval.

If you have any questions or comments, feel free to contact me. I look forward to serving you.

## Helpful Tips that Affect Your Loan Application

### THE DO'S

1. Securing your loan approval included meeting national industry guidelines, which may require additional documentation. If we request more information, your prompt response will ensure meeting your closing date.
2. If we request proof of additional funds, either for loan approval or closing, here are some steps to remember:
  - a. Always copy the check to be deposited.
  - b. Ask for an official bank receipt, stamped and signed by a bank employee with current balance.
  - c. If you are receiving gift money, we need a completed Gift Letter Form and a current bank statement from the Donor.
  - d. If the funds come from accounts that will be liquidated, wire it directly to the title company to save time.
3. Closing funds are to be in the form of a cashier's check payable to the title company.
4. Bring formal identification, such as your driver's license, to the title company when signing your closing documents.

### THE DON'TS (What to Avoid)

1. Do not open any new credit lines or extend existing ones.
2. Do not spend money needed to cover the amount due at closing.
3. Do not forget to bring your cashier's check to the signing.
4. Do not change jobs.
5. Do not co-sign on any loans.
6. Do not throw away or pack bank financial statements or pay stubs until after closing.
7. Do not forget to pay all your current monthly bills on time.



*Programs available to qualified borrowers on approved credit. Rates and terms subject to change without notice.*