

Mortgage Application Review Checklist

Dear [Recipient's Name],

We appreciate your decision to apply for a mortgage with us. To ensure a smooth review process, please gather the following documents:

- Completed mortgage application form
- Proof of identity (e.g., driver's license, passport)
- Proof of income (e.g., pay stubs, W-2 forms, tax returns)
- Bank statements for the last two months
- List of assets (e.g., stocks, bonds, retirement accounts)
- Credit history report (if available)
- Employment verification
- Purchase agreement (for home buyers)

Once you have gathered these items, please send them to us at your earliest convenience. If you have any questions, feel free to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Company]