



Loan Submission Cover Letter

***Required: Please include with all new file submissions as page 1 of your upload. THANK YOU!**

LO and Processor: _____ Today's Date: _____

File Name: _____

Transaction Type Purchase Refi

Closing Date: _____ Lock Expiration if locked: _____

Please help us serve you the best we possibly can and provide a brief outline/summary of this loan. If there is anything at all unique about this file relative to occupancy, income, assets, or employment for example, please take a moment to summarize in the area below.

Notes are fine, or you can be as detailed as you would like. The more info we know upfront, the faster we can get through your files. Thank you!! If there are items you know you are missing, please denote those items on this cover letter below.

File Notes:

To submit, please Upload the following: 3.2 File, Cover Letter, Broker Compliance Transmittal Form, 1003, TIL, GFE, Itemized Fee Worksheet and Preferred Service Provider List. If forward locked, please provide floating and locked GFE.