

Recommended Format for Lender's Letter

To Be Supplied on Company Letterhead of Lending Institution

Date (Should be no earlier than 60 days from Bid Acceptance Date)

Borrower Name(s) (Should match Name(s) appearing on Electronic Bid Submission)

Case Number (HUD Case Number should appear with property address)

Property Address (Make sure Address matches that used on Property Internet Listing)

Dear _____,

We are pleased to advise you that your mortgage loan application with (insert name of Bank or Mortgage Co. here) has been approved for the use of the purchase of the above referenced property.

Sales Price: (should match sales price on electronic bid submission)

Loan Amount:

Loan Type: (indicated if FHA or Conventional financing is to be used)

Loan Term:

The approval is based upon the information presented in your application and a review of your tri-merged credit report(s), verification(s) of employment, rent or mortgage payments, as well as, a confirmation of deposits being held and of funds to close. This commitment is subject to obtaining a satisfactory appraisal of the subject property, a clear termite inspection (if applicable), and an underwriter's final review of all the information prior to closing.

We look forward to servicing your mortgage needs during this transaction. Please contact me with any questions. (these phrases not required)

Salutation,

(signature is required)

Loan Officer Name

Title

Lending Institution Name

Phone Number to contact Loan Officer

Phone Number to contact Branch Office where Loan Officer is located

Email Address for Loan Officer (is highly recommended)

Fax Number appropriate to reach Loan Officer