

Client – Mortgage Pre-Qualification Request

_____ requests your services to ascertain the credit worthiness of the following attached applicant(s). Based on the information provided, the purpose of this request is to establish if our client may obtain a mortgage today, the near future, or not at all. If you find that our client has sufficient credit to obtain a mortgage today, we will proceed in that direction immediately.

_____ represents first time homebuyers and individuals with poor credit who are having difficulties purchasing their own home. Our services range from assisting with the down payment, purchasing the home, and other items that may become obstacles for these individuals. In most cases we enter into a lease purchase agreement which gives our clients the opportunity to choose their own home, move in immediately and during that time work on improving their credit to obtain a mortgage on their own.

Our goal is to prescreen potential clients that have a chance of obtaining a mortgage within 12 months. Within that time we will assist them to improve their credit. We need your help to assist in the prescreening process to determine if we should move forward or not.

In order to effectively pre-screen potential clients, we ask that you respond to the following:

1. Please provide the maximum mortgage amount our client could qualify for based on the financial information provided. Assuming credit is satisfactory.
2. In most cases our clients will require seller assistance to help with the down payment. Please verify that our client and your underwriter allow the maximum of 6% seller assist at closing? In addition please verify that your underwriter will allow additional items paid outside of closing toward the down payment. Items paid outside of closing are the client's initial down payment to _____ and a portion of their monthly lease payment.
3. Is it possible our client could obtain a mortgage within the next 45/60 days?
4. If not, please provide your professional opinion if our client has the chance of obtaining a mortgage within 12 months, if improvements in their credit were present.
5. Also, please provide the specific deficiencies in their credit that need improvement. Also, please provide any specific instructions which may be provided by your underwriter.
6. In addition, we would appreciate any assistance, instruction, or creativity that could successfully obtain a mortgage for our clients.

We thank you for your assistance and look forward to your reply. Please do not hesitate to contact me if you should have any questions or concerns

Please fax your response to _____ or email to _____

Respectfully Submitted,
