

Discount Funding Associates

1215 Station Plaza

Hewlett, NY 11557

Phone: 1-800-551-4620

Fax: 1-800-551-3866

Dear _____,

Date _____

I would like to take this opportunity to thank you for choosing Discount Funding Associates for your mortgage financing needs. It would be greatly appreciated if you could return all paper work to me as soon as possible in order to expedite the processing of your loan. Please review the items that I have checked below. Once I have your signed Borrower Authorization, I will begin to order any payoffs, mortgage verifications, and any additional items that are needed by the lender in connection with your new mortgage loan. A local appraiser will be contacting you in order to set up an inspection of the subject premises. Thank you for your anticipated Co-operation.

- _____ 2 Recent Pay stubs
- _____ Copy of 1040's for 2003 & 2004
- _____ Copy of W-2's for 2003 & 2004
- _____ Business Tax Returns for 2003 & 2004
- _____ Homeowners Policy Declaration Page
- _____ Mortgage Note
- _____ Social Security or Pension Award Letter
- _____ Leases For _____
- _____ Copy of Divorce Decree / Divorce Certificate
- _____ Business License or Corporate Resolution
- _____ Mortgage Statements for open mortgages
- _____ Bank Statements for the last 12 months
- _____ Copy of Checks
- _____ Profit and Loss Statement
- _____ Signed Broker Documents (Enclosed)
- _____ Termite Inspection
- _____ Alternative Credit ()
- _____ Purchase Contract
- _____ Borrower's Authorization
- _____ Other

Sincerely,

Jane Doe,
Loan Processor