**First time homebuyer with down payment assistance**   
Email introduction template with need list, authorization forms, online application link, tutorial video and contact info

**Attachments**: authorization forms

Subject: Items required for loan application – last name  
  
Hi John,  
  
Congratulations, on your interest in buying your first home.

The below items are required to complete your loan application ...

* Complete the [Loan Application](https://hosting.bytesoftware.com/apps/BCP_57478)
* Tax Returns for last 3 years
* W2 forms for last 3 years
* Last 30 days of paystubs
* Last 2 months of bank statements (all pages of each statement are needed – even if blank)
* Driver’s License
* Social Security Card
* Resident Alien Card or Work Permit
* Authorization forms (attachments to be signed)

You can submit the documents by email, fax, upload or in person. Please include authorization forms attached with signatures.  
  
If you have any questions, please do not hesitate to let me know.

[Loan Officer signature]

**Watch Video** to learn more  
  
[The Pre-approval Process](https://player.vimeo.com/external/353421847.hd.mp4?s=a1e9611ff25096957720374a556fe6bda3160b8b&profile_id=175)  
[Down Payment Assistance](https://player.vimeo.com/external/376926419.hd.mp4?s=a17c3b254588e39ed5d99146701c0d844c9835e3&profile_id=175)