**Non-first-time homebuyer**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 NameHi John,  
  
Congratulations, on your interest in buying your next property.  
  
The below items are required to complete your loan application…

* Complete the [Loan Application](https://hosting.bytesoftware.com/apps/BCP_57478)
* Tax Returns for the last 2 years
* W2 forms for last 2 years
* Last 30 days of paystubs
* Most recent 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)
* Mortgage Statement
* Hazard Insurance / Homeowners Insurance
* Property tax bill

You can submit the items by email, fax, upload or in person. Please include authorization forms attached with signatures.

[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)