**Standard FHA Refinance**   
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 refinancing your home loan.

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 2 years
* W2 forms for last 2 years
* Last 30 days of paystubs
* Most recent 2 months of bank/asset statements (all pages of each statement are needed - even if blank)
* Driver’s License
* Social Security Card
* Authorization forms (attachments to be signed
* Mortgage Statement
* Hazard Insurance / Homeowners Insurance
* Property tax bill
* Final Settlement Statement (HUD1)
* Original Mortgage Note

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