**FHA Streamline Refinance**

Email introduction template with need list, authorization forms, online application link, tutorial video and contact info

**Attachments**: authorization forms

Subject: Items required for FHA Streamline Refinance – 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)
* Mortgage Statement
* Hazard Insurance / Homeowners Insurance
* Property tax bill
* 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
* Final Closing Statement
* Original Mortgage Note
* Recent utility bill

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]