**Standard 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 NameHi John,

Thank you for your interest in refinancing your 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, if applicable
* Authorization forms (attachments to be signed)
* Mortgage Statement
* Hazard Insurance / Homeowners Insurance
* Property tax bill

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

If you have any questions, please do not hesitate to let me know.

[Loan Officer signature]