

[Lending Institution Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

Date: [Current Date]

TO: [Applicant Name(s)]

RE: Conditional Mortgage Pre-Qualification and Credit-Rebuilding Action Plan

Dear [Applicant Name],

Based on our preliminary review of your financial information and credit profile, you are conditionally pre-qualified for a mortgage loan under our **Credit-Rebuilding Mortgage Program**. This qualification is subject to the successful completion of the step-by-step requirements outlined below.

1. Estimated Loan Terms:

- **Maximum Purchase Price:** \$[Amount]
- **Loan Program:** [e.g., FHA / Conventional / Portfolio]
- **Target Interest Rate:** [Rate]% (Subject to market fluctuations)

2. Mandatory Credit-Rebuilding Steps:

To finalize your approval and secure the terms above, you must complete the following actions:

- **Step 1:** Reduce total credit card utilization to below [Number]% on all active accounts.
- **Step 2:** Resolve the following outstanding collections or disputed items: [List Items].
- **Step 3:** Maintain a 100% on-time payment history for all current obligations for the next [Number] months.
- **Step 4:** Refrain from opening any new lines of credit or making large financed purchases.

3. Documentation Required for Final Approval:

- Updated credit report showing the completion of the steps above.
- Last 30 days of pay stubs and last 2 years of W2s/Tax Returns.
- Proof of down payment funds and closing costs.

Expiration: This pre-qualification is valid until [Date], provided there are no material changes to your income or employment status.

We look forward to helping you achieve homeownership. Please contact us once Step 1 and Step 2 have been completed to initiate a formal credit refresh.

Sincerely,

[Loan Officer Name]
[NMLS ID Number]
[Email Address]