

Date: [Date]

To: [Borrower Name(s)]

Property Address: [Property Address, if known, or "TBD"]

Property Type: Multi-Family Home ([Number of Units] Units)

CONDITIONAL PRE-APPROVAL LETTER

Dear [Borrower Name(s)],

We are pleased to inform you that based on a preliminary review of your credit report, income documentation, and financial assets, you have been conditionally pre-approved for a mortgage loan to purchase a multi-family residence.

Loan Terms:

- **Maximum Loan Amount:** \$[Amount]
- **Loan Program:** [e.g., FHA, Conventional, VA]
- **Down Payment Required:** [Percentage or Dollar Amount]%
- **Estimated Interest Rate:** [Rate]%

Conditions of Pre-Approval:

This pre-approval is subject to the following specific conditions:

1. **Satisfactory Appraisal:** A certified appraisal must be performed on the subject property. The appraised value must support the purchase price and meet the specific multi-family guidelines for this loan program.
2. **Rental Income Verification:** For units not occupied by the borrower, projected market rents must be verified via the appraisal (Form 1025/Small Residential Income Property Appraisal Report).
3. **Final Underwriting Review:** Verification of all updated financial documents, including pay stubs and bank statements, prior to closing.
4. **Title Search:** A clear and marketable title must be established for the property.
5. **Property Insurance:** Evidence of an active hazard insurance policy covering all units.

This letter is not a final commitment to lend. This pre-approval is based on current market interest rates and is valid until [Expiration Date]. Any significant change in your financial status, credit score, or debt-to-income ratio may void this conditional approval.

Congratulations on taking this step toward your multi-family investment. We look forward to working with you.

Sincerely,

[Loan Officer Name]

[Title]

[Lending Institution Name]

[NMLS Number]

[Phone Number]