

Date: [Date]

Borrower Name(s): [Borrower Name]

Property Address: [Property Address]

Loan Number: [Loan Number]

Subject: Notice of Conditional Approval and Required Property Repairs

Dear [Borrower Name],

We are pleased to inform you that your mortgage application for the property located at [Property Address] has been conditionally approved. This approval is subject to the satisfactory completion of the conditions listed below, including specific repairs required to meet our lending guidelines.

1. Financial and Documentation Conditions:

- [Condition 1, e.g., Updated pay stubs]
- [Condition 2, e.g., Verification of homeowners insurance]
- [Condition 3]

2. Property Repair Requirements:

Based on the recent appraisal report, the following repairs must be completed before the final loan approval can be issued:

- [Repair Item 1, e.g., Repair leaking roof over garage]
- [Repair Item 2, e.g., Replace broken window in bedroom]
- [Repair Item 3, e.g., Scrape and paint peeling exterior trim]

Next Steps:

Once the repairs are finished, please notify us so that a final inspection can be ordered to verify the work. Please note that the cost of the re-inspection is the responsibility of the [Borrower/Seller].

All conditions and repairs must be satisfied by [Expiration Date] for this conditional approval to remain valid. If you have any questions, please contact your loan officer at [Phone Number] or [Email].

Sincerely,

[Loan Officer Name]

[Lending Institution Name]