

Date: [Insert Date]

To: [Borrower Name]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Notice of Required Property Repairs for Conditional Approval

Dear [Borrower Name],

We are pleased to inform you that your mortgage application has received conditional approval. However, the property appraisal report has identified specific repairs or conditions that must be addressed before final loan approval can be granted.

The following items must be completed and inspected:

- [Repair Item 1]
- [Repair Item 2]
- [Repair Item 3]

Instructions for Completion:

1. Perform the repairs listed above in a professional manner.
2. Ensure all necessary building permits are obtained if required by local law.
3. Notify your Loan Officer once the work is finished.
4. A final inspection (Form 1004D/Completion Report) by a licensed appraiser may be required to verify the work. A fee of \$[Amount] may apply for this inspection.

Please note that failure to complete these repairs by [Deadline Date] may result in the expiration of your rate lock or the denial of your loan application.

If you have any questions regarding these requirements, please contact your Loan Officer at [Phone Number] or [Email Address].

Sincerely,

[Underwriter/Loan Officer Name]

[Lending Institution Name]