

Date: [Date]

Applicant Name: [Applicant Name]

Application Number: [Application Number]

Property Address: [Property Address]

**Subject: Notice of Incomplete Mortgage Application - Missing Condominium Questionnaire**

Dear [Applicant Name],

Thank you for choosing [Lender Name] for your mortgage needs. We are currently reviewing your application for the property located at the address mentioned above.

Upon review of your file, we have determined that your application is incomplete. We require the following documentation to proceed with the underwriting process:

- **Completed Condominium Association Questionnaire:** This form must be filled out and signed by an authorized representative of the Homeowners Association (HOA) or the property management company.

Please contact your Condominium Association or Management Company as soon as possible to request this document. Many associations charge a fee for this service and may require several business days to process the request.

Once obtained, please upload the document to our secure portal or email it directly to [Email Address].

Please be advised that we cannot issue a final loan decision until this information is received and reviewed. If we do not receive this documentation by [Due Date], your application may be withdrawn or denied due to incompleteness.

If you have any questions or need a copy of our specific questionnaire template to provide to the association, please contact me at [Phone Number].

Sincerely,

[Loan Officer Name]

[Title]

[Lender Name]