

Date: [Date]

Applicant Name: [Applicant Name]

Application Number: [Application Number]

Property Address: [Property Address]

Subject: Notice of Incomplete Application - Schedule of Real Estate Owned

Dear [Applicant Name],

We are currently reviewing your recent loan application. Upon preliminary review, we find that the "Schedule of Real Estate Owned" (REO) section is incomplete or missing required information.

To continue processing your application, please provide the following details for all properties currently owned:

- Property Address (Street, City, State, Zip)
- Property Type (Primary Residence, Secondary, or Investment)
- Current Market Value
- Amount of Outstanding Mortgages/Liens
- Gross Monthly Rental Income (if applicable)
- Monthly Mortgage Payment (Principal, Interest, Taxes, and Insurance)
- Status of the Property (Sold, Pending Sale, or Rental)

Please submit the completed schedule or supporting documentation by [Deadline Date]. Failure to provide this information may result in a delay or the withdrawal of your application.

You may submit these documents via [Submission Method, e.g., Online Portal/Email/Fax].

If you have any questions, please contact your loan officer at [Phone Number] or [Email Address].

Sincerely,

[Name of Loan Officer/Processor]

[Company Name]

[Department Name]