

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: Request for Completed Schedule of Real Estate Owned (SREO)**

Dear [Borrower Name],

In connection with your pending [Loan Application/Financial Review] for the property located at [Subject Property Address], we require a comprehensive list of all real estate currently owned by you.

Please complete the attached Schedule of Real Estate Owned form. For each property held, please ensure you include the following details:

- Property Address
- Property Type (e.g., Single Family, Multi-family, Commercial)
- Current Market Value
- Status (e.g., Retained, Pending Sale, Rental)
- Current Mortgage Balance
- Monthly Mortgage Payment (Principal and Interest)
- Monthly Taxes, Insurance, and HOA dues
- Gross Monthly Rental Income (if applicable)

Please return the completed and signed document by [Due Date] to avoid any delays in processing your file.

If you have any questions regarding this request, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]