

Pre-Screen Bank Statement Review

Email templates to Broker for missing items needed for the pre-screen Desk

(Revised 04/22/22)

Always address email to the contact person (Hi Contact!), cc AE and pre-screen desk and include the signature template and disclosure disclaimer on page 2 below.

Bank statements are in Spanish

Thank you for your request for pre-screen review. The bank statements received are in Spanish and unfortunately, we are unable to process them through our software. They can be manually reviewed by underwriting once the file is ready for submission.

Your business is appreciated!

A few months bank statements missing

Thank you for submitting your bank statements for pre-screen review. The upload is missing the [November 2021, December 2021 and January 2022] bank statements. Can you please reply with a password protected copy so that we can complete the analysis?

Your business is appreciated!

More than 3 months statements missing

Thank you for submitting your bank statements for pre-screen review. The upload is missing the following bank statements:

- July 2021
- Sep 2021
- November 2021
- January 2022

Can you please reply with a password protected copy so that we can complete the analysis?

Your business is appreciated!

Recent bank statement is older than 45 days

Thank you for submitting your bank statements for pre-screen review. The most recent bank statement needs to be within 45 days. Can you please reply with a password protected copy of the [January 2022] bank statement so that we can complete the analysis?

Your business is appreciated!

Borrower's name is missing

Thank you for submitting your bank statements for pre-screen review. Can you please provide the borrower's first and last name?

Your business is appreciated!

Bank statements are not legible

Thank you for submitting your bank statements for pre-screen review. Unfortunately, the bank statements are not legible and cannot be read by the technology we use to analyze the statements. Can you please upload a clearer copy so that we can complete the analysis?

Your business is appreciated!



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