



THRIFT SAVINGS PLAN RESIDENTIAL LOAN CHECKLIST

Name: _____

TSP Account Number: _____

Daytime Phone Number: _____

Loan Number: _____

CHECKLIST FOR COMPLETING YOUR LOAN REQUEST

Please complete the checklist below and **include it** with your completed Form TSP-21-R, *Loan Agreement*, and residential loan documentation to ensure timely processing of your loan.

Make copies for your records and mail your completed forms and documentation to:

Thrift Savings Plan | P.O. Box 385021 | Birmingham, AL 35238

OR fax to 1-866-817-5023

Note: DO NOT SUBMIT your residential loan request more than once.

This will cause a delay in the processing of your loan.

Check the box next to each statement below to indicate that your Form TSP-21-R, *Loan Agreement*, and your residential loan documentation demonstrate the following:

☐ I have completed and reviewed all necessary sections of my Form TSP-21-R, *Loan Agreement*. All required signatures have been notarized.

☐ This loan is for the purchase or construction of my **primary residence**. Check one:

☐ House/Townhouse/Condo ☐ New Home Construction ☐ Co-op ☐ Mobile Home ☐ RV ☐ Boat

☐ The documentation shows the full address (or address equivalent) of my primary residence.

☐ The documentation is from a third party. Check one:

☐ Broker/Firm ☐ Title Agent ☐ Builder/Contractor ☐ Seller ☐ Other

☐ The documentation has been signed by both the buyer and the seller.

☐ The documentation shows that the full purchase or construction price of my primary residence is \$_____, which is greater than or equal to my requested loan amount.

☐ The documentation shows that the date of purchase or construction of my primary residence is no more than 24 months before the expiration date of my Form TSP-21-R, *Loan Agreement*.