

HANDWRITTEN BUSINESS PURPOSE LETTER INSTRUCTIONS

Note to Broker: Be sure to have your borrower HAND WRITE this letter, sign and date it. If your borrower is titling in the name of a legal entity, put it on the entity letterhead.

For a purchase transaction, here is SAMPLE text to use:

Date

I/We certify that the property located at (insert complete property address) is a rental/investment property and the loan proceeds will be used for (state exact reason for loan - it's purchase).
I/we *do not* intend to occupy the property in the future or presently.

Name
Signature

For a refinance transaction, here is SAMPLE text to use:

Date

I/We certify that the property located at (insert complete property address) is a rental/investment property and the loan proceeds will be used for (state reason for loan - exact business purpose – ie. payoff existing loan, make improvements to property, purchase other investment property, etc).
I/we *do not* intend to occupy the property in the future or presently.

Name
Signature