



CLIENT INFORMATION SHEET

PORTFOLIO HOME MORTGAGE LOAN REQUEST FORM

Closing Date:

Request Loan: \$ _____ (Purchase R/T Refi Cash Out Refi,
 Primary Investment Property)

Loan Program: 15 yr Fixed 5 Yr Arm 30 yr Fixed 10 Yr Arm

1. Borrower Name:

2. Appraisal Contact:

3. Buyer Attorney Contact:

4. Insurance agent Contact:

5. Lender Attorney: Please assign to Dennis Lan Esq

6. VOE contact email address:

CLIENT INFORMATION SHEET

BORROWER INFORMATION

Borrower's Name:	
Borrower's Home Address	
Borrower's SS #:	
DOB:	
E-mail Address(es):	
Contact #:	
PREVIOUS ADDRESSES IF LESS THAN 2 YEARS OF RESIDENCY):	

BORROWER'S EMPLOYMENT INFORMATION

Employed by:	
Employer Address:	
Position:	
Contact Numbers:	
E-mail Address(es):	
Length of Employment	
Previous Employer:	
Other Income:	

CLIENT INFORMATION SHEET

BORROWER'S SPOUSE INFORMATION IF MARRIED (A NON-BORROWER, NOT APPLIED MORTGAGE) – OPTIONAL

Borrower's Spouse Name:	
Spouse's Home Address (If different):	
Spouse's SS #:	
Spouse's DOB:	
E-mail Address(es):	
Contact #:	

SPOUSE'S EMPLOYMENT INFORMATION - OPTIONAL

Employed by:	
Employer Address:	
Position:	
Contact Numbers:	
E-mail Address(es):	
Length of Employment	
Previous Employer:	
Other Income:	

CLIENT INFORMATION SHEET

CO- BORROWER INFORMATION - OPTIONAL

Co-Borrower's Name:	
Co- Borrower's Home Address (If different):	
Co- Borrower's SS#:	
DOB:	
E-mail Address(es):	
Contact #:	
PREVIOUS ADDRESSES IF LESS THAN 2 YEARS OF RESIDENCY):	

CO-BORROWER'S EMPLOYMENT INFORMATION

Employed by:	
Employer Address:	
Position:	
Contact Numbers:	
E-mail Address(es):	
Length of Employment	
Previous Employer:	
Other Income:	

CLIENT INFORMATION SHEET

COMPANY NAME (PURCHASE WITH COMPANY NAME ONLY) - OPTIONAL

Type of Entity: CORP, LLC	
Business Entity Name:	
Business Entity Address:	
Telephone #/ Fax #:	
EIN NUMBER:	
Registration #:	
Registered Date:	
Principal(s) Name and Ownership %:	

SUBJECT PROPERTY INFORMATION

Type of Property: SFR, CONDO, PUD, OTHER	
Purpose of Loan: Purchase, Refinance, Cash out Refinance	
Sales Price (US\$)	
Loan Amount (US\$):	
Occupancy Type: Primary, 2 nd Home, Investment	
Appraisal Value (if Refinance)	
Current Mortgage Loan Amount? (If Refinance)	
Property Tax:	
HOA: (if Condo)	
Applying C.E.M.A (if Refinance)?	
HO-6 CONDO INSURANCE	

CLIENT INFORMATION SHEET

SELLING AGENT(REALTOR) / ATTORNEY INFORMATION – IF PURCHASE	
SELLER AGENT COMPANYNAME:	
SELLER AGENT’S NAME:	
SELLER AGENT’S EMAIL:	
SELLER AGENT’S CONTACT #:	
SELLER’S ATTORNEY NAME:	
SELLER’S ATTORNEY CONTACT #	
SELLER’S ATTORNEY EMAIL:	

BUYING AGENT(REALTOR) / ATTORNEY INFORMATION – IF PURCHASE	
BUYER AGENT COMPANYNAME:	
BUYER AGENT’S NAME:	
BUYER AGENT’S EMAIL:	
BUYER AGENT’S CONTACT #:	
BUYER’S ATTORNEY NAME:	
BUYER’S ATTORNEY CONTACT #	
BUYER’S ATTORNEY EMAIL:	

CLIENT INFORMATION SHEET

HOME OWNER'S INSURANCE / HOA CONTACT INFO (IF CONDO)	
HOME ONWER'S INSURANCE AGENCY COMPANY NAME:	
INSURNACE AGENT'S NAME:	
INSURANCE AGENT'S EMAIL:	
INSURANCE AGENT'S CONTACT #:	
HOA MANAGEMENT CO NAME:	
HOA CONTACT #:	
HOA CONTACT EMAIL:	
CONDO QUESTIONNAIRE FORM ORDERED?	

CLIENT INFORMATION SHEET

Real Estate Owned

(List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and Signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date of Purchase			
Original Cost			
Present Market Value			
Name and Address of Mortgage Holder			
Mortgage Account No.			
Mortgage Balance			
Amount of Monthly Payment			
Property Tax & Insurance			
HOA			
Gross Rent Amount			



CLIENT INFORMATION SHEET

FOR PURCHASE:

PURCHASE AGREEMENT
UNIFORM LOAN APPLICATION FORM (1003 OLD OR NEW FORMS PERMITTED)
CLIENT INFORMATION SHEET
REALTORS, ATTORNEY, HOA MANAGEMENT OFFICE INFO (IF CONDO) REQUIRED
PROPERTY TAX, HAZARD INSURANCE INFO REQUIRED
IMPOUND PROPERTY TAX & INSURANCE?
CONDOQUESTIONNAIRE FORM REQUIRED (IF CONDO)
EMD CHECK COPY (FRONT & BACK) REQUIRED (IF PURCHASE)
CPA LETTER (IF SELF EMPLOYED), VOE (SALARY) REQUIRED

FOR REFINANCE:

UNIFORM LOAN APPLICATION FORM (1003 OLD OR NEW FORMS PERMITTED)
CLIENT INFORMATION SHEET
LOAN STATEMENT(CURRENT)
ATTORNEY INFO REQUIRED
PROPERTY TAX, HAZARD INSURANCE INFO REQUIRED
CASH OUT OR REFINANCE OR RATE & TERM?
IMPOUND PROPERTY TAX & INSURANCE?
CONDOQUESTIONNAIRE FORM REQUIRED (IF CONDO)
CPA LETTER (IF SELF EMPLOYED), VOE (SALARY) REQUIRED
C.E.M.A. REQUEST?

PURCHASE WITH COMPANY NAME:

PURCHASE AGREEMENT
UNIFORM LOAN APPLICATION FORM (1003 OLD OR NEW FORMS PERMITTED)
CLIENT INFORMATION SHEET
REALTORS, ATTORNEY, HOA MANAGEMENT OFFICE INFO (IF CONDO) REQUIRED
PROPERTY TAX, HAZARD INSURANCE INFO REQUIRED
IMPOUND PROPERTY TAX & INSURANCE?
CONDOQUESTIONNAIRE FORM REQUIRED (IF CONDO)
EMD CHECK COPY (FRONT & BACK) REQUIRED (IF PURCHASE)
CPA LETTER (IF SELF EMPLOYED),
CORP DOCUMENTS ARE NEEDED, FILING RECEIPT, CORP RESOLUTION, REGISTRATION
COPY, ARTICLE OF INCORPORATION(CORP), CERTIFICATE OF GOOD STANDING(CORP),
BY LAW(CORP), OWNERSHIP VERIFICATION(CORP), ARTICLE OF ORGANIZATION (LLC)
OPERATING AGREEMENT(LLC)