



Checklist for Denied or Cancelled Loan Transactions

Property Address:

MLO Name:

<p align="center">THE FORMS LISTED BELOW ARE REQUIRED AND MUST BE UPLOADED TO YOUR TRANSACTION FILE</p> <p align="center">The file will NOT be accepted if required signature(s) are missing.</p>	Signatures or/and Initials on Forms				Note
	Lender or MLO	Borrower			
Application (1003)		If applicable			
Any supporting documentation		If applicable			
Denial letter from lender or CIC	Required				
ANY ADDITIONAL SIGNED DISCLOSURES					

Instructions and Checklist for Expired or Cancelled Transactions

- Upload all documentation obtained for transaction to the REeBroker loan file.
 - State in the notes area of the transaction the reason for cancellation and that cancellation is requested.
 - Change the status of the file from its current status to "Request for cancel"
- File will then be reviewed by the REeBroker office and depending on circumstances additional disclosures or inquiry may be needed.

REVISED June 17, 2021