



PURCHASE ADVICE RESEARCH REQUEST

Requested By

Gateway Loan Number

Company Name

Client Loan Number

Phone

Borrower Name

Email

Check Mailing Address or Wire Instructions

Funding Date

Submit this completed form with the reason for reimbursement adjustment and **ALL** required documents to: CorrPurchaseAdvice@GatewayLoan.com. Response time is 72 hours. Escrow Adjustments will be considered if request is received within 30 calendar days of the purchase date.

Escrow Amount Funded

Client's Ending Escrow Balance

Escrow Amount Requested (funds will be reimbursed as a check)

Escrow Request

NOTE: Please stop paying property taxes the day Gateway purchases the loan. This will eliminate property taxes being paid twice.

Mortgage Insurance

- Payment History
- Copy of the payment
- FHA Connection screen print showing client paid and FHA Case#

Hazard/Flood Insurance

- Proof of Payment
- Copy of declaration or policy
- Copy of invoice
- Final Closing Disclosure
- Proof of refund if hazard company changed after closing

Property Tax

- Payment History
- Final Closing Disclosure
- Proof of payment to applicable county, city, school, etc.

Principal Balance Adjustments will be considered if request is received within **30 calendar days** of the purchase date.

Principal Balance Funded

Client's Ending Principal Balance

Principal Balance Requested

Reason for Principal Balance Request

- Payment History
- Wire Instructions if preferred payment is wire versus check

Other Item Adjustments will be considered if request is received within **30 calendar days** of the purchase.

Amount Requested

Reason for Other Request

- Copy of Purchase Advice and Note
- Down Payment Assistance Forms (gifts, grants, second mortgage, etc.) if DPA or gift adjustment
- Payment History
- Lock price information if lock price adjustment
- Wire Instructions if preferred payments is wire versus check