



Weekly Loan Status Report

SAMPLE

Attention: Real Estate Agent

Office: 310-555-1212

Fax: 310-555-1213

Fax Dates: 1/5 1/12 1/19

Property: 125 Makemoremoney Drive

Borrower: John Smith

Opened Submitted Approved Docs ordered Docs signed Funded

1/3 1/7 1/10 1/12 1/15 1/20

Weekly Notes:

1. 1/3 - Appraisal ordered.
2. 1/5 - Spoke with Agent on closing date
3. 1/10 - Appraisal in at \$1,000,000.00
4. 1/15 - Confirmed the loan will close on time.
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Contact Information:



MIKE DOERS
Office: 310-571-3600, ext.205
Cell: 310-386-2441 • Fax: 310-571-3601
E-mail: mikedoers@hotmail.com

Looking forward to working together. Let's have a smooth closing!



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