



**Lease Review Guideline for Portfolio Loans
1/1/2012**

Contact:

Loan Administration Manger, Cincinnati, OH – For all life company serviced loans

I. Request

- A. The borrower should provide a written request.
- B. For portfolio loans, the loan documents outline if Lender approval is needed. Provide the relevant section in the loan documents related to Lender lease approval.
- C. All lease approval requests should be sent to the Loan Administration Manger.

II. Documentation

- A. Copy of the proposed lease.
- B. Lease Summary (*see document named **Lease Brief Template***).
- C. Correspondent recommendation.
- D. Any other documentation or correspondence relevant to this request that would facilitate approval.

Disclaimer

Lender reserves the right to exercise all rights and remedies under the various loan documents.