

**Tennessee Housing Development Agency (THDA)
Preserve Loan Check Request Memorandum**

Preserve Loan Partner Name and Address: _____

Preserve Loan Partner Number: ____ ____ ____ ____
Contact Person: _____
Phone Number: (____) _____

Borrower: _____
Co-Borrower(s): _____
Settlement Agent: _____

Mortgage Check Request (for loans to close with THDA funds only):

THDA Loan Number: ____ ____ ____ ____ ____ ____ ____ ____ (if assigned)
Loan Amount: \$ _____ (Check Amount)
Scheduled Closing Date: _____

INDICATE DELIVERY OPTION:

**If no option is selected, check(s) will be mailed via regular mail
to the Preserve Loan Partner name and address specified above.**

- 1. Preserve Loan Partner to pick up at THDA. When ready, call (contact name) _____ at (____) _____.
- 2. Mail to Closing Agent (Name and Address):

- 3. Overnight courier service. (Attach two shipping labels for separate overnight delivery of a conditional commitment and a check. Labels must instruct courier to charge Preserve Loan Partner's account. Do not remove copies from shipping label.)

Preserve Loan Partner Authorized Signature

Date

Attach Shipping Label(s) Here