

PENNSYLVANIA HOUSING FINANCE AGENCY  
Homeownership Programs Division  
211 North Front Street, Harrisburg, PA 17101  
www.phfa.org  
800-822-1174

**Pre-Closing Approval/Cancellation Form**

(This form **MUST** be faxed or emailed and approved **PRIOR** to loan closing.)

The borrower(s) referenced below

Borrower(s) Name \_\_\_\_\_ LSAMS # \_\_\_\_\_

will be closing on a PHFA Renovate & Repair or Conversion loan on \_\_\_\_\_.  
month/day/year

This information:  is submitted for approval  
 is updated from reservation AND submitted for approval  
 cancels a reservation (provide reason for cancellation in space below)

R&R Loan Amount \$ \_\_\_\_\_

Conversion Loan Amount (if applicable) \$ \_\_\_\_\_

Appraised Market Value of the Home \$ \_\_\_\_\_

Total Amount of All Existing Liens (excluding R&R) \$ \_\_\_\_\_

Combined Loan to Value (CLTV) \_\_\_\_\_ %

Term \_\_\_\_\_ years

Interest Rate \_\_\_\_\_ %

Payment Amount \_\_\_\_\_

Local Program Administrator (LPA): \_\_\_\_\_

Partnering Lender: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*In case pages get separated:*

**Borrower:** \_\_\_\_\_  
(Last Name) (First Name) (MI)

Reason for cancellation:

**For Cancelled Loans:** Please check the appropriate box below:

This loan is cancelled. We are requesting the final \$500 Administrative Fee Payment and are certifying that we have completed the Home Evaluation and provided it to the borrower. Receipts or invoices for allowed underwriting costs incurred, if any, are attached.

This loan is cancelled. The Home Evaluation was not completed on this loan. Receipts or invoices for allowed underwriting costs incurred, if any, are attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signer must have an authorized signature for the R&R Program on file with PHFA.

PHFA USE ONLY

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Approving Signature _____
Comments: _____	
_____	
_____	

\*PHFA will not be responsible for any legal documents using anything other than the approved terms stated within this form.

**Fax this form to (717)780-3872**  
**Or Email to [renovateandrepair@phfa.org](mailto:renovateandrepair@phfa.org)**