



THRIFT SAVINGS PLAN RESIDENTIAL LOAN CHECKLIST

Name: _____
Daytime Phone Number: _____

TSP Account Number: _____
Loan Number: _____

CHECKLIST FOR COMPLETING YOUR LOAN REQUEST

Please complete the checklist below and **include it** with your completed Form TSP-21-R, *Loan Agreement*, and residential loan documentation to ensure timely processing of your loan.

Make copies for your records and mail your completed forms and documentation to:
Thrift Savings Plan | P.O. Box 385021 | Birmingham, AL 35238
OR fax to 1-866-817-5023

Note: DO NOT SUBMIT your residential loan request more than once.
This will cause a delay in the processing of your loan.

Check the box next to each statement below to indicate that your Form TSP-21-R, *Loan Agreement*, and your residential loan documentation demonstrate the following:

- I have completed and reviewed all necessary sections of my Form TSP-21-R, *Loan Agreement*. All required signatures have been notarized.

- This loan is for the purchase or construction of my **primary residence**. Check one:
 House/Townhouse/Condo New Home Construction Co-op Mobile Home RV Boat

- The documentation shows the full address (or address equivalent) of my primary residence.

- The documentation is from a third party. Check one:
 Broker/Firm Title Agent Builder/Contractor Seller Other

- The documentation has been signed by both the buyer and the seller.

- The documentation shows that the full purchase or construction price of my primary residence is \$_____, which is greater than or equal to my requested loan amount.

- The documentation shows that the date of purchase or construction of my primary residence is no more than 24 months before the expiration date of my Form TSP-21-R, *Loan Agreement*.