



*Tip: To find specific information for a product, Press Ctrl+F (or use "Find" from the Edit Menu) and then search for the information or topic you are looking for. If you don't find the topic the first time, try variations, different terms or less words*

## AGENCY FIXED RATE (CONFORMING)

### 10, 15, 20, 25 and 30 Year Fixed Rate

LTV	CLTV	Purpose	Units	Occupancy	Credit Score	DTI Ratio
97 <sup>1,5</sup>	97 <sup>1,5</sup>	Purch, R&T <sup>1</sup>	1	O/O	620	50
95 <sup>5</sup>	95 <sup>5</sup>	Purch, R&T	1	O/O	620	50
85 <sup>5</sup>	85 <sup>5</sup>	Purch, R&T	2	O/O	620	50
75	75	Purch, R&T	3-4	O/O	620	50
90 <sup>5</sup>	90 <sup>5</sup>	Purch, R&T	1	SH	620	50
85 <sup>5</sup>	85	Purch	1	N/O/O <sup>2,3,4</sup>	680 <sup>4</sup>	50
80	80	Purch	1	N/O/O <sup>2,3,4</sup>	620	50
75	75	Purch, R&T	1-4	N/O/O <sup>2,3,4</sup>	620	50
80	80	Cash Out	1	O/O	620	50
75	75	Cash Out	2-4	O/O	620	50
75	75	Cash Out	1	SH <sup>6,3</sup>	620 <sup>6</sup>	50
75	75	Cash Out	1	N/O/O <sup>2,3,4</sup>	620 <sup>6</sup>	50
70	70	Cash Out	2-4	N/O/O <sup>2,3,4</sup>	620 <sup>6</sup>	50

1. Allowed with DU and LPA Approvals, see **Fannie Mae 97% Financing** and **FHLMC's HomeOne Requirements** sections below for additional requirements
2. Second homes or investment properties with 7-10 financed properties must have a 720 credit score
3. N/O/O Purchase >80% LTV: all MI providers allowed; six months reserves required with Essent; (Lender Paid MI option not allowed)
4. For non-owner occupied subject properties, if borrower owns more than one financed investment property (including the subject) 15, 20 and 30 year product only allowed. See [Agency Portfolio Product](#) to use non-allowed terms if borrower owns more than one financed investment property and is not one of the allowable terms listed.
5. If the LTV is > 80% review Mortgage Insurance section for specific MI company requirements
6. With DU, second homes or investment properties with 7-10 financed properties must have a 720 credit score

See [Agency DU Portfolio Product](#) (DU Approvals) or [Agency LP Fixed and ARMs](#) (LPA Approvals) for expanded guideline options and limited overlays

<b>PRODUCT NAME</b>	<p>Standard Product Codes:</p> <ul style="list-style-type: none"> <li>• Agency 10 Year Fixed</li> <li>• Agency 15 Year Fixed</li> <li>• Agency 20 Year Fixed</li> <li>• Agency 25 Year Fixed</li> <li>• Agency 30 Year Fixed</li> <li>• Agency FNMA Student Loan 10 Year Fixed</li> <li>• Agency FNMA Student Loan 15 Year Fixed</li> <li>• Agency FNMA Student Loan 20 Year Fixed</li> <li>• Agency FNMA Student Loan 25 Year Fixed</li> <li>• Agency FNMA Student Loan 30 Year Fixed</li> </ul> <p>Lender Paid MI Products:</p> <ul style="list-style-type: none"> <li>• Agency NO MI (Lender Paid) 10 Year Fixed Rate</li> <li>• Agency NO MI (Lender Paid) 15 Year Fixed Rate</li> <li>• Agency NO MI (Lender Paid) 20 Year Fixed Rate</li> <li>• Agency NO MI (Lender Paid) 30 Year Fixed Rate</li> </ul>
<b>ALLOWABLE ORIGINATION CHANNELS</b>	<ul style="list-style-type: none"> <li>• Wholesale</li> <li>• Retail</li> <li>• Correspondent</li> </ul>
<b>AGENCY LINKS</b>	<ul style="list-style-type: none"> <li>• In addition to any Product Profile requirements, you must always meet the published Agency guidelines. If published Agency guidelines are more restrictive than what is allowed in the Product Profile, you must always defer to Agency Guidelines.</li> <li>• All PRMG staff can access all end Agency guidelines though AllRegs Online at <a href="http://allregs.elliemae.com">http://allregs.elliemae.com</a>. Instructions on how PRMG staff can access the AllRegs service is available in the Resource Center.</li> </ul> <p>Fannie Mae:</p> <ul style="list-style-type: none"> <li>• Use the following link to access the Fannie Mae website, and from there, access to their guidelines: <a href="https://www.efanniemae.com/home/index.jsp">https://www.efanniemae.com/home/index.jsp</a> or <a href="https://www.fanniemae.com/content/guide/selling/index.html">https://www.fanniemae.com/content/guide/selling/index.html</a></li> <li>• The following link provides access the Fannie Mae Seller Guide through All Regs: <a href="http://www.allregs.com/tpl/public/fnma_freesiteconv_tll.aspx">http://www.allregs.com/tpl/public/fnma_freesiteconv_tll.aspx</a></li> </ul> <p>Freddie Mac:</p> <ul style="list-style-type: none"> <li>• Use the following link to access the Freddie Mac website, and from there, access to their guidelines: <a href="http://www.freddiemac.com/singlefamily/guide/">http://www.freddiemac.com/singlefamily/guide/</a></li> </ul>
<b>MINIMUM LOAN AMOUNT</b>	<ul style="list-style-type: none"> <li>• \$30,000</li> </ul>
<b>MAXIMUM LOAN AMOUNT</b>	<ul style="list-style-type: none"> <li>• Refer to PRMG’s “Eligible States” list for states currently available for business</li> </ul> <p>For all loans on or after 11/28/2018: All States, except AK and HI:</p> <ul style="list-style-type: none"> <li>• 1 Unit \$484,350</li> <li>• 2 Units \$620,200</li> <li>• 3 Units \$749,650</li> <li>• 4 Units \$931,600</li> </ul> <p>For all loans on or after 11/28/2018: AK and HI:</p> <ul style="list-style-type: none"> <li>• 1 Unit \$726,525</li> <li>• 2 Units \$930,300</li> <li>• 3 Units \$1,124,475</li> <li>• 4 Units \$1,397,400</li> </ul> <p>For all loans prior to 11/28/2018: All States, except AK and HI:</p> <ul style="list-style-type: none"> <li>• 1 Unit \$453,100</li> <li>• 2 Units \$580,150</li> </ul>

	<ul style="list-style-type: none"> <li>• 3 Units \$701,250</li> <li>• 4 Units \$871,450</li> </ul> <p>For all loans prior to 11/28/2018: AK and HI:</p> <ul style="list-style-type: none"> <li>• 1 Unit \$679,650</li> <li>• 2 Units \$870,225</li> <li>• 3 Units \$1,051,875</li> <li>• 4 Units \$1,307,175</li> </ul>
<b>DOWN PAYMENT PROTECTION OPTION (PRMG +PLUS)</b>	<ul style="list-style-type: none"> <li>• Available</li> <li>• Provides insurance option to protect initial down payment should borrower not be able to recoup their down payment when they sell, see Resource Center for additional information about this optional coverage</li> <li>• Must select "Down Payment Insurance" (Yes/No) when pricing loan in FT360/OB (LLPA will apply)</li> <li>• Max LTV/CLTV 97%</li> <li>• Allowed for purchases only</li> </ul>
<b>GEOGRAPHIC RESTRICTIONS</b>	<ul style="list-style-type: none"> <li>• Please refer to PRMG's "Eligible States" list, which can be found at this link: <a href="http://www.eprmg.net/guidelines/Eligible%20States.pdf">http://www.eprmg.net/guidelines/Eligible%20States.pdf</a></li> <li>• See State Specific Requirements in Resource Center for state specific information</li> <li>• If the property is in Texas, please refer to the addendum at the end of this product profile.</li> <li>• For owner occupied primary residence Texas loans, if the property was ever refinanced under Section 50(a)(6) (a cash out refinance) unless specific requirements are met as described in the Rate/Term Refinance section, every subsequent refinance is considered a Section 50(a)(6) loan and it must be processed under the Agency Texas Home Equity program. Additionally, if this is a cash out loan, it must be processed under the Agency Texas Home Equity program.</li> <li>• If the subject property is located in the Alabama Restricted Lending Area (Coliseum Boulevard Area of Montgomery - this area contains a subsurface chemical contamination condition or environmental condition known as the Coliseum Boulevard Plume (CBP)) the loan must meet the following requirements: <ul style="list-style-type: none"> <li>• A full appraisal (interior/exterior) is required.</li> <li>• A fully executed disclosure issued by the Montgomery Area Association of Realtors (MAAR), identified as the Coliseum Boulevard Plume Disclosure, must be a part of the purchase contract, signed, and dated by all required parties prior to closing.</li> <li>• If the subject property is located in West Virginia, a full appraisal (interior/exterior) is required</li> </ul> </li> <li>• Properties located in Illinois in the counties of Cook, Kane, Peoria or Will requires copies of the following to be closely reviewed: (1) A copy of the Certificate of Compliance with the counseling requirements or the Certificate of Exemption, if the lender or transaction is exempt and (2) A copy of Title Commitment free from any exceptions related to the anti-predatory lending database requirements.</li> <li>• For Nebraska cash out transactions, if the credit or title commitment reflects an alimony/child support judgment/lien, the following is required: subject property mortgage must be in first lien position and title commitment must clearly state that the alimony/child support lien is in subordinate position to the new mortgage. A copy of the subordination agreement or court order must be provided. This requirement is because under the Uniform Interstate Family Support Act, orders for payment of alimony/child support in Nebraska automatically create liens and could impact a first lien position on a cash-out refinance transaction.</li> </ul>
<b>FANNIE MAE 97%</b>	<ul style="list-style-type: none"> <li>• <b>Effective for new casefiles submitted to DU on or after the weekend of 12/7/2019, at</b></li> </ul>

<p><b>FINANCING</b></p>	<p>least one borrower must complete homebuyer education for the following transactions:</p> <ul style="list-style-type: none"> <li>• if all borrowers on the loan are relying solely on nontraditional credit to qualify, regardless of the loan product or whether the borrowers are first-time home buyers (no change to current requirement);</li> <li>• HomeReady purchase transactions when all occupying borrowers are first-time homebuyers, regardless of the LTV ratio; or</li> <li>• purchase transactions with LTV, CLTV, or HCLTV ratios greater than 95% when all borrowers are first-time homebuyers.</li> </ul> <ul style="list-style-type: none"> <li>• DU Approvals only</li> <li>• Applies to LTV/CLTV/HCLTVs &gt;95% with DU Approvals:</li> <li>• Non-Occupant co-borrowers not allowed</li> <li>• Purchase Transactions: At least one borrower must be a first time home-buyer, which is defined as having no ownership in a property in the last three years</li> <li>• Rate/Term Transactions: Property must be currently Fannie Mae Owned <ul style="list-style-type: none"> <li>• Must inform DU that Fannie Mae owns the existing mortgage by indicating “Fannie Mae” in the Owner of Existing Mortgage field on the online loan application.</li> <li>• Information can be verified by: the current servicer (if the lender is not the servicer), Fannie Mae’s Loan Lookup tool (<a href="http://www.fanniemae.com">www.fanniemae.com</a>) or any other source as confirmed by the lender</li> </ul> </li> <li>• See Mortgage Insurance section for MI requirements (&gt;95% LTV allowed with Radian, Essent, Arch MI, National MI (NMI), and Genworth)</li> <li>• If LTV &gt; 95% with <b>Borrower Paid MI</b> and using Radian MI, borrower will be provided with Job Loss Protection at no additional cost <ul style="list-style-type: none"> <li>• Job Loss Protection offered for borrowers in a single family home where at least one borrower is not self-employed</li> <li>• Borrowers must acknowledge the program by “opting in”. They will receive a letter after funding and will have 60 days to register for their free job loss protection</li> <li>• Up to six months of mortgage payments, not required to be consecutive</li> <li>• A monthly payment benefit of up to \$1,500</li> <li>• Total benefit of \$9,000 during the coverage period</li> <li>• Coverage period of 2 years from the loan closing date</li> </ul> </li> </ul>
<p><b>FHLMC HOMEONE (97% FINANCING) REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• LPA Approvals Only</li> <li>• Applies to LTV/CLTV/HCLTV &gt;95% with LPA Approvals: <ul style="list-style-type: none"> <li>• All borrowers must have a credit score</li> <li>• All borrowers must occupy the subject property</li> <li>• Primary Residence only</li> <li>• 1 unit property only</li> </ul> </li> </ul> <p>Purchase Transactions:</p> <ul style="list-style-type: none"> <li>• At least one borrower must be a first-time home buyer (must not have owned any residential property in the past three years)</li> <li>• When all borrowers are first-time homebuyers, at least one borrower must participate in homeownership education</li> <li>• Homebuyer Education <ul style="list-style-type: none"> <li>• Must be completed prior to the Note date</li> <li>• Must not be provided by an interested party to the transaction, the Client or the investor.</li> <li>• Homeownership Education Certification/documentation or Credit Smart-Steps to Homeownership certificate of completion must be in the loan file.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• The following types of homeownership education are acceptable: <ul style="list-style-type: none"> <li>• Programs developed by HUD approved counseling agencies, Housing Finance Agencies(HFAs) or Community Development Financial Institutions (CDFIs)</li> <li>• Homeownership education programs developed by mortgage insurance companies or other providers programs that meet the standards of the National Industry Standards for Homeownership Education and Counseling: <a href="https://www.homeownershipstandards.org/Home/Home.aspx">https://www.homeownershipstandards.org/Home/Home.aspx</a></li> <li>• Freddie Mac’s free financial literacy curriculum, CreditSmart, meets the homeownership education requirements, provided:</li> <li>• The borrower completes the on-line Credit Smart Steps to Homeownership: <a href="http://www.freddie.mac.com/creditsmart/tutorial.html">http://www.freddie.mac.com/creditsmart/tutorial.html</a> <ul style="list-style-type: none"> <li>• Tutorial which includes modules 1, 2, 7, 11, and 12.</li> <li>• CreditSmart is not provided by an interested party to the transaction, the Client or investor.</li> </ul> </li> </ul> </li> </ul> <p>Rate and Term (Limited Cash Out) Refinance:</p> <ul style="list-style-type: none"> <li>• Existing loan being refinanced must be owned by Freddie Mac. Documentation may come from one of the following and must be retained in the loan file:</li> <li>• Freddie Mac’s Loan Look Up Tool: <a href="https://ww3.freddie.mac.com/loanlookup/">https://ww3.freddie.mac.com/loanlookup/</a> <ul style="list-style-type: none"> <li>• Servicing System</li> <li>• The current servicer (if the lender is not the servicer)</li> </ul> </li> </ul> <p>All Transactions:</p> <ul style="list-style-type: none"> <li>• See Mortgage Insurance section for MI requirements (&gt;95% LTV allowed with Radian, Essent, Arch MI, National MI (NMI), and Genworth)</li> <li>• If LTV &gt; 95% with <b>Borrower Paid MI</b> and using Radian MI, borrower will be provided with Job Loss Protection at no additional cost <ul style="list-style-type: none"> <li>• Job Loss Protection offered for borrowers in a single family home where at least one borrower is not self-employed</li> <li>• Borrowers must acknowledge the program by “opting in”. They will receive a letter after funding and will have 60 days to register for their free job loss protection</li> <li>• Up to six months of mortgage payments, not required to be consecutive</li> <li>• A monthly payment benefit of up to \$1,500</li> <li>• Total benefit of \$9,000 during the coverage period</li> <li>• Coverage period of 2 years from the loan closing date</li> </ul> </li> </ul>
<p><b>DOCUMENTATION</b></p>	<ul style="list-style-type: none"> <li>• Full/Alt Doc</li> <li>• When all income used to qualify a loan for the borrower is made up exclusively of wage earner income reported on a W2 and/or fixed income reported on a 1099 (i.e., social security or VA benefits) transcripts are not required, unless full tax returns are required for the borrower by the AUS (i.e., borrower employed by family members). If multiple borrowers are qualifying on the loan, but the tax returns are not filed jointly, and one borrower requires full returns, but the other borrowers are qualified exclusively on W2 and/or fixed income then no transcripts are required for the W2/fixed income borrower and 1040 transcripts are required for the self-employed borrower/borrower requiring full returns. When using this option, there can also be no tax returns included in the loan file (including if tax returns are required to be reviewed by the PRMG underwriter for MCC Approval or other purpose). If the borrower earns other income that is used to qualify that would be able to be validated with 1040 transcripts (i.e., rental income from tax returns, etc.) then 1040 transcripts are required to validate that income. A completed and executable (signed) 4506T must be submitted with the loan file. For the borrowers where transcripts are not required, be sure to select the W2/1099 option only when completing the 4506-T.</li> </ul>

Do not mark the 1040 or Record of Account option.

- When tax returns are required for a borrower or when borrower's qualifying income is not made up of W2 or fixed income reported on a 1099, validated 1040 tax transcripts are required if borrower's income is utilized as a source of repayment. If multiple borrowers are qualifying but the tax returns are not filed jointly (when one borrower requires full returns), then it is acceptable to provide no transcripts for the salaried/fixed income borrower and 1040 transcripts for the self-employed borrower/borrower requiring the tax returns.
- For a borrower who is qualified using either (1) base pay, (2) bonus, (3) overtime, or (4) commission income, then unreimbursed employee business expenses are not required to be analyzed or deducted from the borrower's qualifying income, or added to monthly liabilities. This applies regardless of whether unreimbursed employee business expenses are identified on tax returns (IRS Form 2106) or tax transcripts received from the IRS. Union dues and other voluntary deductions identified on the borrower's paystub do not need to be deducted from the borrower's income or treated as a liability.
- See [Agency Portfolio Product](#) or [Agency LP Fixed or ARMs](#) for Stamped Return option
- When required, transcripts must be provided for the number of years of income documentation required to be in the loan file, in accordance with the AUS findings and/or Agency requirements. Tax transcripts are required to support the income used to qualify the borrower. The purpose of the 4506-T is to verify the income reported is accurate.
- Tax transcripts must come to lender directly from the IRS or through a third party vendor ordered/obtained by lender
- See Fannie Mae's Day 1 Certainty Section for information when loan is eligible for Fannie Mae Day 1 Certainty findings
- When business tax returns are required by AUS, business income is used to qualify, business income is used to offset a loss on personal tax returns or is included in the loan file, a separate IRS Form 4506-T must be executed (but not processed and must allow enough time to be executed post-closing after delivery to investor) for each business for the required number of years of income documented, for each self-employed borrower on the loan transaction. Allowable signatures (per IRS): 1120/1120S: Borrower must sign name with title and only the following titles are acceptable: President, Vice President, CEO, CFO, Owner, 1065: Borrower must sign name with title and only the following titles are acceptable: General Partner, Limited Partner, Partner, Managing Member, Member
- When an extension for business tax returns has been filed for the most recent tax year the IRS Form 7004 and the IRS Form 4506-T transcripts confirming "No Transcripts Available" for the applicable tax year are required. The IRS form 4868 will continue to be required for extensions filed for personal tax returns.
- W2 transcripts are allowed to take the place of a W2 when there is a reasonable explanation as to why they cannot be provided and Fannie Mae or Freddie Mac's requirements are met, as outlined in sections B3-3.1-02, Standards for Employment Documentation of Fannie Mae's Seller Guide and Chapter 5302 General Documentation Requirements of Freddie Mac's Seller Guide.
- Preliminary Title policy must be no more than 90 days when the note is signed
- Bank statements cannot be dated more than 45 days prior to the date of the loan application
- When paying off any non-transaction related item (i.e., debts, third party payouts, etc.) that has a balance of \$5,000 or more, paid for by either borrower or seller, to ensure that the total payoffs are accurate, copies of the actual invoices (statements), an updated (current) credit report/refresh or credit supplement reflecting the current



	<p>balance with a signed amendment (or similar) authorizing disbursement for these account(s) are required. You cannot use the amount listed on the credit report to document the payoff amount.</p> <ul style="list-style-type: none"> <li>• All documentation used in qualifying the borrower must be legible and if not in English, will require a full written translation of the entire documentation into English.</li> <li>• All loans meeting Rebuttable Presumption under QM/ATR requirements must have the Residual Income Evaluation worksheet/requirements met. See Residual Income Evaluation section for requirements.</li> <li>• If using a PRMG Closed End Second product in conjunction with the first trust deed, see PRMG Concurrent (Piggyback) Closed End Second section for more information.</li> </ul>
<p><b>Full/Alt Doc</b></p>	<ul style="list-style-type: none"> <li>• Standard FNMA full or alternative documentation may be provided</li> <li>• For non-self-employed borrowers: Verbal VOE is required to be completed no more than 10 days prior to the note date for wet funding states and escrow states. If the Verbal VOE is completed more than 10 days prior to the funding date, another Verbal VOE should be completed 10 days prior to funding date for escrow states.</li> <li>• For self-employed borrowers: No more than 120 calendar days prior to note date, verify the existence of the borrower’s business from a third party that may include a CPA letter (cannot be vague, must state length of time doing taxes and be signed by CPA), regulatory agency, or appropriate licensing bureau; OR verify a phone listing and address for the borrower’s business through resources such as the telephone book, directory assistance, internet, or contact the appropriate licensing bureau. Verification may not be made verbally, and a certification by PRMG indicating the information was verified is not allowed. Documentation from the source used to verify the information must be obtained and in the file. Internet sites such as 411.com, Chamber of Commerce sites and Manta.com where they allow the business owner to add their own information are not acceptable. Also single source verifications, such as from superpages.com, yellowpages.com and searchbug.com are not allowed. If all other methods of obtaining third party verification have been exhausted, the borrower can provide letters from three clients indicating the type of service performed, length of time of business relationship, frequency of service, payment arrangements, etc. and support the income with current bank statements, deposits, etc. The underwriter must thoroughly investigate that the business, income and proof of business is legitimate.</li> <li>• Amended tax returns must have been filed at least sixty (60) days prior to the earliest of the purchase agreement, initial credit report date, or mortgage application date, unless the changes made are non-material to the amount of income claimed, and qualification for the mortgage loan. When using the amended returns if filed within sixty (60) days to the earliest of the purchase agreement, initial credit report date, or mortgage application date, or after, the Underwriter must provide justification and commentary regarding its use, including that borrower does not require use of amended income for qualification. Regardless of when the amended returns were filed, due diligence must be exercised with close examination of the original, and amended returns, to determine if the use of the amended return is warranted and the following documentation should be reviewed when income from the amended return is required: A letter of explanation regarding the reason for the re-filing; evidence of filing (must be validated with a record of account (4506T results); copy of the original 1040; any extensions filed, and evidence of payment of the taxes due, and the ability to pay, if the check has not yet cancelled. See <a href="#">Agency Portfolio Product</a> or <a href="#">Agency LP Fixed or ARMs</a> where amended 60 days prior is not required.</li> <li>• Paystubs must be dated no earlier than 30 days prior to the initial loan application date.</li> <li>• Paystubs must be computer generated (typed) and clearly identify the borrower as</li> </ul>

	<p>the employee, the employer' name and all necessary information to calculate income, including gross year-to-date earnings, base salary with pay period specified, and must clearly specify the employer's name. Handwritten pay stubs are acceptable if the following is provided: a written VOE completed in its entirety and the most recent year's income tax returns.</p> <ul style="list-style-type: none"> <li>• IRS W-2 forms must computer generated (typed) and clearly identify the Borrower, Borrower's address, social security number and employer's name.</li> <li>• LPA Loans: Year-to-date earnings must cover the most recent 30-day period</li> <li>• LPA Loans: Requires at least two months bank statements evidencing receipt of income in addition to documentation of the income source for Retirement, Pension, Annuity Income and IRA Distributions and Social Security Income when using that income to qualify.</li> <li>• DU Loans: Requires standard income documentation per Fannie Mae guidelines for child support, alimony and separate maintenance payments or retirement income when using that income to qualify. DU may allow for reduced documentation with these income types and this will not be allowed.</li> <li>• Tax transcripts are allowed to take the place of a tax returns when they are required as long as you are meeting Fannie Mae's and Freddie Mac's requirements, as outlined in sections B3-3.1-06 and B3-3.2-01 of Fannie Mae's Seller or 5302 of Freddie Mac's Seller Guide (as applicable)</li> <li>• Number of years self-employed/business tax returns is allowed per DU or LPA findings (one year acceptable if findings allow for it and two years' tax returns not required for another reason)</li> <li>• Self-employed borrowers must provide at least page 1 and 2 of tax returns</li> <li>• If AUS allows for VOD only (no bank statements), allowed for owner occupied and second home transactions only. Investment properties must also provide bank statements.</li> <li>• A signed IRS 4506-T is required at application and closing.</li> <li>• Letter of explanation for all inquiries in the past 90 days is required</li> <li>• Photo ID not required for file</li> <li>• Provide a written analysis of the income used to qualify the borrower on the Transmittal Summary or like document(s) in the file. An Income Analysis must be completed for self-employed borrowers.</li> </ul>
<p><b>FANNIE MAE'S DAY 1 CERTAINTY</b></p>	<ul style="list-style-type: none"> <li>• Loans using Day 1 Certainty are acceptable with DU approvals when released to specific origination channel (currently available to retail only or delegated correspondents)</li> <li>• Underwriter must read DU report for Day 1 messages, confirm information, check disclaimers and review for contradictory information</li> <li>• Income/Employment Validation is per borrower, per employer, per income type</li> <li>• Asset Validation is per loan</li> <li>• Must provide the third party vendor report used in the DU validation process and all vendor reports must be in the file</li> <li>• The vendor reference number and date must match the DU messages</li> <li>• Tax transcripts are not required for specific income sources validated by The Work Number, but a 4506T is required to be signed at closing</li> <li>• If using Verification of Employment option (when available), must ensure loan closes by date indicated on DU approval</li> <li>• Must ensure final closing costs and assets in DU are updated to match actual figures</li> <li>• When gifts are used in transaction, asset verification is not allowed</li> <li>• If overriding Day 1 finding income calculation requires second review/approval of income by Corporate Underwriting or Operations Manager/Team Lead</li> </ul>



<p><b>PRMG CONCURRENT (PIGGYBACK) CLOSED END SECOND</b></p>	<ul style="list-style-type: none"> <li>• When using a PRMG Closed End Second product, follow any DU findings unless restricted by First Lien or Closed End Second Product Profile.</li> <li>• Use of PRMG’s Closed End Second allowed with DU approvals only</li> <li>• Must be underwritten by PRMG’s Corporate Designated Jumbo Underwriting Team</li> <li>• Both first and second liens must be underwritten by the same underwriter from the Corporate Designated Jumbo Underwriting Team</li> <li>• The field "Is this a PRMG Combo Loan" must be marked as "Yes" and the loan number from the Closed End Second must be input in the “2nd Loan #” field in the FT360 Borrower Summary Screen <u>prior</u> to submitting the file to Underwriting. Note, these fields should only be used for PRMG loans where PRMG is handling the first and second loans, not when another lender is providing the secondary financing.</li> <li>• The Closed End Second must be locked concurrently with the associated first mortgage lien</li> <li>• When using a PRMG Closed End Second, the associated first trust deed should be manually locked, or if the first is locked online it will be subject to a LLPA that may vary based on the loan amount of the first trust deed and will be manually added after the lock by Secondary</li> </ul>
<p><b>DOCUMENT EXPIRATIONS</b></p>	<ul style="list-style-type: none"> <li>• Credit documentation must not be more than 120 days old from the note date</li> <li>• Residential appraisal reports must be dated no more than 12 months prior to the note date but if over 120 days from note date, update within 120 days of note date is required.</li> <li>• Preliminary Title policy must be no more than 90 days when the note is signed</li> <li>• Bank statements cannot be dated more than 45 days prior to the date of the loan application</li> <li>• Paystubs must be dated no earlier than 30 days prior to the initial loan application date</li> </ul>
<p><b>AUTOMATED UNDERWRITING</b></p>	<ul style="list-style-type: none"> <li>• If loan was ever submitted to another AUS (DU or LPA) that is not used for approval, the unused AUS findings must be in the loan file.</li> <li>• There are no restrictions on loans being switched from one AUS to another. An Approve/Eligible from the other AUS that it was submitted through is NOT required.</li> <li>• The last AUS finding, which must match the terms of the loan, must be in the loan file. If resubmitting to AUS after the note date, must comply with applicable AUS resubmission requirements. For all loans, the first submission to the AUS must occur prior to the note date (it cannot be the same as the note date.)</li> </ul>
<p><b>Desktop Underwriter (DU)</b></p>	<ul style="list-style-type: none"> <li>• Must receive an Approve/Eligible determination.</li> <li>• All conditions outlined in the Findings Report must be satisfied.</li> </ul>
<p><b>Loan Product Advisor (LPA)</b></p>	<ul style="list-style-type: none"> <li>• Must receive an Accept or Accept Plus</li> <li>• All conditions outlined in the Findings Report must be satisfied.</li> <li>• Formerly known as Loan Prospector (LP)</li> <li>• When using LPA, the broker’s credit report can be used in the vendor is on PRMG’s approved Freddie Mac LPA Approved Credit Vendor List: <a href="https://www.eprmg.net/ResourceCenter/TrainingInstructionalMaterial/FreddieMacLoanProductAdvisorApprovedCreditVendorsList.pdf">https://www.eprmg.net/ResourceCenter/TrainingInstructionalMaterial/FreddieMacLoanProductAdvisorApprovedCreditVendorsList.pdf</a>. If it is not an acceptable Credit Vendor, it cannot be used in the LPA decision and a tri-merge will need to be pulled from PRMG’s credit vendor, or an in-file report can be ordered directly through LPA. The credit report used with LPA must be printed and placed in the file. Please note, if using the LPA in-file credit report it must be printed immediately, as it is only available for a limited time (currently 7 days) and then cannot be retrieved. Instructions for submitting loans to LPA can be found in the Resource Center.</li> <li>• All requirements from LPA must be met, including reviewing the documentation matrix that is found on the following website to ensure compliance with LPA</li> </ul>

	<p>requirements <a href="http://www.freddiemac.com/loanadvisorsuite/loanproductadvisor/">http://www.freddiemac.com/loanadvisorsuite/loanproductadvisor/</a></p> <ul style="list-style-type: none"> <li>• Must enter "LP Used" in Loan Program Comments section of Investor Overlay Screen in FT360</li> </ul>
<b>Proprietary U/W Engine</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>MANUAL UNDERWRITING</b>	<ul style="list-style-type: none"> <li>• Not Allowed.</li> </ul>
<b>DU EARLY CHECK</b>	<ul style="list-style-type: none"> <li>• For loans with DU approvals, Fannie Mae's EarlyCheck must be run at final loan approval/clear to close, and all findings must be review to ensure accuracy and all fatal errors must be corrected.</li> </ul>
<b>ELIGIBLE PROPERTY TYPES</b>	<ul style="list-style-type: none"> <li>• Single Family Residence.</li> <li>• 1-4 Units</li> <li>• Modular Homes (see section below)</li> <li>• Log Homes (See section below for additional requirements)</li> <li>• Warrantable Condos Attached and Detached</li> <li>• Condo</li> <li>• PUDs Attached and Detached</li> </ul>
<b>INELIGIBLE PROPERTY TYPES</b>	<ul style="list-style-type: none"> <li>• Hawaii properties in lava zones 1 and 2</li> <li>• Hawaii Homeland Leasehold properties</li> <li>• Mobile homes</li> <li>• Manufactured homes (See <a href="#">Agency Portfolio Product</a> for this property type)</li> <li>• Condotels</li> <li>• Properties with deed restrictions (except Age Restricted Properties, see section below)</li> <li>• Mixed-Use (see below for properties with business use per tax returns or appraisal)</li> <li>• Co-ops</li> <li>• Geodesic dome, Earth or Geothermal homes</li> <li>• Community Land Trusts</li> <li>• Non-Warrantable Condos</li> <li>• Illinois Land Trusts</li> <li>• Working farm, ranch, or orchard</li> <li>• Assisted Living Projects</li> <li>• Builder Model Leaseback (See Agency Portfolio Product or Agency LP Fixed or ARMs for this property type)</li> <li>• Houseboats</li> <li>• PUD hotel/motel/resort type projects</li> <li>• Condominium hotel/motel/resort type projects</li> <li>• Properties in a flood zone that do not participate in the National Flood Insurance Program</li> <li>• Investment Securities</li> <li>• Properties not suitable for year-round occupancy</li> <li>• Property without full utilities installed to meet all local health and safety standards</li> <li>• Property used for commercial or industrial purposes</li> <li>• Tax-sheltered syndicate</li> <li>• Timeshares</li> <li>• Unimproved land</li> <li>• Common Interest Apartments</li> <li>• Properties that do not meet local health and safety standards</li> <li>• Multi-family dwellings over 4 units</li> <li>• Commercial properties</li> <li>• Homes purchased using HomeStyle Financing</li> <li>• Properties rated in "less than average" condition</li> </ul>

	<ul style="list-style-type: none"> <li>• Indian land (leased or fee simple)</li> <li>• vacant land or land development properties</li> <li>• properties that are not readily accessible by roads that meet local standards</li> <li>• on-frame modular construction</li> <li>• units in condo or co-op hotels</li> <li>• boarding houses (includes properties listed on sites like Airbnb where individual rooms are rented out like a boarding house)</li> <li>• bed and breakfast properties (includes properties listed on sites like Airbnb where individual rooms are rented out like a bed and breakfast)</li> <li>• Properties that have a Property Assessed Clean Energy (PACE) loan are not eligible (such as the Home Energy Renovation Opportunity (HERO) Program) unless the lien will subordinate via a subordination agreement where the lien is no longer part of the property taxes that can take first lien priority (note, the HERO subordination agreement does not provide for this and is not eligible) and meets all Agency requirements</li> <li>• HomePath Properties (Fannie Mae REOs) using the offered Fannie Mae guideline exceptions (See Agency Portfolio Product for HomePath using Fannie Mae guideline exceptions)</li> <li>• See Agency Portfolio Product or Agency LP Fixed or ARMs for additional property types</li> </ul>
<b>MODULAR HOMES</b>	<ul style="list-style-type: none"> <li>• Factory-built housing must assume the characteristics of site-built housing and be legally classified as real property. The purchase, conveyance, and financing (or refinancing) of the property, which must be evidenced by a valid and enforceable first lien mortgage or deed of trust that is recorded in the land records, must represent a single real estate transaction under applicable state law.</li> <li>• Prefabricated, panelized, or sectional housing units must conform to all local building codes in the jurisdiction in which they are permanently located.</li> <li>• Modular homes must be built to the state building code requirement of the state in which they are to be installed. There are several state agencies that have adopted a Uniform Building Code for modular homes.</li> </ul>
<b>DEED RESTRICTED PROPERTIES</b>	<ul style="list-style-type: none"> <li>• “55 and Older” restricted properties only</li> <li>• Primary residence, second home or non-owner occupied properties allowed</li> <li>• 1-2 units only</li> <li>• Full appraisal required</li> <li>• Must meet all applicable Agency requirements</li> <li>• LPA Approvals: The appraisal must include at least three comparable sales with similar resale restrictions.</li> <li>• If the loan has one of the following attributes, Underwriter must add a “note” using the following text on the loan approval (not to FastTrac notes) to assist Post-Closing’s delivery process <ul style="list-style-type: none"> <li>• LPA with Resale Restrictions</li> <li>• DU with Resale Restrictions and a surviving foreclosure</li> <li>• DU with Resale Restrictions and a terminating foreclosure</li> <li>• Fannie Mae is Listed as the Property Seller with Resale Restrictions</li> </ul> </li> </ul>
<b>PROPERTIES WITH BUSINESS USE</b>	<ul style="list-style-type: none"> <li>• One-unit dwellings that the borrower occupies as a principal residence that has any business in the home as indicated on the tax return or appraisal may be eligible with the following restrictions:</li> <li>• The business use is a home office only and not a commercial type of business or a business with clientele that visits the home office</li> <li>• Borrower must be owner/operator of business</li> <li>• Room layout must be residential in nature and be appraised as a residential real</li> </ul>

	<p>estate</p> <ul style="list-style-type: none"> <li>• The business use may not exceed 20% of the total gross living area of the property as reflected on the appraisal or tax returns</li> <li>• The business use of the property represents a legal, permissible use of the property under the local zoning requirements.</li> <li>• Full appraisal is required, regardless of AUS</li> <li>• Multiple unit properties with any business use as determined by tax returns or appraisal are not eligible</li> </ul>
<b>PRIVATE TRANSFER FEE COVENANTS</b>	<ul style="list-style-type: none"> <li>• A Private Transfer Fee, as defined by FHFA, is a fee that may be attached to real property by the owner or another private party - frequently the property developer - and provide for a transfer fee to be paid to an identified third party - such as a developer or its trustee - upon each resale of the property. The fee typically is stated as a fixed amount or as a percentage of the sales price, and often exists for a period of 99 years.</li> <li>• Private transfer fees paid to the following to benefit the property are eligible: Homeowner Associations, Condominium Associations, Certain tax-exempt organizations that use private transfer fee proceeds to benefit the property.</li> <li>• Any property with unallowable private transfer fee covenants are ineligible if they are encumbered by private transfer fee covenants if those covenants were created on or after February 8, 2011, unless permitted by the Private Transfer Fee Regulation.</li> <li>• See FNMA/FHLMC seller guide for additional information</li> </ul>
<b>LOG HOMES</b>	<ul style="list-style-type: none"> <li>• Log Homes are allowed with the following requirements:</li> <li>• A minimum of two log home comparable sales must be provided.</li> <li>• Comparable sales provided must be of similar quality, construction, and design and have similar market appeal and amenities.</li> <li>• Appraiser to comment on: local demand, marketability of the property, supply of log homes and their appeal in the market. Appraiser must also comment on the sufficiency of the unit's living area, interior room size, storage, and adequacy of roof pitch, overhangs and exterior finish.</li> <li>• Property type of "Log Home" must be entered in Loan Program Comments section of Investor Overlay Screen in FT360 and Secondary must be notified of property type if the loan is locked prior to approval</li> <li>• Full appraisal required</li> </ul>
<b>PROPERTIES WITH UNEXPIRED REDEMPTION RIGHTS</b>	<ul style="list-style-type: none"> <li>• Allowed in states where it is common and customary</li> <li>• Must meet all agency requirements</li> <li>• Title must insure over the right of redemption</li> <li>• Redemption bond is required when required by the title company</li> <li>• Written disclosure to borrowers of properties that are subject to unexpired redemption periods must be provided</li> <li>• Must enter "Redemption Period" in Loan Program Comments section of Investor Overlay Screen in FT360</li> </ul>
<b>COMMUNITY DEVELOPMENT DISTRICT (CDD)</b>	<ul style="list-style-type: none"> <li>• Allowed, must meet any agency requirements in regards to special assessment districts</li> </ul>
<b>PROPERTIES WITH GAS, OIL AND/OR SUBSURFACE MINERAL RIGHTS</b>	<ul style="list-style-type: none"> <li>• Outstanding oil, gas, water, or mineral rights are acceptable if commonly granted by private institutional mortgage investors in the area where the Mortgaged Premises are located, and:</li> <li>• The exercise of such rights will not result in damage to the subject property, or impairment of the use, or marketability of the subject property for residential purposes, and there is no right of surface, or subsurface entry within 200 feet of the residential structure, or</li> </ul>

	<ul style="list-style-type: none"> <li>• There is a comprehensive endorsement to the title insurance policy that affirmatively insures the lender against damage, or loss, due to the exercise of such rights.</li> </ul>
<p><b>CONDOS</b></p>	<ul style="list-style-type: none"> <li>• Condo projects must be warrantable with a Limited (DU)/Streamline (LP) Review, CPM/Full Review, FHA HRAP approvals or PERS Approval. The following steps must be used to document warrantability: <ul style="list-style-type: none"> <li>• Determine if the project is eligible under the Limited/Streamline Project Review process. (See section below regarding Limited Review process). If the project is approved under Limited Project Review criteria, the unit is eligible for purchase by PRMG. No further steps are required.</li> <li>• If the project does not meet Limited/Streamline Project Review guidelines, determine if the project is listed as approved on the FNMA website (full PERS Approval, not conditional) - <a href="https://www.fanniemae.com/singlefamily/project-eligibility-review-service">https://www.fanniemae.com/singlefamily/project-eligibility-review-service</a>. If the project is approved and has not expired, and it is verified there are no changes that would make it ineligible, the project is warrantable and the unit is eligible for purchase by PRMG. No further steps are required. When condo is PERS approved and not expired, LTV/CLTV allowed to product guidelines in all states. PRMG does not offer services to submit projects to Fannie Mae for PERS Approvals.</li> <li>• If the project does not meet eligibility criteria described above and the unit is in an established condominium project which has been approved by FHA's HUD Review and Approval Process (HRAP) it is eligible if the following is met. Important, projects approved through an FHA Direct Endorsement Lender Review and Approval Process (DELRAP) are not eligible. For DU approvals: (1) the project meets Fannie Mae's criteria to be considered an established project (new/newly converted projects not eligible); (2) the project is not comprised of manufactured homes; (3) the project meets the requirements applicable to all properties in a Condo, Co-op, or PUD Project the Fannie Mae selling guide (B4-2.1-01, General Information on Project Standards; (4) the project is not an ineligible project as described in B4-2.1-03, Ineligible Projects; and (5) any additional conditions noted by FHA have been met. For LPA approvals: (1) The Condominium Project must meet the definition of an Established Condominium Project; (2) The Condominium Project is not an ineligible project (FHLMC Guide Section 5701.3); (3) All general project eligibility requirements in FHLMC Guide Section 5701.2(b) must be met, and (4) The Mortgage must comply with all other applicable requirements of the Guide. Additionally, when the loan is secured by a unit in a project that meets the requirements for an FHA HRAP approved condo, the following must apply as of the FHLMC purchase date. The project is in the "approved" status, complies with any FHA-approval conditions noted on the FHA web site, the approval has not yet expired and has not been rescinded or modified in any way The loan file contains documentation of FHA's approved status (for example, a copy of the appropriate web page showing that the project is approved and that the approval is current) and the lender is not aware of any circumstances that would make the project ineligible for approval.</li> <li>• If the project does not meet eligibility criteria described above, the project may be submitted for a CPM/Full Review to <a href="mailto:condoreviews@prmg.net">condoreviews@prmg.net</a> with the Condo Review Submission form and required documentation and an approval on the project (if eligible) will be issued through Condo Reviews. (See section below regarding CPM/Full Lender Reviews).</li> <li>• Underwriter and funder to <b>determine if</b> condo project is on investor's Do Not Lend (DNL) list prior to approval/funding. <b>If on DNL list, the loan/project is still eligible under this product, but underwriter/funder must enter "Condo DNL List" in Loan Program Comments section of Investor Overlay Screen in FT360.</b> Check with</li> </ul> </li> </ul>

	<p>manager if you need information on how to verify this information with the investor.</p> <ul style="list-style-type: none"> <li>• Insurance allowed per Fannie Mae or Freddie Mac requirements. For Fannie Mae, see Seller Guide Subpart B7; for Freddie Mac, see Seller Guide Section 8202</li> <li>• See section below for condos in monetary litigation</li> <li>• For condos properties with an appraisal waiver, additional documentation must be provided to ensure the project is warrantable. For properties eligible for a limited review, this will generally require, at minimum, the FNMA/FHLMC Short Form Condo Questionnaire to be completed (which is available on the Resource Center). For properties requiring a full review, a full HOA condo questionnaire as well as additional supporting documentation is needed (see full lender condo review section).</li> <li>• For Florida projects, condos on Fannie Mae’s Special Area Designation (SAD) list are not allowed. See <a href="#">Agency Portfolio Product</a> for condos on the SAD list</li> <li>• The underwriter must complete the PRMG Attached PUD/Condo Warranty Form which can be found in the Resource Center, and that is the only document that should go to the investor. The underwriter should include the project information used for the condo review in the loan file, but it should not be sent to the investor with the closed loan file. Please use the Imaging label “Condo/PUD Review Supporting Documentation (Do not send to investor)” for this information.</li> </ul>
<p><b>Waiver of Project Review for Fannie Mae to Fannie Mae Limited Cash-Out Refinances</b></p>	<ul style="list-style-type: none"> <li>• For loans using DU approvals, the project eligibility review is waived for all Fannie Mae owned loans that are being refinanced as a limited cash-out refinance with the following conditions. Must confirm: <ul style="list-style-type: none"> <li>• the property is currently Fannie Mae Owned and information can be verified by the current servicer (if the lender is not the servicer), Fannie Mae’s Loan Lookup tool (www.fanniemae.com) or any other source as confirmed by the lender;</li> <li>• the loan-to-value (LTV) ratio is no higher than 80% (CLTV or HCLTV ratios may be higher);</li> <li>• the project has the required project-related property and flood insurance coverage; and</li> <li>• the project is not a condo hotel or motel, houseboat project, or a timeshare or segmented ownership project.</li> </ul> </li> </ul>
<p><b>Limited Review (DU) Streamline Review (LPA) LTV/Occupancy Limits</b></p>	<ul style="list-style-type: none"> <li>• Limited/Streamlined Review guidelines allow the lender to evaluate and approve condo projects using limited documentation. Eligibility is based on specific loan level criteria, including LTV, occupancy and the method by which the loan is evaluated and decided. A limited review is performed with a DU approval and a streamlined review is performed with a LPA approval.</li> <li>• <b>Fannie Mae Detached</b> Condos – All States: <ul style="list-style-type: none"> <li>• Review not required</li> </ul> </li> <li>• <b>Freddie Mac Detached</b> Condos – All States: <ul style="list-style-type: none"> <li>• Eligible for all LTV/CLTV/HCLTV and occupancy types</li> </ul> </li> <li>• <b>Limited Review (DU Only) Attached Established Condos - <u>Non-Florida Properties:</u></b> <ul style="list-style-type: none"> <li>• Max 90% LTV/CLTV/HCLTV for owner occupied properties</li> <li>• Max 75% LTV/CLTV/HCLTV for second homes</li> <li>• Max 75% LTV/CLTV/HCLTV for investment properties</li> </ul> </li> <li>• <b>Limited Review (LPA Only) Attached Established Condos - <u>Non-Florida Properties:</u></b> <ul style="list-style-type: none"> <li>• Max 90% LTV/CLTV/HCLTV for owner occupied properties</li> <li>• Max 75% LTV/CLTV/HCLTV for second homes</li> <li>• Not eligible for investment properties</li> </ul> </li> <li>• <b>Limited Review (DU only) Attached Established Condos – <u>Florida Properties:</u></b> <ul style="list-style-type: none"> <li>• Max 75% LTV/90% CLTV/90% HCLTV for owner occupied properties</li> <li>• Max 70% LTV/ 75% CLTV/75% HCLTV for second homes</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Max 70% LTV/ 75% CLTV/75% HCLTV for investment properties</li> <li>• <b>Streamline Review (LPA Only) Attached Established Condos – <i>Florida Properties</i>:</b> <ul style="list-style-type: none"> <li>• Max 75%/90%/90% LTV/CLTV/HCLTV for owner occupied properties</li> <li>• Max 70%/75%/75% LTV/CLTV/HCLTV for second homes</li> <li>• Max 70% LTV/CLTV/HCLTV for investment properties</li> </ul> </li> <li>• See sections below for requirements, as applicable</li> </ul>
<b>FANNIE MAE (DU) ATTACHED CONDO LIMITED REVIEW REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• All Limited Reviews are performed by the underwriter</li> <li>• The unit must be an attached unit in an established condo project.</li> <li>• Limited review questionnaire may be used in conjunction with additional information that is found in the file in order to perform the review for detached and/or attached condos (questionnaire is optional).</li> <li>• Fannie Mae Limited Review Requirements (always defer to Fannie Mae Seller Guide): <ul style="list-style-type: none"> <li>• The project is not an ineligible project. See below, but always defer to Fannie Mae Seller Guide, section B4-2.1-02, Ineligible Projects.</li> <li>• The project does not consist of manufactured homes. Note: Manufactured housing projects require a Fannie Mae PERS review or Full Review.</li> <li>• The appraisal of the subject unit meets all applicable appraisal requirements, as stated in Fannie Mae Seller Guide, section B4-1, Appraisal Requirements.</li> <li>• The unit securing the mortgage satisfies all insurance requirements as stated in See Fannie Mae Seller Guide, Subpart B7, Insurance, including all provision applicable to condo projects in Chapter B7–4, Additional Project Insurance.</li> </ul> </li> <li>• Note, per Fannie Mae, provided the project and loan transaction are eligible for and meet all of the eligibility requirements of the Limited Review process, the lender is not required to validate that the project also meets the eligibility requirements of another project review type. However, in the event the lender becomes aware of a circumstance that would cause the project or transaction to be ineligible under a Limited Review, the lender must use one of the other project review methods to determine project eligibility and the project must meet all of the eligibility requirements of that selected alternate project review type.</li> </ul>
<b>FANNIE MAE (DU) DETACHED CONDO REVIEW REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• If the property is a detached condo (site condo) a review is not required</li> </ul>
<b>FANNIE MAE (DU) 2-4 CONDO REVIEW REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• If the property is a 2-4 Unit condo, a review is not required, however the following must always be met: <ul style="list-style-type: none"> <li>• Standard Fannie Mae property eligibility requirements are met as described in Fannie Mae Seller Guide, section B2-3;</li> <li>• the project is not a condo hotel or motel, houseboat project, or a timeshare or segmented ownership project</li> <li>• priority of common expense assessments as described Fannie Mae Seller Guide, section B4-2.1-01,</li> <li>• when an appraisal of the property is obtained, it must meet all applicable appraisal requirements as Fannie Mae Seller Guide, section B4-1 and</li> <li>• insurance requirements Fannie Mae Seller Guide, section B7, Insurance, including all provisions applicable to project in Subpart B7-4, Additional Project Insurance.</li> </ul> </li> </ul>
<b>FREDDIE MAC (LPA) ATTACHED CONDO STREAMLINE REVIEW REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• All Streamline Reviews are performed by the underwriter</li> <li>• Condominium Units in Attached Condominium Projects must meet the following requirements and underwriter must complete a condo warranty as described in the Freddie Mac Sellers Guide, which can be found at the following link: <a href="http://www.freddiemac.com/sell/guide/">http://www.freddiemac.com/sell/guide/</a>. Lender must always comply with requirements as stated in the Freddie Mac Seller guide on attached condos for this</li> </ul>



	<p>review, and are summarized here, but should be verified to the Freddie Mac Seller Guide:</p> <ul style="list-style-type: none"> <li>• The Condominium Unit must be located in an Established Condominium Project, which is a Condominium Project in which: (1) The Condominium Project (all Condominium Units, Common Elements and Amenities) and related facilities owned by any Master Association are complete and not subject to any additional phasing ; (2) At least 90% of the total units in the project have been conveyed to the unit purchasers other than the developer; (3) The unit owners control the Homeowners Association</li> <li>• There are no Manufactured Homes in the Condominium Project</li> <li>• A Condominium Project containing a mix of attached and detached units is eligible for a streamlined review if it meets the requirements in this section.</li> <li>• The following additional Freddie Mac requirements as described in Seller Guide at <a href="http://www.freddie.com/sell/guide/">http://www.freddie.com/sell/guide/</a> must be met.</li> <li>• The project must not be an ineligible project. See Section 5701 from Freddie Mac Seller Guide.</li> <li>• The project has insurance that meets the applicable insurance requirements of Section 8202 of Freddie Mac Seller Guide.</li> <li>• The Condominium Unit must be covered by a title insurance policy that meets requirements of Section 4702 of Freddie Mac Seller Guide.</li> <li>• When control of the Homeowners Association has been or will be turned over to the unit owners, the unit owners must have an undivided fee simple ownership interest in the land on which the project is located or have a leasehold interest in the land on which the project is located. Any ground lease must meet the requirements of Section 5704 of Freddie Mac Seller Guide.</li> <li>• The unit owners must be the sole owners of, and have the right to the use of, the Common Elements, including all buildings, roads, parking and Amenities. The developer must not retain any ownership interest in the Common Elements and Amenities (except as a unit owner). The Common Elements, including Amenities such as parking and recreational facilities, must not be subject to a lease between the unit owners or the HOA (as lessee) and the developer or any affiliate of the developer (as lessor). Parking or other Amenities provided under commercial leases or permit arrangements with parties unrelated to the developer are acceptable.</li> <li>• Limited Common Elements are portions of Common Elements reserved for use by one or more unit owners but not all unit owners. Limited Common Elements are defined in the Project Documents, and may include, but are not limited to, balconies or patios serving a single unit, assigned parking spaces or storage bins. Limited Common Elements that are purchased as part of the Condominium Unit may be financed as part of the Mortgage, and the cost of such Limited Common Elements may be included when determining the sale price and loan-to-value (LTV) ratio. Only Limited Common Elements may be financed along with the Condominium Unit. Facilities serving the Condominium Unit which are made available to the Condominium Unit by a permit, license or lease (other than in a leasehold condominium), must not be financed as part of a Mortgage, and the cost of the use of such facilities may not be included when determining the sale price and LTV ratio.</li> <li>• The Lender must not be aware of any change in circumstances since its review of the project that would result in the project no longer satisfying Freddie Mac requirements.</li> <li>• The Lender must retain all documentation related to the review of the Condominium Project. Upon request, the Lender must provide Freddie Mac the project information and documentation.</li> </ul>
<b>FREDDIE MAC (LPA)</b>	<ul style="list-style-type: none"> <li>• Detached condos may not require a limited review questionnaire if information</li> </ul>

<p><b>DETACHED CONDO REVIEW</b></p>	<p>needed to perform the limited review is available on the appraisal or other documentation. However, project approval via limited review is required for detached condos. If there is no association, there must be evidence it never existed or was officially dissolved. See Appraisal Guidelines for specific requirements.</p> <ul style="list-style-type: none"> <li>• Limited review questionnaire may be used in conjunction with additional information that is found in the file in order to perform the review for detached and/or attached condos.</li> <li>• All detached condo reviews are performed by the underwriter</li> <li>• Condominium Units in Detached Condominium Projects must meet the following requirements and underwriter must complete a condo warranty as described in the Freddie Mac Sellers Guide, which can be found at the following link: <a href="http://www.freddiemac.com/sell/guide/">http://www.freddiemac.com/sell/guide/</a>. Underwriter must always comply with requirements as stated in the Freddie Mac Seller guide on detached condos for this review, and are summarized here but should be verified to the Freddie Mac Seller Guide: <ul style="list-style-type: none"> <li>• The Condominium Project must meet the definition of a Detached Condominium Project, which is a Condominium Project comprised solely of detached, 1-unit dwellings</li> <li>• The Condominium Project must not include Manufactured Homes</li> <li>• If the Condominium Project is on a leasehold estate, the lease must comply with the requirements of Chapter 5704</li> <li>• The project has insurance that meets the applicable insurance requirements of Section 8202 of Freddie Mac Seller Guide.</li> <li>• The Condominium Unit must be covered by a title insurance policy that meets requirements of Section 4702 of Freddie Mac Seller Guide.</li> </ul> </li> </ul>
<p><b>FREDDIE MAC (LPA) 2-4 UNIT CONDO REVIEW</b></p>	<ul style="list-style-type: none"> <li>• Established Projects <ul style="list-style-type: none"> <li>• No units can be 60 or more days' delinquent in the payment of the homeowners association assessments.</li> <li>• All units in the project must have been conveyed to the unit purchasers.</li> <li>• If the unit is an investment property in a project comprised of either 2 units or 4 units at least 50% of the project must be occupied as primary residence or second home.</li> <li>• If the unit is an investment property in a project comprised of 3 units all but one unit in the project must be occupied as primary residence or second home.</li> <li>• There are no occupancy requirements if the property is a primary residence.</li> </ul> </li> <li>• New Projects <ul style="list-style-type: none"> <li>• No units can be 60 or more days' delinquent in the payment of the homeowners association assessments.</li> <li>• All but one of the units in the project must have been conveyed to the unit purchasers who will occupy as their primary residence or second home.</li> <li>• Project must be complete and with no additional phasing.</li> </ul> </li> </ul>
<p><b>CPM/Full Lender Reviews</b></p>	<ul style="list-style-type: none"> <li>• When using a Full Lender Review, LTV/CLTV allowed to product guidelines in all states</li> <li>• Must be used if transaction is not eligible for limited/streamline review or has not been approved through PERS</li> <li>• If project is not eligible through CPM/Full Lender Review process, terms of loan (i.e., larger down payment) can be made to allow the project to be reviewed using the Limited/Streamline Review requirements. Project must then be eligible under the Limited/Streamline Review requirements.</li> <li>• CPM/Full Lender Reviews are only eligible when submitted by the fulfillment center or retail branch to <a href="mailto:condoreviews@prmg.net">condoreviews@prmg.net</a> with the Condo Review Submission form</li> </ul>

	<p>and required documentation and an approval on the project is issued through Condo Reviews.</p> <ul style="list-style-type: none"> <li>• Request for CPM/Full Lender condo review should be submitted by the fulfillment center or retail branch when all required documentation has been obtained (loan does not have to be in an underwritten or approved status).</li> <li>• The Condo Review Submission form can be found on the Resource Center or at the following link: <a href="http://www.eprmg.net/ResourceCenter/GeneralForms/HOA%20Full%20Lender%20Condo%20Review%20Submission%20Form.pdf">http://www.eprmg.net/ResourceCenter/GeneralForms/HOA%20Full%20Lender%20Condo%20Review%20Submission%20Form.pdf</a></li> <li>• When a CPM/Full Lender Review is used, the following documentation is required: condo review submission form (from Resource Center or above link), condominium questionnaire (from Resource Center, Condo Certs or similar), appraisal of subject unit (can be submitted after condo review is completed, but final project approval will not be issued until appraisal is received), current annual budget, insurance certificate for applicable types and AUS findings (showing approved); For New Construction or New Gut Rehab conversions only: all above listed documentation, copy of Declaration of Condominium including Amendments and Bylaws, presale form (available in the Resource Center)</li> </ul>
<p><b>PLANNED UNIT DEVELOPMENTS (PUDS)</b></p>	<ul style="list-style-type: none"> <li>• Detached PUDs are not subject to project review and information regarding the HOA such as project certs, letters from the HOA (with the exception of letter regarding ownership in regards the common elements, areas/facilities of a project for insurance purposes) must not appear in the file.</li> <li>• All PUD projects (attached and detached) with DU approvals must be in compliance with Fannie Mae’s policy for priority liens (see B4-2.1-02, Ineligible Projects).</li> <li>• See below for Attached PUD review requirements</li> <li>• Attached PUD lender reviews are performed by underwriter</li> <li>• Documentation, as determined by underwriter, to verify the attached PUD is warrantable is required and the Attached PUD Warranty must be completed (if required by underwriter).</li> <li>• Attached PUD/Condo Warranty form is available in the Resource Center</li> <li>• The underwriter must complete the PRMG Attached PUD/Condo Warranty Form which can be found in the Resource Center, and that is the only document that should go to the investor. The underwriter should include the project information used for the condo review in the loan file, but it should not be sent to the investor with the closed loan file. Please use the Imaging label “Condo/PUD Review Supporting Documentation (Do not send to investor)” for this information.</li> </ul>
<p><b><i>PUDs With DU Approval</i></b></p>	<ul style="list-style-type: none"> <li>• Insurance allowed per Fannie Mae requirements, see Seller Guide Subpart B7</li> <li>• Attached PUD lender reviews are performed by underwriter</li> <li>• A Lender Review on attached PUDs must be performed and PRMG must confirm that following in the process of the review: <ul style="list-style-type: none"> <li>• The appraisal of the unit meets all appraisal requirements in Fannie Mae Seller Guide Chapter B4-1, Appraisal Requirements.</li> <li>• The individual unit securing the mortgage must be complete (PRMG does not allow for Postponed Improvements.)</li> <li>• The unit securing the mortgage satisfies all Fannie Mae’s insurance requirements in Subpart B7, Insurance, including all provisions applicable to PUD projects in Seller Guide Chapter B7-4, Additional Project Insurance.</li> <li>• Must be in compliance with Fannie Mae’s policy for priority liens (see B4-2.1-02, Ineligible Projects).</li> </ul> </li> <li>• Note: Any unit located in a condo project within a larger PUD project or master association must meet the applicable requirements for condo projects. Attached</li> </ul>

	<p>PUD/Condo Warranty form is available in the Resource Center</p> <ul style="list-style-type: none"> <li>• Documentation, as determined by underwriter, to verify the attached PUD is warrantable is required and Attached PUD Warranty Questionnaire must be completed (if required by underwriter).</li> <li>• The underwriter must complete the PRMG Attached PUD/Condo Warranty Form which can be found in the Resource Center, and that is the only document that should go to the investor. The underwriter should include the project information used for the condo review in the loan file, but it should not be sent to the investor with the closed loan file. Please use the Imaging label “Condo/PUD Review Supporting Documentation (Do not send to investor)” for this information.</li> </ul>
<b><i>PUDs With LPA Approval</i></b>	<ul style="list-style-type: none"> <li>• Must meet Freddie Mac PUD requirements</li> <li>• A Planned Unit Development is a real estate project in which each unit owner holds title to a lot and the improvements on the lot, and the homeowners association holds title to the Common Elements. The unit owners have a right to the use of the Common Elements, and pay a fee to the homeowners association to maintain the Common Elements for their benefit</li> <li>• If a Condominium Unit is located in a PUD, must comply with the Condominium requirements and warranties in Section 5701 of Freddie Mac Seller Guide and the PUD requirements and warranties in Section 5702.</li> <li>• If the PUD unit or any PUD Common Element is on a leasehold estate, must comply with the leasehold estate requirements in Section 5704 of Freddie Mac Seller Guide and the PUD requirements and warranties in Section 5702.</li> <li>• The appraiser must report the Planned Unit Development's legal name, the Homeowners Association assessments, and the property rights for each comparable sale; and must compare them to the subject Planned Unit Development. The appraiser must also identify the Common Elements/Amenities available to the unit owners, comment on their condition, and analyze how they compare to the Common Elements/Amenities of competing Planned Unit Developments.</li> <li>• Comparable sales for a unit in a Planned Unit Development may be detached 1-unit dwellings that are not subject to CC&amp;Rs, are in the same market, and compete for the same purchasers. The appraiser must support the use of 1-unit dwellings not subject to CC&amp;Rs as comparable sales, and must analyze and report the impact the deed restrictions have on marketability and value.</li> <li>• The property insurance requirements in Section 8202 of Freddie Mac Seller Guide must be met.</li> </ul>
<b><i>Condo in Monetary Litigation</i></b>	<ul style="list-style-type: none"> <li>• Condo projects involved in monetary litigation may be eligible, if litigation is acceptable to the Agencies as reviewed and approved through <a href="mailto:condoreviews@prmg.net">condoreviews@prmg.net</a>. Documentation regarding the litigation (i.e., court documents) must be submitted to <a href="mailto:condoreviews@prmg.net">condoreviews@prmg.net</a> for review and approval.</li> </ul>
<b>INELIGIBLE PROJECT TYPES PER FANNIE MAE'S SELLER GUIDE</b>	<ul style="list-style-type: none"> <li>• See Fannie Mae Seller Guide for additional information. The below information applies to all attached condo projects. With the exception of Priority of Common Expense Assessments, the restrictions below do not apply to attached or detached PUDs and detached condos. <ul style="list-style-type: none"> <li>• Timeshare, fractional, or segmented ownership projects.</li> <li>• New projects where the seller is offering sale or financing structures in excess of Fannie Mae's eligibility policies for individual mortgage loans. These excessive structures include, but are not limited to, builder/developer contributions, sales concessions, HOA assessments, or principal and interest payment abatements, and/or contributions not disclosed on the settlement statement.</li> <li>• Projects with mandatory upfront or periodic membership fees for the use of recreational amenities, such as country club facilities and golf courses, owned by</li> </ul> </li> </ul>

	<p>an outside party (including the developer or builder). Membership fees paid for the use of recreational amenities owned exclusively by the HOA or master association are acceptable.</p> <ul style="list-style-type: none"> <li>• Projects that are managed and operated as a hotel or motel, even though the units are individually owned. (See Seller Guide for additional detail.)</li> <li>• Projects with covenants, conditions, and restrictions that split ownership of the property or curtail an individual borrower’s ability to utilize the property. (See Seller Guide for additional detail.)</li> <li>• Projects with property that is not real estate, such as houseboat projects. (See Seller Guide for additional detail.)</li> <li>• Any project that is owned or operated as a continuing care facility. (See Seller Guide for additional detail.)</li> <li>• Projects with non-incidentual business operations owned or operated by the HOA including, but not limited to, a restaurant, spa, or health club. (See Seller Guide for additional detail and exceptions to this policy.)</li> <li>• Projects that do not meet the requirements for live-work projects. (See Seller Guide for additional detail.)</li> <li>• Projects in which the HOA or co-op corporation is named as a party to pending litigation, or for which the project sponsor or developer is named as a party to pending litigation that relates to the safety, structural soundness, habitability, or functional use of the project. (See Seller Guide for additional detail.)</li> <li>• Any project that permits a priority lien for unpaid common expenses in excess of Fannie Mae’s priority lien limitations. (See Fannie Mae Selling Guide Section B4-2.1-01, General Information on Project Standards for additional detail.)</li> <li>• Projects in which a single entity (the same individual, investor group, partnership, or corporation) owns more than the following total number of units in the project: projects with 5 to 20 units – 2 units; projects with 21 or more units – 20%; (See Seller Guide for additional detail.)</li> <li>• Multi-dwelling unit projects that permit an owner to hold title (or stock ownership and the accompanying occupancy rights) to more than one dwelling unit, with ownership of all of his or her owned units (or shares) evidenced by a single deed and financed by a single mortgage (or share loan). (See Seller Guide for additional detail.)</li> <li>• The total space that is used for nonresidential or commercial purposes may not exceed 35%. (See Seller Guide for additional detail.)</li> </ul>
<p><b>INELIGIBLE CONDO PROJECT TYPES PER FREDDIE MAC’S SELLER GUIDE</b></p>	<ul style="list-style-type: none"> <li>• See Freddie Mac Seller Guide for additional information. Mortgages secured by units in any of the following types of projects are not eligible for sale to Freddie Mac:</li> <li>• Condo projects in which, when control of the HOA has been or will be turned over to the unit owners, the unit owners do not have either: (1) an undivided ownership interest in the land on which the project is located; or (2) a leasehold interest in the land on which the project is located are ineligible</li> <li>• Condo projects in which the unit owners are not the sole owners of, and do not have the right to the use of, the common elements, including all buildings, roads, parking, facilities and amenities is not eligible except as specified below. A project with shared amenities is eligible if two or more HOAs share the amenities (such as recreational or fitness facilities, swimming pools and clubhouses) for the sole use of the unit owners, and the HOAs have an agreement specifying: (1) A description of the shared amenities and the terms of the unit owners' permitted use of the shared amenities (2) How the shared Amenities will be funded, managed and maintained, and (3) The method for resolving disputes between the HOAs regarding the shared amenities</li> <li>• A Condominium Hotel is a project that is operated and managed as a hotel or similar type of transient property, even though the units are individually owned. Projects that</li> </ul>

have one or more of the following characteristics are considered a Condominium Hotel or similar type of transient property, and are ineligible projects: (1) Projects that include hotel type services and characteristics such as registration services, rentals of units on a daily basis, daily cleaning services, central telephone service, central key systems and restrictions on interior decorating; (2) Projects that are conversions of a hotel (or a conversion of a similar type of transient housing); (3) Projects with mandatory or voluntary rental-pooling and revenue-sharing agreements (or similar agreements that restrict the unit owner's ability to occupy the unit) to assure an inventory of units for rent on a frequent basis, such as daily, weekly, monthly or seasonally (see Section 5701 for further guidance), and (4) Projects with names that include the words "hotel," "motel," "inn," "lodge" or a branded hotel chain or name. If owners of Condominium Units in projects in resort locations rent their units (either individually or through a rental management company) on a short-term basis, this alone does not indicate that the project is to be considered a Condominium Hotel. Sellers must fully analyze all the characteristics of the project and related information to determine if the project is a Condominium Hotel. Section 5701 provides additional details on determining whether a project is a Condominium Hotel.

- Project with multi-dwelling units: A project in which an owner may hold a single deed evidencing ownership of more than one dwelling unit.
- Project in which more than 35% of the total above and below grade square footage of the project (or more than 35% of the total above and below grade square footage of the building in which the project is located) is used as commercial or non-residential space.
- Tenancy-in Common apartment project: A tenancy-in-common apartment project is owned by several owners as tenants-in-common or by a Homeowners Association (HOA). Individuals have an undivided interest in the residential apartment building (including the units) and land on which the building is located, and may or may not have the right of exclusive occupancy of a specific apartment unit in the building.
- Timeshare project or project with segmented ownership: A project in which there is an arrangement under which a purchaser receives an interest in real estate and the right to use a unit or Amenities, or both, for a specified period and on a recurring basis such as the 15th week of the year, or ownership that is for a limited period such as for the subsequent five years.
- Houseboat project: A project comprised of boats that have been designed or modified to be used primarily as dwelling units.
- Project in litigation in which (i) the HOA is named as a party to pending litigation, or (ii) the project sponsor or developer is named as a party to pending litigation that relates to the safety, structural soundness, functional use or habitability of the project. If the Seller determines that the reason for the pending litigation involves minor matters that do not affect the safety, structural soundness, functional use or habitability of the project, the project is eligible if the litigation is limited to one of the following: 1. The litigation amount is known, the insurance company has committed to provide the defense and the litigation amount is covered by the insurance policy; 2. The litigation amount is unknown, the Seller has documented the Mortgage file with a copy of the complaint, or the most recent amended complaint, and with an attorney letter that supports the Seller's determination that the litigation involves minor matters. The attorney letter must state: (i) the reason for the litigation; (i) that the insurance company has committed to provide the defense; and (iii) that any potential monetary judgment against the HOA, or settlement with the HOA, including punitive damages, will likely be covered by the HOA's insurance policy. If the attorney indicates the matter will not likely be covered by the HOA's insurance policy, then the project is

	<p>ineligible; or 3. The matter involves: i. A non-monetary neighbor dispute or right of quiet enjoyment, or ii. The HOA is the plaintiff in a foreclosure action or action for past due HOA assessments, or iii. The HOA is the plaintiff in the litigation seeking reimbursement for expenditures made to repair the project's component(s) which may have included items that related to the safety, structural soundness, functional use or habitability of the project, the repair permanently resolved the defect or issue and the expenditures did not significantly impact the financial stability or future solvency of the HOA. The Seller must retain documentation to support its analysis that the reason for the dispute meets Freddie Mac's requirements for minor matters as described above. 4. The valid estimation of or known litigation amount is not expected to exceed 10% of the project's funded reserves, provided that this does not violate the applicable jurisdiction's laws and regulations. The Seller must retain documentation to support its analysis that the reason for the dispute meets Freddie Mac's requirements for minor matters as described above.</p> <ul style="list-style-type: none"> <li>• Project sold with excessive Seller contributions: Any project that complies with the definition of a New Condominium Project where the builder, developer or property seller is offering contributions that do not comply with the requirements of the Purchase Documents, including Section 4204. Examples include, but are not limited to, rent-backs or leasebacks, payments of principal, interest, taxes and insurance (PITI) or HOA assessments for any period of time, and undisclosed contributions.</li> <li>• Project in which an individual or a single entity such as an investor group, partnership or corporation owns more than the following total number of units in the project: Number of units in the project is two to four and Total number of units owned by individual or single entity is one. Number of units in the project is five to 20 and Total number of units owned by individual or single entity is two. Number of units in the project is 21 or more and Total number of units owned by individual or single entity is 25. The following may be excluded from the single investor concentration calculation: 1. Vacant units being actively marketed by the developer. Any units leased by the developer must be included in the calculation of the developer's percentage of ownership; 2. Units that a non-profit entity controls or owns for the purpose of providing affordable housing; 3. Units held in affordable housing programs (including units subject to non-eviction rent regulation codes), and 4. Units retained for workforce housing by higher-education institutions.</li> <li>• Continuing Care Retirement Community (CCRC): A CCRC is a residential project designed to meet the health and housing needs of seniors as their needs change over time. CCRCs are distinguished from age-restricted communities in that residents in CCRCs contract in advance for a lifetime commitment from the facility to care for them, regardless of the future health or housing needs. CCRCs may also be known as Life-Care Facilities.</li> <li>• Manufactured Homes: Mortgages secured by Manufactured Homes, except when approved through the Fannie Mae Project Eligibility Service (PERS) process.</li> <li>• New Condominium Projects in Florida: Mortgages secured by attached units in New Condominium Projects in Florida, except when approved through the Fannie Mae Project Eligibility Service (PERS) process.</li> </ul>
<p><b>CONDO CONVERSIONS</b></p>	<ul style="list-style-type: none"> <li>• Condo conversions (new and established) allowed</li> <li>• New conversions (not meeting the definition of an established product - at least 90% of the total units in the project have been conveyed to the unit purchasers; the project is 100% complete, including all units and common elements; the project is not subject to additional phasing or annexation; and control of the HOA has been turned over to the unit owners) in the State of Florida must be Fannie Mae PERS approved</li> <li>• New conversions that are non-gut rehabs (in all states) that contain more than 4 residential units must be Fannie Mae PERS approved</li> </ul>



	<ul style="list-style-type: none"> <li>• Must comply with all Agency guidelines</li> <li>• For new conversions that are not required to be PERS approved, CPM/Full Lender Review is required. See CPM/Full Lender Reviews section for submission instructions.</li> </ul>
<b>NON-WARRANTABLE CONDOS</b>	<ul style="list-style-type: none"> <li>• Not Allowed.</li> </ul>
<b>MANUFACTURED HOME REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>LEASED LAND</b>	<ul style="list-style-type: none"> <li>• Allowed, but must meet all of FNMA/FHLMC requirements</li> <li>• All leasehold documents must be submitted with the loan file</li> <li>• The remaining term on the lease may not terminate earlier than five years after the maturity date of the loan</li> <li>• Appraisal must show market acceptance of leasehold estates</li> <li>• The leasehold agreement must not have any servicing reporting requirements to the lessor.</li> <li>• The lender must not be required to sign a subordination agreement.</li> <li>• Indian leased land is not acceptable</li> </ul>
<b>MAXIMUM ACREAGE</b>	<ul style="list-style-type: none"> <li>• Maximum 40 acres</li> <li>• More than 10 acres require very strong comparables</li> <li>• More than 20 acres requires additional value review and close analysis by the underwriter.</li> <li>• Must enter “Over 10 Acres” in Loan Program Comments section of Investor Overlay Screen in FT360 if property is over 10 acres</li> <li>• Working farms, commercial operations, or any other income producing properties are not allowed.</li> <li>• Special consideration must be given to properties with outbuildings. <ul style="list-style-type: none"> <li>• Minimal Outbuildings: Small barn or stable, that are of relatively insignificant value in relation to the total appraised value of the subject property, are acceptable if they are typical of other residential properties in the subject area.</li> <li>• Atypical Minimal Outbuildings: Small barn or stable not representing typical residential improvements for the location and property type are acceptable as long as the appraiser attributes no value to them.</li> <li>• Significant Outbuildings: A property that has significant outbuildings, such as a large barn, large storage area, stable, or silo, might indicate that the property is agricultural in nature. It must be determined if the improvements are residential or agricultural in nature, regardless of whether the appraiser assigns any value to the outbuildings.</li> </ul> </li> <li>• The acreage of the subject property must be supported by similar comparables that are limited to strictly residential use. Excess land is unacceptable for inclusion in value (i.e. the subject is considerably larger than typical lots in the neighborhood and the excess is capable of separate use)</li> <li>• The appraiser must consider all acres of the subject property and the comparables must be of similar size.</li> </ul>
<b>MULTIPLE PARCELS AND TAX ID NUMBERS</b>	<p>For DU Approvals: The subject property may consist of more than one adjoining parcel subject to all of the following requirements: Each parcel must be conveyed in its entirety.</p> <ul style="list-style-type: none"> <li>• Each parcel must have the same basic zoning (for example; residential, agricultural).</li> <li>• Only one parcel may have a dwelling unit (limited nonresidential improvements such as a garage are acceptable). An improvement that has been built across lot lines is acceptable. For example, a home built across both parcels where the lot line runs under the home is acceptable.</li> </ul>

	<ul style="list-style-type: none"> <li>• The mortgage must be a valid first lien on each parcel.</li> <li>• Two separate deeds are not permitted.</li> <li>• Parcels must be adjoined to each other, with the following exception: <ul style="list-style-type: none"> <li>• Parcels are divided by a road.</li> <li>• Parcel without a residence is non-buildable (such as waterfront properties where the parcel without the residence provides access to the water). Loan file must contain evidence from the local municipality that the lot is non-buildable. Evidence may not be supplied by the appraiser.</li> </ul> </li> </ul> <p>For LPA Approvals</p> <ul style="list-style-type: none"> <li>• The subject property may consist of more than one adjoining parcel subject to all of the following requirements:</li> <li>• Each parcel must be conveyed in its entirety.</li> <li>• Each parcel must have the same basic zoning (for example; residential, agricultural).</li> <li>• Only one parcel may have a dwelling unit (adjoining parcel may not have an additional residence).</li> <li>• The mortgage must be a valid first lien on each parcel</li> <li>• Two separate deeds are not permitted.</li> <li>• The site description must accurately describe the land and any improvements included in each of the parcels.</li> <li>• When differences in sites exist between the subject property and the comparable sales, any adjustments or lack of adjustments made to the comparable sales for significant differences must be explained in the comments area or on an attached addendum. The appraisal must explain the effect these differences have on the subject property's value or marketability.</li> </ul>
<b>UNPERMITTED ADDITIONS</b>	<ul style="list-style-type: none"> <li>• Allowed</li> <li>• The subject addition, improvement or conversion must comply with all Agency guidelines</li> <li>• The appraiser demonstrates the property's conformity to the neighborhood and marketability</li> <li>• The appraiser must also comment on any effect on value, marketability, zoning and safety.</li> <li>• The appraiser comments on quality of the work of the addition, improvement or conversion and it is described in the appraisal and deemed acceptable ("workmanlike quality")</li> <li>• The appraiser considers the contributory value or obsolescence of the addition, improvement or conversion. In some cases, the addition, improvement or conversion may not be part of the gross living area (GLA) and may be assigned no value or a negative value</li> <li>• If the appraiser gives the unpermitted addition value, the appraiser should indicate the following in the appraisal: <ul style="list-style-type: none"> <li>• Non-Permitted additions are typical for the market area and a typical buyer would consider the "unpermitted" additional square footage to be part of the overall square footage of the property.</li> <li>• The appraiser has no reason to believe the addition would not pass inspection for a permit.</li> </ul> </li> <li>• Non-permitted additions that are NOT typical for the market area cannot be included in the GLA, basement or other living area.</li> </ul>
<b>ACCESSORY UNITS</b>	<ul style="list-style-type: none"> <li>• One-unit property with an accessory dwelling unit is eligible</li> <li>• An accessory dwelling unit is typically an additional living area independent of the primary dwelling unit, and includes a fully functioning kitchen and bathroom. Some examples may include a living area over a garage and basement units. Whether a</li> </ul>

	<p>property is a one-unit property with an accessory unit or a two-unit property will be based on the characteristics of the property, which may include, but are not limited to, the existence of separate utilities, a unique postal address, and whether the unit is rented. The appraiser is required to provide a description of the accessory unit, and analyze any effect it has on the value or marketability of the subject property.</p> <ul style="list-style-type: none"> <li>• If the property contains an accessory unit, the property is eligible under the following conditions: <ul style="list-style-type: none"> <li>• The property is one-unit.</li> <li>• The appraisal report demonstrates that the improvements are typical for the market through an analysis of at least one comparable property with the same use.</li> <li>• For loans using LPA approvals and funding on or after to 12/26/17 and not investment property (subject or non-subject): The borrower qualifies for the mortgage without considering any rental income from the accessory unit.</li> <li>• For loans using LPA approvals and funding on or after to 12/26/17 and investment property (subject or non-subject): rental income can be used in accordance with Freddie Mac requirements</li> </ul> </li> <li>• The borrower qualifies for the mortgage without considering any rental income from the accessory unit.</li> <li>• If it is determined that the property contains an accessory dwelling unit that does not comply with zoning, the property is eligible under the following additional conditions: <ul style="list-style-type: none"> <li>• The lender confirms that the existence will not jeopardize any future hazard insurance claim that might need to be filed for the property.</li> <li>• The use conforms to the subject neighborhood and to the market.</li> <li>• The property is appraised based upon its current use.</li> <li>• The appraisal must report that the improvements represent a use that does not comply with zoning.</li> <li>• The appraisal report must demonstrate that the improvements are typical for the market through an analysis of at least three comparable properties that have the same non-compliant zoning use.</li> </ul> </li> </ul>
<b>CONSTRUCTION TO PERMANENT FINANCING</b>	<ul style="list-style-type: none"> <li>• Two time close option must be used</li> <li>• Use following link for information on construction to permanent financing: <a href="http://www.eprmg.net/ConstructionPermanentRequirements.pdf">http://www.eprmg.net/ConstructionPermanentRequirements.pdf</a></li> <li>• Mortgage insurance companies requires property to be SFR Detached</li> </ul>
<b>OCCUPANCY</b>	<ul style="list-style-type: none"> <li>• Primary Residence (O/O), Second Homes (SH), Investment Properties (N/O/O).</li> </ul>
<i>Primary Residence</i>	<ul style="list-style-type: none"> <li>• Owner occupied principal residence <ul style="list-style-type: none"> <li>• At least one borrower must occupy the property as their principal residence within 60 days of signing the security instrument and intend to continue occupancy for at least one year.</li> </ul> </li> <li>• Disabled Child/Elderly Parent Option is allowed <ul style="list-style-type: none"> <li>• Property considered to be principal residence even though the borrower will not be occupying the property allowed with the following scenarios: <ul style="list-style-type: none"> <li>• Parents/legal guardians wanting to provide housing for their physically handicapped or developmentally disabled adult child - If the child is unable to work or does not have sufficient income to qualify for a mortgage on his or her own, the parent is considered the owner/occupant.</li> <li>• Children wanting to provide housing for elderly parents - If the parent is unable to work or does not have sufficient income to qualify for a mortgage on his or her own, the child is considered the owner/occupant.</li> </ul> </li> <li>• Acceptable documentation must be included in the loan file to support the transaction. This includes, but is not limited to, tax returns or the borrower</li> </ul> </li> </ul>

	<p>which show the disabled adult child as a dependent or tax returns of the elderly parent(s) which documents insufficient income to qualify.</p> <ul style="list-style-type: none"> <li>• The disabled child or elderly parents are not required to be on title or on the mortgage.</li> <li>• “Elderly parents” are defined as parents who are not able to work or have insufficient income to afford a home on their own (no minimum age requirement).</li> <li>• When using the disabled child/elderly parent option, the disabled child or elderly parent must occupy the property as their principal residence within 60 days of the borrowers signing the security instrument and they must intend to continue occupancy for at least one year.</li> </ul>
<p><b><i>Second Home</i></b></p>	<p>Must meet all Agency Requirements, including:</p> <ul style="list-style-type: none"> <li>• Fannie Mae: <ul style="list-style-type: none"> <li>• Borrowers may not be affiliated with builder or developer of the property.</li> <li>• Must be suitable for year-round occupancy</li> <li>• May not belong to a rental pool</li> <li>• Rental income from the property is allowed to be reflected on the 1040s, as long as the income is not used for qualifying purposes, and all other Agency requirements for second homes are met.</li> <li>• Expenses relating to the borrower’s current primary residence must be used in calculating the borrower’s monthly housing ratio. Documentation of the primary residence housing expense must be provided. This includes borrowers who are currently renting or who own a primary residence.</li> </ul> </li> <li>• Freddie Mac: <ul style="list-style-type: none"> <li>• The Mortgage must be secured by a 1-unit property</li> <li>• The Borrower must occupy the second home for some portion of the year</li> <li>• The Borrower must keep the property available primarily (i.e., more than half of the calendar year) for the Borrower's personal use and enjoyment</li> <li>• The Borrower may rent the property on a short-term basis provided that the property is not subject to any rental pools or agreements that require the Borrower to rent the property, give a management company or entity control over the occupancy of the property or involve revenue sharing between any owners and the developer or another party</li> <li>• The Mortgaged Premises must be in such a location to function reasonably as a second home</li> <li>• The second home must be suitable for year-round occupancy with the following exception: a second home with seasonal limitations on year-round occupancy (e.g., lack of winter accessibility) is eligible provided the appraiser includes at least one comparable sale with similar seasonal limitations to demonstrate the marketability of the subject property. See Section 5601.2 for general property eligibility requirements.</li> <li>• The property must not be subject to any timesharing or other shared ownership arrangement</li> </ul> </li> </ul>
<p><b><i>Non-Owner Occupied</i></b></p>	<ul style="list-style-type: none"> <li>• Borrowers may not be affiliated with builder or developer of the property.</li> <li>• See Multiple Loans section for restrictions on number of financed properties</li> <li>• For non-owner occupied subject properties, if borrower owns more than one financed investment property 15, 20 and 30 year product only allowed. See <a href="#">Agency Portfolio Product</a> for restricted terms if borrower owns more than one financed investment property.</li> <li>• Expenses relating to the borrower’s current primary residence must be used in calculating the borrower’s monthly housing ratio. Documentation of the primary</li> </ul>

	<p>residence housing expense must be provided. This includes borrowers who are currently renting or who own a primary residence.</p> <ul style="list-style-type: none"> <li>• Rent loss insurance not required</li> <li>• Temporary buydowns are not allowed.</li> <li>• All required minimum down payment plus all prepaids, escrow items and reserves are from borrower’s own cash. No gift funds allowed.</li> <li>• See Negative Cash Flow and Landlord Experience Sections for additional information.</li> </ul>
<p><b>ELIGIBLE BORROWERS</b></p>	<ul style="list-style-type: none"> <li>• U.S. Citizens, Permanent and Non- Permanent Resident Aliens, Non-Occupying Co-Borrowers.</li> <li>• A maximum of 4 borrowers per loan application is allowed.</li> <li>• ITIN (Individual Tax Payer Identification Numbers) are not allowed</li> <li>• Borrower must take title in individual names or Inter Vivos Revocable “Living” trusts (see below for trust requirements)</li> <li>• No irrevocable trusts, corporations, LLCs, etc. allowed</li> <li>• Life estates are not eligible for financing. A life estate is an estate whose duration is limited to the life of the party holding it, or some other person, upon whose death the right reverts to the grantor or his heirs</li> <li>• Illinois Land Trust Vestings are not eligible</li> <li>• Registered Domestic Partners are treated the same as spouses</li> <li>• The borrower must permanently reside in the United States. In addition, an accurate and successful AUS submission requires the borrower currently reside in the U.S. and have a U.S. address or an APO military address within the U.S. for active deployed military, regardless of citizenship. Adequate documentation must be provided to substantiate such residency in the U.S.</li> </ul>
<p><b><i>Permanent Resident Aliens</i></b></p>	<ul style="list-style-type: none"> <li>• Any non U.S. citizen who is lawfully in the United States as a permanent resident alien is now eligible for a mortgage on the same terms as a U.S. citizen.</li> <li>• Borrowers with diplomatic immunity are not eligible</li> <li>• A copy of the front and back of the green card is required</li> <li>• One of the following must be provided: <ul style="list-style-type: none"> <li>• A Permanent Resident Card/Alien Registration Receipt Card (USCIS Form I-551) with an original term of 10 years.</li> <li>• A Permanent Resident Card with no expiration date (issued between 1964 and 1989)</li> </ul> </li> <li>• A valid Social Security number is required.</li> <li>• Document legal residency with one of the following: <ul style="list-style-type: none"> <li>• A copy of a valid and current Permanent Resident card (Green Card – Form I-551) front and back.</li> <li>• A passport stamped “processed for I-551, temporary evidence of lawful admission for permanent residence, valid until _____, employment authorized”. This evidences that the holder has been approved for, but not issued, a Permanent Resident card.</li> </ul> </li> <li>• Credit and income history allowed in accordance with Agencies</li> </ul>
<p><b><i>Non-Permanent Resident Aliens</i></b></p>	<ul style="list-style-type: none"> <li>• See <a href="#">Agency Portfolio Product</a> or <a href="#">Agency LP Fixed or ARMs</a> for requirements per Fannie Mae/Freddie Mac.</li> <li>• Any non-U.S. citizen who is lawfully in the United States as a non-permanent resident alien is now eligible for a mortgage on the same terms as a U.S. citizen or a permanent resident alien.</li> <li>• A non-permanent resident is a non-U.S. citizen who lawfully enters the United States for specific time-periods under the terms of a Visa. A non-permanent resident status may or may not permit employment. Asylees and refugees may also be eligible under this classification.</li> </ul>

	<ul style="list-style-type: none"> <li>• Individuals classified under Diplomatic Immunity, Deferred Enforced Departure or Humanitarian Parole are not eligible</li> <li>• All non-permanent resident aliens must provide evidence of one of the following: <ul style="list-style-type: none"> <li>• Unexpired Employment Authorization Document (EAD) issued by the United States Citizenship and Immigration Services (USCIS). If using an EAD card without an allowable visa, underwriter must enter “EAD Card Used” in Loan Program Comments section of Investor Overlay Screen in FT360.</li> <li>• One of the following Visas: E-1, E-2, E-3, G-1, G-2, G-3, G-4, G-5, H-1, H-1B, L1, TC, TN-1, required. For further information see <a href="http://www.uscis.gov/">http://www.uscis.gov/</a></li> </ul> </li> <li>• Form I-797C, Notice of Action, issued by the United States Citizenship and Immigration Services (USCIS) itself is not sufficient to document that a non-U.S. Citizen is legally present in the United States.</li> <li>• A borrower with a resident visa that has expired or will expire within five months of funding (funds being disbursed to the borrower) may be considered, subject to each of the following: <ul style="list-style-type: none"> <li>• Visa classification is one of the eligible visas listed in this section.</li> <li>• Confirmation that the borrower has submitted an application for extension or renewal of the visa, or an application for permanent status (green card), is provided. USCIS documentation includes, but is not limited to: <ul style="list-style-type: none"> <li>• Form I-485: Application to Register Permanent residence or Adjust Status or electronic verification of receipt from the USCIS website</li> <li>• Approval of the application or petition, Form I-797: Notice of Action</li> <li>• Status of application (must not state the application has been declined), Form I-797C: Notice of Action or Form I-797E: Notice of Action</li> </ul> </li> <li>• If the borrower is sponsored by the employer, the employer may verify that they are sponsoring the visa renewal.</li> <li>• Note: Not all visa types are eligible for renewal within five months of the expiration date. Visa types that cannot be renewed within five months of the expiration date are eligible, without evidence of renewal, as long as the date printed on the Note is before the visa holder can apply for renewal.</li> <li>• All standards for determining stable monthly income, adequate credit history, and sufficient liquid assets must be applied in the same manner to each borrower – including borrowers who are nonpermanent resident aliens.</li> </ul> </li> <li>• A valid SSN is required. A Tax ID number is not acceptable.</li> <li>• Credit and income history allowed in accordance with Agencies</li> <li>• Employment should be expected to continue for 3 years from closing date.</li> <li>• Borrowers under Deferred Action (the Dreamer’s Act or DACA - EAD Code C33, C14, etc.) are eligible as long as they meet all requirements above on a non-permanent resident alien (see MI section for MI company restrictions)</li> </ul>
<b>Foreign Nationals</b>	<ul style="list-style-type: none"> <li>• Not Allowed</li> </ul>
<b>Non Occupying Co-Borrowers</b>	<ul style="list-style-type: none"> <li>• Non-occupying co-borrowers are acceptable when the following can be met:</li> <li>• The occupant borrower’s back end ratios allowed per AUS results</li> <li>• Blended ratios allowed with LPA Approval or DU, see Ratios section for more information</li> <li>• Non-occupant co-borrower may either be an immediate family member or a non-family member as long as there is an established relationship and motivation is not equity participation for profit and may not be an interested third party in the transaction (e.g., builder or real estate agent)</li> <li>• Actual borrower income must be input into the AUS (i.e., \$1.00 may not be entered for a borrower who does not earn income.) Additionally, the income from a non-occupying co-borrower cannot be used to offset significant or recent instances of</li> </ul>

	major derogatory credit in the occupant-borrower's credit history.
<b>Eligible Trusts</b>	<ul style="list-style-type: none"> <li>• Inter Vivos Revocable “Living” trusts only</li> <li>• Must meet all requirements as outlined in the Instructions for Closing in a Trust, which is available on the Resource Center, or can be found at the following link: <a href="http://www.eprmg.net/ResourceCenter/PoliciesProceduresInformation/InstructionsforClosinginaTrust.pdf">http://www.eprmg.net/ResourceCenter/PoliciesProceduresInformation/InstructionsforClosinginaTrust.pdf</a></li> <li>• Process for submitting a loan in a trust are summarized here: <ul style="list-style-type: none"> <li>• Email trust document to <a href="mailto:compliancegroup@prmg.net">compliancegroup@prmg.net</a>. Be sure to include the Loan Number and full borrower name. Subject line of the email to read: Trust Documentation Review. Please allow 24 hours for review.</li> <li>• Compliance will email the Fulfillment Center Manager and Funding Manager to advise that a loan with trust vesting was just approved and attach the Encompass instructions for drawing docs held in a trust.</li> <li>• Doc drawer to notify compliance via email at <a href="mailto:compliancegroup@prmg.net">compliancegroup@prmg.net</a> that the docs are drawn and pending review and approval. Subject line of the email to read: Closing Docs in Trust pending review. Be sure to include the Loan Number and full borrower name.</li> <li>• If you have questions with the way the docs need to read, feel free to reach out to <a href="mailto:compliancegroup@prmg.net">compliancegroup@prmg.net</a>.</li> </ul> </li> </ul>
<b>POWER OF ATTORNEY</b>	<ul style="list-style-type: none"> <li>• Power of Attorney must be reviewed and approved by fulfillment center Operation Manager or PRMG's Compliance Group</li> <li>• Allowed with the following requirements:</li> <li>• Power of Attorney (POA) must be limited or specific to the transaction</li> <li>• Purchase or rate and term only allowed (See <a href="#">Agency LP Fixed or ARMs</a> for all transaction types)</li> <li>• Power of Attorney may not be used to sign loan documents if no other borrower executed such documents unless, the Attorney in Fact is a relative or Attorney at Law.</li> <li>• POA can be used only for closing documents</li> <li>• The attorney-in-fact may not be the seller, appraiser, broker, etc. or have any other direct or indirect financial interest in the transaction</li> <li>• A statement that the POA is in full force and effect on the closing date, survives subsequent disability (durable), and has to be revoked in writing, or gives a specific expiration date which survives the closing date</li> <li>• A statement of the borrower’s name exactly as it will appear on all closing documents</li> <li>• Notarized signature of borrower (if executed outside the U.S., it must be notarized at a U.S. Embassy or a military installation)</li> <li>• Recorder’s stamp, if previously recorded</li> <li>• The attorney-in-fact must execute all closing documents at settlement</li> <li>• Title policy must not contain any exceptions based on use of POA</li> <li>• POA must be recorded along with or immediately prior to the closing documents</li> <li>• If a lender determines a Power of Attorney is required by applicable law (so cannot be restricted by investor requirements), lender must include a written statement explaining use of the Power of Attorney and may also be required to provide supporting documentation.</li> <li>• A written statement that explains the circumstances of the use of the POA must be included in the loan file. For LPA loans, may only be used in case of hardship.</li> <li>• Must met all Agency requirements</li> </ul>
<b>LEXIS-NEXIS SEARCH REQUIREMENT</b>	<ul style="list-style-type: none"> <li>• For any of the following transaction types an email request (which includes a screenshot or snip of the loan in the FastTrac pipeline) must be sent to QC to have a LexisNexis search run on involved parties to the transactions to ensure there is no relationship between the buyer and seller. (Not all items listed may be applicable to</li> </ul>



	<p>this product, review product profiles for what is allowed):</p> <ul style="list-style-type: none"> <li>• Short Sale Purchase</li> <li>• Property Flips &lt;= 180 days</li> <li>• Contractors on a 203K loan</li> <li>• For Sale by Owner (FSBO) required for all except: <ul style="list-style-type: none"> <li>• If the borrower and seller are related or are landlord and tenant, and the relationship is disclosed and is acceptable per PRMG guidelines</li> <li>• An investor, such as HUD, FNMA, FHLMC, etc.</li> <li>• REO lender who acquired the subject property by Trustee Sale as the Beneficiary</li> </ul> </li> </ul>
<p><b>QC AUDIT REQUIRED</b></p>	<ul style="list-style-type: none"> <li>• A QC audit is required if the loan has any of the following high risk characteristics (not all items listed may be applicable to this product, review product profiles for what is allowed): <ul style="list-style-type: none"> <li>• 5-10 financed properties for second home and investment transactions.</li> <li>• 3-4 Units</li> <li>• 2-4 Unit properties in New Jersey <ul style="list-style-type: none"> <li>• All NJ 2-4 unit properties will require a Bank VOD. This can be ordered by the branch for the retail channel and will be ordered as part of the QC process for Wholesale/Correspondent channels.</li> </ul> </li> <li>• Renovation (203K/Homestyle) loans (Lexis Nexis is required on all contractors as well)</li> <li>• VOE only used (when allowed by AUS) and not supported by paystub/W2 for Wholesale and Correspondent channels only (not required for retail channel)</li> <li>• If the borrower is employed by a party to the transaction</li> <li>• When the borrower is also a Real Estate Agent for the loan transaction</li> <li>• Retail loans referred to the AFS department any time the referring Loan Officer or the AFS Loan Officer are in “New” or “Watch” status</li> <li>• When the Real Estate Agent is also the Loan Officer on the transaction (not allowed on retail).</li> </ul> </li> <li>• <b>NOTE: The above list applies to credit qualifying loans only.</b></li> </ul>
<p><b>QC REVALIDATION REQUIRED</b></p>	<ul style="list-style-type: none"> <li>• A QC validation is required if the loan has any of the following characteristics (not all items listed may be applicable to this product, review product profiles for what is allowed):</li> <li>• A revalidation of the VOE (in addition to the audit) is required by the QC Department if the following is used: <ul style="list-style-type: none"> <li>• VOE only used (when allowed by AUS) and not supported by paystub/W2 and</li> <li>• Wholesale and Correspondent channels only (not required for retail channel)</li> </ul> </li> <li>• A revalidation of the VOD is required by the QC Department for the if the following is used: <ul style="list-style-type: none"> <li>• VOD only used (when allowed by AUS) and not supported by bank statements and</li> <li>• Wholesale and Correspondent channels only (not required for retail channel)</li> </ul> </li> <li>• Note: A Borrower Authorization in name of PRMG may be required to obtain VOD or VOE revalidation if requested by the verifying institution.</li> </ul>
<p><b>INCOME REQUIREMENTS/LIMITS</b></p>	<ul style="list-style-type: none"> <li>• Underwriter has the discretion when evaluating the loan file to utilize a more conservative approach to income/expenses for qualification purposes based on the circumstances of the loan.</li> <li>• For any loan with LPA results run by PRMG Underwriters after 5/1/19, LoanBeam must be used if the borrower is self-employed and eligible for Automated Income Assessment, using the LoanBeam Form 91 template and results must be linked to LPA findings (via Freddie Mac Additional Data.LoanBeam field). See <a href="http://www.freddiemac.com/singlefamily/aim_self_employed.html">http://www.freddiemac.com/singlefamily/aim_self_employed.html</a> for more</li> </ul>

information.

- All income sources used to qualify borrowers must be legal at the local, state, and federal level. Any income derived from an activity or source that violates Federal, state, or local laws cannot be considered for loan qualification for both self-employed borrowers and wage earners working for a company.
- Fannie Mae requires that if the Schedule K-1 reflects a documented, stable history of receiving cash distributions of income from the business consistent with the level of business income being used to qualify, then no further documentation of adequate business liquidity to support the withdrawal of earnings is required in order to include that income in the borrower's cash flow. If the Schedule K-1 does not reflect a documented, stable history of receiving cash distributions of income from the business consistent with the level of business income being used to qualify, then the lender must confirm the business has adequate liquidity using the Quick (Acid Test) Ratio (for businesses that rely heavily on inventory to generate income) or the Current (Working Capital) Ratio to support the withdrawal of earnings to include the income in the borrower's cash flow and the result of one or greater for either ratio is generally sufficient to confirm adequate business liquidity. The file must contain the underwriter's written analysis and conclusions and, at underwriter's discretion additional documentation (such as a CPA letter or bank account statements) to support the liquidity decision. The analysis must provide enough detail/support so that anyone reviewing the file would come to the same conclusion. See Fannie Mae seller guide for additional guidance.
- When required to verify a self-employed borrower's business is solvent in order to use the business income to qualify and the Schedule L on the business tax returns is not completed, additional documentation will be required to support solvency of the business. Documentation may include P&L, balance sheets, business bank statements and business credit report. Specific documentation will be determined at underwriter's discretion.
- Distributions from an investment (non-employment/non-retirement related) account are not an acceptable source of income but dividends earned from those investment accounts and reported on the 1040s are an acceptable source of income.
- Housing or Parsonage Allowance must be received for 12 months and be likely to continue for the next three years.
- See below for requirements to use Future income (Employment Contracts)
- For borrowers with rental income, if a lease agreement is required then the lease agreement must be executed by the landlord and the tenant and all pages of the lease agreement must be included.
- For all subject investment properties and all 2-4 unit primary residences, when rental income is not used to qualify, the gross monthly rental income for each unit must be documented with one of the following:
  - If the property is currently rented: Form 1007, Form 1025, or Current Lease Agreement(s)
  - If the property is not currently rented: an opinion of market rents by the appraiser or borrower to provide the gross monthly rent being charged or to be charged for the property. Monthly rental amounts must be stated separately for each unit. The disclosure from the borrower must be in the form of a written statement from the borrower or an addition to the loan application
- With LPA Approvals:
  - The Borrower must currently own a Primary Residence to use rental income to qualify when purchasing a new rental property in the current calendar year. In such instances, rental income can only offset the principal, interest, taxes and insurance (PITI) and when applicable, mortgage insurance premiums, leasehold

payments, homeowners association dues (excluding unit utility charges) and payments on secondary financing (full monthly payment) of the new rental property.

- If the Borrower's current Primary Residence is being converted to a rental property, rental income can only offset the full monthly payment of that Primary Residence.
- If the rental income exceeds the full monthly payment of the new rental property or the converted Primary Residence, as applicable, the excess rental income cannot be added to the Borrower's gross monthly income to qualify unless the file documentation demonstrates the Borrower has a minimum of one-year investment property management experience.
- Housing Assistance Payments (HAPs), which are often known as Section 8 Homeowner Vouchers, where a portion of the mortgage payment is paid directly to the borrower/lender as a subsidy for the mortgage payment on the subject property is not allowed.
- Section 8 rents where borrower is paid a rent subsidy for other tenants from the government for the property (either for rents on units 2-4 on subject property or on other rental property) is allowed. Must have documentation of new executed leases, or lease addendums to the new owner and to show that the Section 8 income will transfer to the new owner. Additionally there may be no obligation to the servicer to receive the Section 8 funds. Borrowers must follow standard guideline requirements to determine if rents are allowed to be used for qualifying.
- When the borrower has less than a two-year history of receiving income, the underwriter must provide a written analysis to justify the determination that the income used to qualify the borrower is stable.
- If assets were used in any part of a Borrowers Qualifying Income (as allowed by Agency), Underwriter must add a "note" with the following text on the loan approval (not to FastTrac notes) to assist Post-Closing's delivery process "Assets were used in any part of a Borrowers Qualifying Income"
- If the borrower is employed by a relative or a family business, the following documentation must be obtained:
  - Documentation as required by AUS
  - Borrower's signed and completed personal federal income tax returns for the most recent two year period.
  - A 4506-T must be included in the submission package requesting the most recent 2 years tax transcripts and will be processed for comparison between tax transcripts and income documentation. A 4506-T must be signed at application and at closing.
  - Note: Current income reported on the VOE or pay stub may be used if it is consistent with W-2 earnings reported on the tax returns. If the tax returns do not include W-2 earnings or income is substantially lower than the current VOE or pay stub, further investigation is needed to determine whether income is stable.
- Foreign Income: Foreign income (income generated from non-U.S. sources) may be used only if its stability and continuance can be verified, and is supported by a signed 4506 and 2 years U.S. Federal Tax Returns along with the most recent YTD paystub(s) and two years W-2s, or Written Verification of Employment and most recent YTD paystub(s) covering 30 days of income. If the income is paid in a foreign currency the file must contain a printout evidencing the source used for the conversion of the foreign currency into U.S. dollars. The income must also be verified in the same manner as U.S. income sources. For LPA approvals, cannot be self-employed income. For DU approvals, must meet the above requirements and all other self-employed income documentation requirements. Regardless of AUS findings, if foreign income is

	<p>from business income the business tax returns cannot be waived.</p> <ul style="list-style-type: none"> <li>• Income from gambling not allowed. See <a href="#">Agency Portfolio Product</a> or <a href="#">Agency LP Fixed or ARMs</a></li> <li>• Teacher Income: when a borrower is employed as a teacher, the annual salary must be verified. If monthly or weekly base pay is provided, the employer must verify the number of pay periods per year if the payout is not clear or the income must be averaged based on the most recent W-2 over 12 months. Stipends or supplemental income must be documented as regular and continuous. Borrowers with a contract for their first year of employment who have started work but have not received a paystub must provide a copy of contract, written verification of employment, and verbal verification of employment. Borrowers with a contract for their first year of employment with the school district must be on the job prior to closing. For teacher income paid over a less than 12 month period and obtaining financing during the summer months when income is not being received, provide a final year-end paystub from the school, verbal verification of employment, and copy of the contract indicating that the borrower is paid over a the applicable number of month period. Qualify the borrower based on the income received on the final year-end paystub.</li> </ul>
<p><b>FUTURE INCOME/ EMPLOYMENT CONTRACTS/ EMPLOYMENT OFFERS – Fannie Mae</b></p>	<p>Future Income (Employment Contracts or Employee Offers) are eligible when the following requirements are met:</p> <ul style="list-style-type: none"> <li>• Second review/signature by a Corporate Underwriter or Operations/Underwriting Manager of employment contract and associated requirements for use of income is required</li> <li>• Borrowers with employment beginning after the note date are eligible when:</li> <li>• Purchase transaction, principal residence, one-unit property</li> <li>• The borrower is not employed by a family member or by an interested party to the transaction</li> <li>• The borrower is qualified using only fixed based income.</li> <li>• Must obtain and review the borrower’s offer or contract for future employment. The employment offer or contract must (1) clearly identify the employer and the borrower, be signed by the employer, and be accepted and signed by the borrower; (2) clearly identify the terms of employment, including position, type and rate of pay, and start date; and (3) be non-contingent. Note: If conditions of employment exist, the lender must confirm prior to closing that all conditions of employment are satisfied either by verbal verification or written documentation. This confirmation must be noted in the mortgage loan file.</li> <li>• Start date for employment must be within 90 days of note date.</li> <li>• Document, in addition to the amount of reserves required by DU or for the transaction, one of the following: (1) Financial reserves sufficient to cover principal, interest, taxes, insurance, and association dues (PITIA) for the subject property for six months; or (2) Financial reserves or current income sufficient to cover the monthly liabilities included in the debt-to-income ratio, including the PITIA for the subject property, for the number of months between the note date and the employment start date, plus one. For calculation purposes, consider any portion of a month as a full month.</li> <li>• Current income refers to income that is currently being received by the borrower (or co-borrower), may or may not be used for qualifying, and may or may not continue after the borrower starts employment under the offer or contract.</li> <li>• Current income may be used in lieu of or in addition to financial reserves. For this purpose, the lender may use the amount of income the borrower is expected to receive between the note date and the employment start date.</li> <li>• If the current income is not being used for qualifying purposes, it can be documented by the lender using income documentation, such as a paystub, and no verification of</li> </ul>

	<p>employment is required.</p> <ul style="list-style-type: none"> <li>• To use this option, borrowers must have an employment contract or offer that meets the above requirements and additionally:</li> <li>• The Lender is not required to provide a Verbal Verification of Employment (VVOE) in connection with the borrower’s future employment</li> <li>• No gaps in employment allowed for previous 24 months (except for schooling related to employment or designated time off in applicable careers, like teaching)</li> <li>• Increase in salary from prior (current) job to future employment must be in alignment with work or education history</li> <li>• Option only applies to new employment, does not apply for future income increases in current employment</li> <li>• Certification/Confirmation of employment offer from new employer must be completed by lender/PRMG</li> <li>• Employment/Education history must support employment offer</li> <li>• Employment offer may not be from a family member</li> <li>• Employment offer should be from an established company where use of employment contracts is usual and customary</li> <li>• No gifts allowed in transaction</li> <li>• Must meet all Fannie Mae requirements for future income</li> </ul>
<p><b><i>FUTURE INCOME/ EMPLOYMENT CONTRACTS/ EMPLOYMENT OFFERS - Freddie Mac</i></b></p>	<ul style="list-style-type: none"> <li>• Employment and income must meet the following requirements: <ul style="list-style-type: none"> <li>• Income must be from new primary employment or a future salary increase with the current primary employer</li> <li>• Income must be non-fluctuating and salaried (e.g., hourly earnings are not permitted), and</li> <li>• The Borrower's employer must not be a family member or an interested party to the real estate or Mortgage transaction</li> </ul> </li> <li>• To use this option, borrowers must have an employment contract or offer that meets the above requirements and additionally: <ul style="list-style-type: none"> <li>• No gaps in employment allowed for previous 24 months (except for schooling related to employment or designated time off in applicable careers, like teaching)</li> <li>• Increase in salary from prior (current) job to future employment must be in alignment with work or education history</li> </ul> </li> <li>• Certification/Confirmation of employment offer from new employer must be completed by lender/PRMG</li> <li>• Employment/Education history must support employment offer</li> <li>• Employment offer may not be from a family member</li> <li>• Employment offer should be from an established company where use of employment contracts is usual and customary</li> <li>• No gifts allowed in transaction</li> <li>• Start date of the new employment or future income must be no later than 90 days after the Note date and may be on or after the Delivery Date.</li> <li>• Purchase and rate/term refinances only</li> <li>• One-Unit properties only</li> <li>• In addition to funds required to be paid by the Borrower and Borrower reserves, must verify additional funds in the Borrower's depository and/or securities account(s) that equal or exceed the amount of the monthly housing expense and other monthly liabilities, due between the Note Date and the start date of the new employment/future salary increase, plus one additional month. A partial month is counted as one month for the purpose of this calculation.</li> <li>• The amount of the required additional funds may be reduced by the amount of</li> </ul>

	<p>verified gross income that any Borrower on the Mortgage is expected to earn during the period described above, whether or not this income is used to qualify for the Mortgage or is expected to continue after the start date of the new employment/future salary increase.</p> <ul style="list-style-type: none"> <li>• The following documentation is required: <ul style="list-style-type: none"> <li>• Copy of the employment offer letter, employment contract or other evidence of the future salary increase from the current employer that: <ul style="list-style-type: none"> <li>• Is fully executed and accepted by the Borrower</li> <li>• Is non-contingent or provide documentation, such as a letter or e-mails from the employer verifying all contingencies have been cleared, and</li> <li>• Includes the terms of employment, including employment start date and annual income based on non-fluctuating earnings</li> </ul> </li> <li>• For a future salary increase provided by the Borrower's current employer, the above documentation must indicate that the increase is fully approved and is explicitly granted to the Borrower</li> <li>• A 10-day pre-closing verification (PCV) verifying the terms of the employment offer letter, contract or future salary increase have not changed</li> <li>• Documentation of additional funds, as required above</li> </ul> </li> <li>• Must meet all Freddie Mac Option 1 requirements for future income (Option 2 not allowed)</li> </ul>
<b>HOMEBUYER EDUCATION</b>	<ul style="list-style-type: none"> <li>• <a href="#">See Fannie Mae 97% Financing Requirements Section</a></li> <li>• <a href="#">See Freddie Mac HomeOne (97% Financing) Requirements Section</a></li> </ul>
<b>CREDIT</b>	<ul style="list-style-type: none"> <li>• Use underwriting guidelines as per AUS recommendation. Must also comply with requirements listed in <a href="#">Credit Reestablishment Periods for Agency Loans</a> which provides information regarding derogatory credit seasoning, including bankruptcy, deed-in lieu of foreclosure, short sales, foreclosures and loan modifications.</li> <li>• Borrowers who are on title only to a property (not on the note) that has a major derogatory credit event (i.e. foreclosure) are not subject to seasoning on that event</li> <li>• The use of a U.S. address to obtain a credit report for a borrower who resides in another country is not permitted.</li> <li>• If the borrower's credit report contains a FACTA credit alert, the completed Fraud Alert Confirmation form must be in the file (available via Resource Center).</li> <li>• All borrowers must have a qualifying credit score from at least 1 national repository.</li> <li>• Borrower must have sufficient credit experience, as determined by underwriter review, to ensure scores are reflective of borrower's credit history</li> <li>• Use of credit repair vendors designed to help a borrower falsely repair their credit profile by intentionally manipulating data to improve their credit score for purposes of loan eligibility, pricing improvement, and/or creditworthiness is prohibited. Legitimate scenarios when corrections to a borrower's credit profile are required (e.g., public records information does not belong to the borrower) are acceptable. Corrections to the borrower's credit profile should be made at the credit repository level to ensure the credit score is representative of a borrower's true creditworthiness.</li> <li>• MERS search must be run on borrower</li> <li>• Credit documentation must not be more than 120 days old from the note date</li> <li>• Payment histories on all mortgage tradelines, regardless of occupancy, including first and second mortgage liens, home equity lines of credit, land without improvements, mobile homes, and manufactured homes are considered mortgage credit, even if reported as an installment loan.</li> <li>• For disputed accounts with DU approval: follow AUS results.</li> <li>• For disputed accounts with LPA approval: Unless a specific disputed message is</li> </ul>

received in the finding (i.e., incomplete 21/multiple disputes or similar) the disputed accounts can be disregarded. However, supporting documentation and a written explanation from the borrower must be provided for Underwriter consideration. If there is a disputed message in the findings (i.e., incomplete 21/multiple disputes or similar) that indicates action must be taken on the accounts, unless other specific guidance is given within the LPA findings, the borrower must have the disputes removed at the bureau level, then re-pull credit, and run through LPA without the disputes.

- In addition to other listed requirements regarding disputed accounts, if a disputed account is a borrower's verified previously delinquent mortgage trade line, which may affect the credit decision of the AUS, information regarding the dispute must be obtained. The underwriter must verify that the AUS is considering the previously delinquent mortgage in the credit decision. If it is unclear if the previously delinquent mortgage is being considered (and based on underwriter discretion, the delinquent mortgage may impact the credit score/AUS decision), the dispute should be removed at the bureau level, credit report re-run to reflect accurate credit message without dispute, and the AUS re-run to include account in the AUS decision. For instance, a zero balance where the last activity is more than 3 years prior to the credit report date may be determined by the underwriter to not require the dispute to be removed.
- Borrowers with a housing payment history, including mortgage and/or rental payment history, showing excessive delinquencies (60 day or greater late in the past 12 months) are not eligible.
- Existing mortgages must be current.
- The credit report for the mortgage history must be updated to include the payment made for the most recent month due.
- If a borrower has purchased or refinanced their current primary residence in the last 12 months and is retaining the residence they are not eligible for a purchase transaction on a new primary residence without Operations Management or Corporate Underwriting review and approval of the circumstances unless the existing lender has agreed to allow the borrower to purchase a new primary residence.
- If subject or non-subject property is a restructured (modified) mortgage loan (in which the terms of the original transaction had been changed, resulting in the forgiveness or restructure of debt through a modification or origination of a new loan), borrower is eligible with no additional seasoning requirements.
- All private non-construction mortgages require cancelled checks or proof of payment for 12 months or for the number of months the mortgage has been open if less than 12 months
- Judgments, garnishments and liens must be paid off at or prior to closing. Documentation of the satisfaction of these liabilities, along with verification of funds sufficient to satisfy these obligations, must also be obtained
- If a judgment or tax lien is being paid off and AUS/Agency Guidelines are requiring proof of satisfaction or if it is paid off prior to closing, evidence the judgment is satisfied or the tax lien has been released is required. If the AUS/Agency Guidelines will allow a judgment or tax lien to be paid off with the transaction all AUS/Agency Guidelines must be met (i.e., must be paid through the transaction and funds must be verified and documented).
- For past-due collection and charge-off accounts, always comply with AUS requirements. Additionally, accounts that are reported as past-due (not reported as collection accounts) must be brought current. If any lien threatens the first trust deed position it must be satisfied.
- See "[Credit Reestablishment Periods for Agency Loans](#)" for additional information



	<p>(can be found in the Product Profiles in FastTrac.).</p> <ul style="list-style-type: none"> <li>• PRMG does not allow use of extenuating circumstances in the credit decision for reduced seasoning or satisfactory credit requirements.</li> </ul>
<b>LDP/GSA REQUIREMENT</b>	<ul style="list-style-type: none"> <li>• All parties involved with and who handle the loan file (see instructions in the Resource Center for additional information) must be checked against HUD’s Limited Denial of Participation (LDP) list at <a href="https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp">https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp</a> and the General Services Administration’s (GSA) Excluded Party List at <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a></li> <li>• Any entity noted on either of the LDP and GSA lists must be removed from the transaction or will cause the loan to be ineligible.</li> <li>• The parties to verify include, but are not limited to, Buyers (including AKAs on the credit report), Sellers, Loan Officer, Buyers Agent, Sellers Agent, Escrow Officer, Title Officer, Appraiser, Processor, and Underwriter.</li> </ul>
<b>RATIOS</b>	<ul style="list-style-type: none"> <li>• See LTV Grid.</li> <li>• Blended ratios are acceptable with LPA Approval or with DU. Blended ratios are when the income of the borrower(s) and non-occupant co-borrower(s) are pooled together, as are the monthly debt obligations and then the income to debt ratios are calculated. Please note the following: <ul style="list-style-type: none"> <li>• Must enter “LP Used” in Loan Program Comments section of Investor Overlay Screen in FT360 when using blended ratios and LPA</li> </ul> </li> </ul>
<b>QUALIFYING</b>	<ul style="list-style-type: none"> <li>• Qualify at note rate.</li> <li>• To calculate DTI for loans with subordinate HELOCS (for all properties): If there is a balance, use the payment that is reflected on the credit report. If not shown on the credit report, payments on a HELOC with an outstanding balance may be calculated at the greater of \$10.00 or 5% of the outstanding balance or payment reflected on the borrower’s billing statement. If there is no balance, a payment does not need to be included. If the subject property will have a HELOC that will have a draw taken with the transaction, obtain a copy of the note or other documentation to determine what the payment will be at close and use that for qualifying.</li> <li>• Paying off revolving debt to qualify is allowed. The debt includes any revolving debt (including American Express) that is being paid off and not included in the ratios. Account must be paid in full prior to or at closing and documentation must be provided evidencing repayment. Source of funds must be documented (proceeds on a cash out transaction are acceptable.) Accounts are not required to be closed.</li> <li>• Installment debt may be paid down to qualify, but overall use of credit and credit history must be closely evaluated.</li> <li>• Installment debt with less than 10 months remaining does not need to be included in ratios unless the payment may affect the borrower’s ability to meet their credit obligations after closing, with additional consideration if the borrower has limited or no cash after closing. (Lease payments are not considered installment debt and must be included in the ratios.)</li> <li>• Lease payments must be included in the ratios regardless of the number of months remaining on the lease. This is because the expiration of a lease agreement for rental housing or an automobile typically leads to either a new lease agreement, the buyout of the existing lease, or the purchase of a new vehicle or house. In general, you cannot pay off the lease to qualify and the payment must be included in the ratios. However, an auto lease payment can be omitted from the ratios if it has been paid and closed and there is evidence of the borrower has another vehicle (evidence and documentation to show this must be in the loan file and if the borrower still has the vehicle in their possession the lease is not considered closed and the payment</li> </ul>

cannot be excluded).

- For DU loans: Deferred Loans: Loans deferred or in forbearance are always included in the loan qualification. If the credit report does not indicate the monthly amount that will be payable at the end of the deferment period, copies of the borrower's payment letters or forbearance must be obtained to determine the monthly payment used for loan qualification. See below for student loans.
- For LPA Loans: For installment loans other than a student loan, if it is not reported on the credit report or is listed as deferred or in forbearance, obtain documentation verifying the monthly payment amount.
- For LPA loans with student loans in repayment, deferment or forbearance, if the monthly payment amount is greater than zero, use the monthly payment amount reported on the credit report or other file documentation, or, if the monthly payment amount reported on the credit report is zero, use 0.5% of the outstanding balance, as reported on the credit report
- For loans using LPA approvals, alimony payments with more than 10 payments remaining must be deducted from the borrower's gross monthly income instead of being treated as a debt. Child support must still be treated a debt when calculating the monthly DTI ratio.
- For DU loans: For all student loans, whether deferred, in forbearance, or in repayment (not deferred), the lender must include a monthly payment in the borrower's recurring monthly debt obligation when qualifying the borrower. If a monthly student loan payment is provided on the credit report, the lender may use that amount for qualifying purposes. If the credit report does not reflect the correct monthly payment, the lender may use the monthly payment that is on the student loan documentation (the most recent student loan statement) to qualify the borrower. If the credit report does not provide a monthly payment for the student loan, or if the credit report shows \$0 as the monthly payment, the lender must determine the qualifying monthly payment using one of the following options: (1) If the borrower is on an income-driven payment plan, the lender may obtain student loan documentation to verify the actual monthly payment is \$0. The lender may then qualify the borrower with a \$0 payment. (2) For deferred loans or loans in forbearance, the lender may calculate (a) a payment equal to 1% of the outstanding student loan balance (even if this amount is lower than the actual fully amortizing payment), or (b) a fully amortizing payment using the documented loan repayment terms.
- If a credit report shows an asterisk next to the payment, it can be an indication that the payment listed is not the required monthly minimum payment amount, and as such will require supplemental documentation to support a payment of less than 5%. If supporting documentation is not able to be provided, use 5% of the outstanding balance as the borrower's recurring monthly debt obligation
- For non-HELOC loans, when qualifying a borrower that has a non-subject negative amortization or interest only loan, use the fully amortized payment (for the option to use the payment on the credit report, see [Agency Portfolio Product](#))
- For any additional properties, obtain a recent payment coupon or other documentation to ensure the loan is qualified using the full PITIA.
- When the current housing payment is required for qualifying (for instance, renting primary and the subject is Second/NOO) and is not reported on the credit report, provide third party verification of payment amount to verify the housing expense on the borrower's principal residence. If living rent free, a rent free letter from landlord or person obligated on lease required.
- If the borrower is on a payment plan with the IRS for prior tax years, the underwriter must condition for proof the money owed has been paid in full or verify the

borrower has been in a payment plan that has been paid on time for at least 6 months (or less, but at least one payment must be made, based on underwriter's discretion) and count the debt in the DTI. There is no requirement for a record of account or other documentation to reflect tax payment status. For the current tax year (most recent tax filing), if the 1040s or other documentation shows the borrower has outstanding tax debt for the current tax year, evidence of payment of the taxes due (or evidence borrower is on a payment plan with at least one month payment required to have been made in lieu of full payment as long as the borrower qualifies with the payment in the ratios) is required. If the check to the IRS has not yet cancelled, the file must reflect the borrower's ability to pay (borrower must have enough assets after backing out funds used for transaction and reserves). For Amended Tax Returns, see the applicable guidance in the Product Profile for further requirements.

- Tax liens must be paid off prior to, or at closing, regardless of if the borrower has a satisfactory payment plan and the government will allow subordination of the lien.
- At minimum, an interest only payment must be included in the debt ratio for borrowers with a single payment Note. A single payment Note is one in which the loan, including principal and interest, is due in one lump sum payment. A single payment Note would be an unsecured Note which is not tied to the property in any way. Reserves and loan proceeds may not be used to offset payments.
- When commercial properties are reflected on the Schedule E they must be documented/treated the same as a residential property for determining rental income, per agency guidelines. If there is mortgage interest reflected on Schedule E, must determine if borrower is personally obligated on the note and if so, obtain a mortgage rating that meets guidelines for mortgage payment history.
- If loan is a Corporate Relocation, Underwriter must add a "note" on the loan approval (not to FastTrac notes) to assist Post-Closing's delivery process
- If borrower or non-occupant co-borrower will not be occupying the subject property (i.e., borrower on second home or investment property and any non-occupying co-borrower) does not have a current housing expense, because they state they live rent free on the 1003, proof they live rent free must be provided. Acceptable documentation would include, but is not limited to, an LOE from the owner/landlord of the residence where they currently live.
- For loans secured by financial assets, evidence the loan is collateralized by the financial asset is required (i.e., 401K statement showing loan) or payment must be included in the ratios.
- For loans using DU Approvals, if a borrower is obligated on a non-mortgage debt—but is not the party who is actually repaying the debt—the lender may exclude the debt from the borrower's recurring monthly obligations. This policy applies whether or not the other party is obligated on the debt, but is not applicable if the other party is an interested party to the subject transaction (such as the seller or realtor). Non-mortgage debts include installment, revolving, lease payments, alimony, child support, and separate maintenance. The lender must obtain the most recent 12 months' cancelled checks (or bank statements) from the other party documenting a 12-month satisfactory payment history. There must be no delinquent payments for that debt in order to exclude it from the borrower's debt-to-income ratio.
- For LPA Approvals, co-signed leases may follow standard contingent liability requirements.
- If borrower is on title (has ownership interest) and is on the note to other properties besides the subject property, follow agency guidelines for co-signed/contingent liabilities/debt paid by others for both the P&I payment as well as the TIA. If the PITIA is excluded because it is paid by another party, the mortgaged property must

	<p>still be included in the borrower's property count, and the property must be included in the reserve calculation for multiple financed properties.</p> <ul style="list-style-type: none"> <li>• For loans using DU: If borrower is just on title, and not obligated on the note for non-subject properties, the TIA does not have to be included in borrower's ratios.</li> <li>• For loans using LPA: if borrower is on title, but not on the note to a non-subject property, he is responsible for the taxes, insurance, association, and they will include it in borrower's DTI ratios.</li> </ul>
<b>PAYMENT SHOCK</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>LANDLORD EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• No minimum landlord history required</li> <li>• See Negative Cash flow for information on qualifying</li> </ul>
<b>NEGATIVE CASH FLOW/ POSITIVE CASH FLOW</b>	<ul style="list-style-type: none"> <li>• Negative Cash Flow from investment properties and from 2-4 unit primary residences must be considered a liability for qualification purposes.</li> <li>• Properties with negative cash flow are closely reviewed to ensure an overall acceptable risk.</li> <li>• Rent loss coverage is not required</li> <li>• Follow agency requirements for rental income calculations, the below is provided for reference. <ul style="list-style-type: none"> <li>• For LPA transactions, Follow Freddie Mac for rental income calculations, there are no overlays to Freddie Mac for calculation. The following link is provided by Freddie Mac as a reference for rental income: <a href="http://www.freddiemac.com/learn/pdfs/uw/rental.pdf">http://www.freddiemac.com/learn/pdfs/uw/rental.pdf</a></li> <li>• For DU transactions, if rental income is used to qualify on the subject property, the monthly income (or loss) must be determined with a Single-Family Comparable Rent Schedule (Form 1007) OR - Small Residential Income Property Appraisal Report (Form 1025).</li> <li>• For DU transactions, CASH FLOW for all subject N/O/O properties and O/O 2-4 unit properties is calculated as follows: <ul style="list-style-type: none"> <li>• Purchase Transactions: <ul style="list-style-type: none"> <li>• Form 1007 or Form 1025, as applicable, and copies of the current lease agreement(s). If the property is not currently rented, lease agreements are not required. Lenders may use market rent supported by Form 1007 or Form 1025, as applicable.</li> </ul> </li> <li>• Refinance Transactions: <ul style="list-style-type: none"> <li>• For properties with a history of receiving rental income, Form 1007 or Form 1025, as applicable, and either (1) the borrower's most recent year of signed federal income tax returns, including Schedule E, or (2) copies of the current lease agreement(s) if the borrower can document a qualifying exception as allowed by Fannie Mae's seller guide.</li> <li>• For properties with no history of receiving rental income, Form 1007 or Form 1025, as applicable, and copies of the current lease agreement(s).</li> </ul> </li> <li>• Positive Net Rental Income may be used as "Gross Monthly Income". Negative Net Rental Income must be included in Liabilities.</li> </ul> </li> </ul> </li> </ul> <p>For non-subject properties, with DU Approval:</p> <ul style="list-style-type: none"> <li>• With one or more complete tax years: 12-month average from Schedule E and most recent personal tax return (page 1, 2 and Schedule E) evidencing a history of receiving rental income from subject property</li> <li>• Less than one complete tax year (property acquired subsequent to filing the tax returns): 75% of gross rental income and fully executed lease agreement(s)</li> </ul> <p>For non-subject properties, with LPA Approval:</p> <ul style="list-style-type: none"> <li>• Must be shown in the "Schedule of Real Estate Owned" in Section VI of the loan application</li> </ul>

	<ul style="list-style-type: none"> <li>When rental income owned by the borrower in the previous tax year is reported on the borrower's individual federal tax returns, must use Schedule E of the borrower's tax returns to determine the net rental income. Signed leases may be used to determine the net rental income for an investment property not owned during the previous tax year.</li> <li>Additionally, when signed leases may be used to substantiate gross rents, no more than 75% of the gross rental income from the signed leases may be used.</li> <li>The aggregate net rental loss must be considered a liability for qualification purposes.</li> <li>Aggregate net rental income may be counted as stable monthly income, provided the reliability of receipt is clearly supported by the documentation in the file</li> <li>Must meet all of FHLMC requirements including use of FHLMC Form 92</li> <li>For LPA transactions: Refer to FHLMC Chapter 5304 for the treatment of all rental real estate income or loss reported on the IRS form 8825, which reflects all income and expenses for the rental property and the IRS schedule K-1, which reflects the Borrower's proportionate share of the net rental income or loss. The requirements of FHLMC Chapter 5304 are applicable regardless of the Borrower's percentage of ownership interest in the Partnership or S Corporation and regardless of whether the Borrower is personally obligated on the Note.</li> </ul>
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<b>RENTAL INCOME POLICY</b>	For loans using DU approval, with new loan casefiles submitted to DU on or after the weekend of 12/7/19:								
	<ul style="list-style-type: none"> <li>To determine the amount of rental income from the subject property that can be used for qualifying purposes when the borrower is purchasing a two- to four-unit principal residence or one- to four-unit investment property, the lender must consider the following:</li> </ul>								
	<table border="1"> <thead> <tr> <th>If the borrower...</th> <th>Then for qualifying purposes...</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>currently owns a principal residence (or has a current housing expense), and</li> <li>has at least a one-year history of receiving rental income or documented property management experience</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>there is no restriction on the amount of rental income that can be used.</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>currently owns a principal residence (or has a current housing expense), and</li> <li>has less than one-year history of receiving rental income or documented property management experience</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>for a principal residence, rental income in an amount not exceeding the PITIA of the subject property can be added to the borrower's gross income, or</li> <li>for an investment property, rental income can only be used to offset the PITIA of the subject property.</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>does not own a principal residence, and</li> <li>does not have a current housing expense</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>rental income from the subject property cannot be used.</li> </ul> </td> </tr> </tbody> </table>	If the borrower...	Then for qualifying purposes...	<ul style="list-style-type: none"> <li>currently owns a principal residence (or has a current housing expense), and</li> <li>has at least a one-year history of receiving rental income or documented property management experience</li> </ul>	<ul style="list-style-type: none"> <li>there is no restriction on the amount of rental income that can be used.</li> </ul>	<ul style="list-style-type: none"> <li>currently owns a principal residence (or has a current housing expense), and</li> <li>has less than one-year history of receiving rental income or documented property management experience</li> </ul>	<ul style="list-style-type: none"> <li>for a principal residence, rental income in an amount not exceeding the PITIA of the subject property can be added to the borrower's gross income, or</li> <li>for an investment property, rental income can only be used to offset the PITIA of the subject property.</li> </ul>	<ul style="list-style-type: none"> <li>does not own a principal residence, and</li> <li>does not have a current housing expense</li> </ul>	<ul style="list-style-type: none"> <li>rental income from the subject property cannot be used.</li> </ul>
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<b>CASH RESERVES</b>	<ul style="list-style-type: none"> <li>For loans with DU Approval: <ul style="list-style-type: none"> <li>With DU 10.3, All Occupancy Types, Cashout and DTI &gt;45%: 6 Months PITIA</li> <li>O/O: Use underwriting guidelines as per AU</li> <li>For DU: Second Home and N/O/O: DU will calculate reserves for the subject property (which could be up to 6 months for a SH and 6 months for a NOO), in</li> </ul> </li> </ul>
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	<p>addition to the other financed properties which can be determined by applying a specific percentage to the aggregate of the outstanding unpaid principal balance (UPB) for mortgages and HELOCs on these other financed properties. The percentages are based on the number of financed properties:</p> <ul style="list-style-type: none"> <li>• 2% of the aggregate UPB if the borrower has one to four financed properties,</li> <li>• 4% of the aggregate UPB if the borrower has five to six financed properties, or</li> <li>• 6% of the aggregate UPB if the borrower has seven to ten financed properties (DU only)</li> </ul> <ul style="list-style-type: none"> <li>• The aggregate UPB calculation does not include the mortgages and HELOCs that are on (1) the subject property, (2) the borrower's principal residence, (3) properties that are sold or pending sale, and (4) accounts that will be paid by closing (or omitted in DU on the online loan application). If a lender is processing multiple second home or investment property applications simultaneously, the same assets may be used to satisfy the reserve requirements for both mortgage applications. Reserves are not cumulative for multiple applications.</li> </ul> <ul style="list-style-type: none"> <li>• For loans with LPA Approval: <ul style="list-style-type: none"> <li>• O/O: Per LPA</li> <li>• Second Home and N/O/O up to 6 financed properties: Per LPA for the subject property, plus 2 months of the PITIA on each additional second home and/or 1- to 4-unit Investment Property that is financed and on which the Borrower is obligated</li> <li>• Second Home and N/O/O 7-10 financed properties: Per LPA for the subject property, plus 8 months of the PITIA on each additional second home and/or 1- to 4-unit Investment Property that is financed and on which the Borrower is obligated</li> </ul> </li> <li>• Gifts are an allowable source of funds for reserves (Except on NOO)</li> <li>• Cash-out proceeds from the subject refinance transaction as not eligible for reserves</li> </ul>
<p><b>REQUIRED DOWN PAYMENT/ SOURCE OF FUNDS</b></p>	<ul style="list-style-type: none"> <li>• DU Approvals: LTV/CLTV/HCLTV &lt;=80%, primary residence 1-4 units and second homes: a minimum borrower contribution from the borrower's own funds is not required. All funds needed to complete the transaction can come from a gift.</li> <li>• DU Approvals: LTV/CLTV/HCLTV &gt;80% for primary residence 1 unit properties require no minimum borrower contribution required. All funds needed to complete the transaction can come from a gift.</li> <li>• DU Approvals: LTV/CLTV/HCLTV &gt;80% for primary residence 2-4 unit properties or all second homes require there be a 5% minimum overall borrower contribution.</li> <li>• LPA Approvals: LTV/CLTV/HCLTV &lt;=80% primary residence 1-4 units and second homes: a minimum borrower contribution from the borrower's own funds is not required. All funds needed to complete the transaction can come from a gift.</li> <li>• LPA Approvals: LTV/CLTV/HCLTV &gt;80%, Primary Residence 1-4 units: a minimum borrower contribution from the borrower's own funds is not required as long as the gift is from an acceptable gift donor (called a Related Person by FHLMC).</li> <li>• LPA Approvals: LTV/CLTV/HCLTV &gt;80%, Second Homes: require 5% minimum down must be from the borrower's own resources</li> <li>• LPA and DU Approvals: All LTVs for non-owner occupied properties require the entire down payment must be from the borrower's own funds (no gifts)</li> <li>• Access letter is <u>not</u> required for any accounts where a non-borrowing party is on the account (including a non-borrowing spouse)</li> <li>• On non-owner occupied transactions, provided a joint account with a non-borrowing party is an established account and the borrower has unrestricted access, the funds in the account can be used for the transaction even if the joint account owner is not</li> </ul>

on the loan (the funds will not be considered a gift.) However, any large deposits must be sourced to the borrower.

- Custodial accounts are not an acceptable asset type
- The following are required to document the sale of personal assets for funds to close: the borrower's ownership of the asset, the value of the asset, as determined by an independent and reputable source, the transfer of ownership of the asset, as documented by either a bill of sale or a statement from the purchaser, the borrower's receipt of the sale proceeds from documents such as deposit slips, bank statements, or copies of the purchaser's canceled check. Depending on the significance of the funds in question, the lender may accept alternatives to this required documentation, particularly when the proceeds of the sale represent a minor percentage of the borrower's overall financial contribution.
- All asset sources used to qualify borrowers must be legal at the local, state, and federal level. Any assets derived from an activity or source that violates Federal, state, or local laws cannot be considered for loan qualification for both self-employed borrowers and wage earners working for a company.
- Cash on hand, including cash deposits that are typical for the borrower's line of work, are not allowed to be used for down payment, closing costs and reserves unless they are sourced or seasoned.
- Cryptocurrency, digital currencies or altcoins (i.e. Bitcoins, Litecoin, Ethereum, etc.) may not be included as financial assets for mortgage qualification purposes and is an ineligible source of funds for down payment, closing costs or reserves unless being converted into U.S. currency. To be used as a source of funds for down payment, closing costs, or reserves, cryptocurrency, digital currencies or altcoins must be converted into U.S. currency and be held within a U.S. Financial Institution and verified prior to underwriting final approval. In addition to the verification of U.S. currency, the borrower(s) must be able to provide acceptable documentation for the source of funds used to initially acquire the cryptocurrency prior to the conversion.
- If the borrower's source of funds are from a country included on the OFAC Sanctioned Countries List that is found in the Resource Center, the funds are not eligible for use in the transaction.
- Any allowable fees paid by credit card (DU or LPA) or unsecured line of credit (LPA only – not allowed on DU), must comply with Agency requirements, including ensuring the borrower has sufficient verified funds to pay these fees and the amount charged for the fee is included in the borrower's DTI, as appropriate.
- For loans with DU approval: Large deposits must be evaluated when bank statements (typically covering the most recent two months) are used. Large deposits are defined as a single deposit that exceeds 50% of the total monthly qualifying income for the loan. For refinances, documentation or explanation for large deposits is not required; however, the underwriter remains responsible for ensuring that any borrowed funds, including any related liability, are considered (if using the funds in a refinance transaction you still must confirm they are from an acceptable source). For purchases, if funds from a large deposit are needed to complete the purchase transaction (that is, are used for the down payment, closing costs, or financial reserves), the underwriter must document that those funds are from an acceptable source. Occasionally, a borrower may not have all of the documentation required to confirm the source of a deposit. In those instances, the underwriter must use reasonable judgment based on the available documentation as well as the borrower's debt-to-income ratio and overall income and credit profile. Examples of acceptable documentation include the borrower's written explanation, proof of ownership of an asset that was sold, or a copy of a wedding invitation to support receipt of gift funds. The underwriter must place in the loan file written



	<p>documentation of the rationale for using the funds. Verified funds must be reduced by the amount (or portion) of the undocumented large deposit (as defined above), and the underwriter must confirm that the remaining funds are sufficient for the down payment, closing costs, and financial reserves. When the underwriter uses a reduced asset amount, net of the unsourced amount of a large deposit, that reduced amount must be used for underwriting purposes. Note: When a deposit has both sourced and unsourced portions, only the unsourced portion must be used to calculate whether or not it must be considered a large deposit. Note: If the source of a large deposit is readily identifiable on the account statement(s), such as a direct deposit from an employer (payroll), the Social Security Administration, or IRS or state income tax refund, or a transfer of funds between verified accounts, and the source of the deposit is printed on the statement, the underwriter does not need to obtain further explanation or documentation. However, if the source of the deposit is printed on the statement, but the underwriter still has questions as to whether the funds may have been borrowed, the underwriter should obtain additional documentation.</p> <ul style="list-style-type: none"> <li>• For LPA Loans: All borrower funds and reserves used in the evaluation of the mortgage must be from eligible sources of funds meeting the requirements of the guidelines. Asset documentation must always meet the requirements as stated in the guidelines. File must be included in the mortgage file. The following requirements apply when evaluating deposits on the borrower's account statements: except as stated below, the underwriter is not required to document the sources of unverified deposits for purchase or refinance transactions. However, when qualifying the borrower, the underwriter must consider any liabilities resulting from all borrowed funds. For purchase transactions, the underwriter must document the source of funds for any single deposit exceeding 50% of the total monthly qualifying income for the mortgage if the deposit is needed to meet the requirements for borrower funds and/or reserves. When a deposit that is covered by for purchase transactions as indicated previously, is not documented and is not needed for borrower funds and/or required reserves, the underwriter must reduce the funds used for qualifying purposes by the amount of the unverified deposit. The underwriter must enter the reduced amount of the asset into Loan Product Advisor. When a single deposit consists of both verified and unverified portions, the underwriter may use just the unverified portion when determining whether the deposit exceeds the 50% requirement in state regarding purchases previously. When the source of funds can be clearly identified from the deposit information on the account statement (e.g., direct payroll deposits) or other documented income or asset source in the Mortgage file (e.g. tax refund amounts appearing on the tax returns in the file), the underwriter is not required to obtain additional documentation. The underwriter must document the source of a deposit of any amount regardless of the transaction type if the underwriter has any indication that the funds are borrowed or are not from an eligible source as described in the guidelines.</li> <li>• Sweat equity and cash on hand not allowed</li> <li>• When using foreign assets, funds must be transferred into a U.S. bank/deposit account prior to closing, proof the transferred funds belonged to borrower(s) prior to transfer and verification of the source for large deposits is required</li> <li>• When using a rent credit for option to purchase, property must be primary residence</li> <li>• When business funds are used, the following requirements must be met: Assets must be related to the business that the Borrower owns that is documented in the loan file and if borrower is not 100% owner, evidence that borrower has access to use the funds is required; Borrower must be at least 25% owner in the business (to be considered self-employed and eligible to use the assets); Verification of funds in the</li> </ul>
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	<p>account is required. (Note: Large deposits that are not in line with business revenue/income stream should be explained and verified.) Regardless of the documentation required for the process type, the underwriter must perform a cash flow analysis based on the tax returns provided, as well as analyzing, at minimum, the most current three month's business bank statements to determine that the withdrawal of funds will not have a detrimental effect on the business. The file must contain the underwriter's written analysis and conclusions and documentation (such as a CPA letter (preferred) or 12 months bank account statements) to support the decision. The cash flow analysis must provide enough detail/support so that anyone reviewing the file would come to the same conclusion.</p> <ul style="list-style-type: none"> <li>• When wiring assets/funds (either gift funds or the borrowers own funds) for closing, like all assets, they must be appropriately and completely documented.</li> <li>• If the wire is for gift funds and does not show the donor's name and account number then a statement/transaction history documenting the outgoing wire would be needed. The statement/transaction history would need to contain the account owner's information.</li> <li>• Funds that are brought to closing (i.e., cashier's checks or wire) by the borrower must be verified as belonging to the borrower. The required funds from the borrower do not have to be from an institution that was sourced in the loan file, as long as the borrower has sufficient funds in the sourced accounts to cover the amount of funds brought to closing. If the funds are not able to be confirmed as belonging to the borrower, the funds would be ineligible. This guidance is only in regards to borrower funds, <u>not</u> gift funds.</li> </ul>
<p><b>1031 TAX DEFERRED EXCHANGE</b></p>	<ul style="list-style-type: none"> <li>• Allowed if the following requirements are met.</li> <li>• Section 1031 of the Internal Revenue Code allows investors to defer payment of state and federal capital gain taxes by exchanging investment property rather than selling investment property. This code section provides a strategy for the deferral of capital gains taxes, which in turn provides a property owner with substantially more proceeds to reinvest in a replacement property.</li> <li>• A tax deferred exchange, therefore, is the process of rolling over funds from one investment property into another, without having access to those funds. In a taxable sale, the property owner is taxed on any gain realized by the sale of the property. In an exchange; however, the tax is deferred. This section of the IRS code does not apply to primary residences.</li> <li>• Statement of borrower's equity, calculated as the lower of: (1) Sales price from the sales contract or (2) Gross trade value from the sales contract less the sum of the transfer fees and all lien balances on the currently owned property, and transfer fees on the new property or (3) Appraised value of the borrower's currently owned property plus any new transfer fees on the new property.</li> <li>• 1031 exchanges to be used towards down payment for investment property purchases only with the following restrictions: <ul style="list-style-type: none"> <li>• Reverse exchanges are not allowed because the borrower is not in title to the property at the time of closing.</li> <li>• No Seller provided subordinate financing.</li> <li>• The 1031 Exchange cannot be an exchange of a partnership or limited liability corporation interest;</li> <li>• The purchaser of the subject property must be eligible for use of the 1031 funds in compliance with IRS requirements.</li> <li>• The Loan closing must be handled by a qualified intermediary. A qualified intermediary is an entity (usually a subsidiary of a title company) who enters into a written agreement with the taxpayer. The qualified intermediary cannot be an agent, attorney, accountant, investment banker or broker. This Exchange</li> </ul> </li> </ul>

	<p>Agreement requires the qualified intermediary to acquire and transfer the relinquished property and to acquire and transfer the replacement property. The relinquished property is the property "sold" and the replacement property is the property "acquired".</p> <ul style="list-style-type: none"> <li>• The following documentation is required for both properties in simultaneous closings: Sales contract or escrow instructions, Appraisal, Preliminary title report, Exchange agreement identifying the holder of funds, buyer and seller, expiration date, agreed upon value, closing date, closing costs, conditions of transfer and repairs, if required.</li> <li>• All of the following documentation is required for 1031 Exchange transactions occurring prior to the purchase of the new property: Closing Disclosure for both properties, Exchange agreement, Sales contract or escrow instructions for both properties, Verification of funds from the Exchange holder, as well as copies of all closing documents and Purchase Agreement on the relinquished property must be obtained, Settlement Statement, Title Transfer, Both Purchase Agreements (relinquished and replacement properties) must contain appropriate language to identify the 1031 exchange. An example of satisfactory language is: <ul style="list-style-type: none"> <li>• Phase I (Sale): "Buyer is aware that Seller is to perform a 1031 Tax Deferred Exchange. Seller requests Buyer's cooperation in such an exchange and agrees to hold Buyer harmless from any and all claims, liabilities, costs or delays in time resulting from such an exchange. Buyer agrees to an assignment of this contract by the Seller."</li> <li>• Phase II (Buy): "Seller is aware that Buyer is to perform a 1031 Tax Deferred Exchange. Buyer requests Seller's cooperation in such an exchange and agrees to hold Seller harmless from any and all claims, liabilities, costs or delays in time resulting from such an exchange. Seller agrees to an assignment of this contract by the Buyer."</li> </ul> </li> <li>• If the transaction does not meet the requirements for a 1031 exchange (for instance is being done as a seller accommodation), it is not eligible under a 1031 exchange and must use normal financing</li> <li>• Down Payment: Equity from exchange can be used for all or part of the down payment</li> <li>• Reserves: Proceeds from a 1031 tax deferred exchange are not an eligible source of funds for cash reserves.</li> <li>• Information from the IRS on 1031 exchanges can be found at the following link: <a href="https://www.irs.gov/uac/like-kind-exchanges-under-irc-code-section-1031">https://www.irs.gov/uac/like-kind-exchanges-under-irc-code-section-1031</a></li> </ul>
<p><b>GIFT FUNDS</b></p>	<ul style="list-style-type: none"> <li>• Donor may be a relative, defined as the borrower's spouse, child, or other dependent, or by any other individual who is related to the borrower by blood, marriage, adoption, or legal guardianship; or a fiancé, fiancée, or domestic partner.</li> <li>• The donor may not be, or have any affiliation with, the builder, the developer, the real estate agent, or any other interested party to the transaction</li> <li>• Gift letter required and must include: donor's name and relationship to borrower, donor's mailing address and telephone number, identify the transaction (property address, borrower's name), state the amount of the gift, specifically state that the funds are a gift and it does not need to be repaid, and letter must be signed by the donor.</li> <li>• The transfer of the gift funds to the borrower must be documented in one of the following ways: <ul style="list-style-type: none"> <li>• Copy of the donor's cancelled check and the borrower's deposit receipt or bank statement; or</li> <li>• Copy of the donor's withdrawal slip and the borrower's deposit receipt or bank statement.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• If the transferred occurred with certified funds, a letter from the bank that issued the certified check must be provided stating that the funds came from the donors account and the borrower's deposit receipt or bank statement</li> <li>• Verification of a wire transfer from donor's account into borrower's account</li> <li>• If the funds have not been transferred prior to settlement, documentation must be provided that shows that the donor gave the closing agent the gift funds in the form of a certified check, a cashier's check, other official check or wire, and must be evidenced on the Closing Disclosure.</li> <li>• For any wire transfer of gift funds, a copy of the wire confirmation form also needs to be included and the depository institution where the wire came from must be identified, as well as donor information (name, account number, etc.) The information must match the institution, gift amount and additional information on the gift letter.</li> <li>• Not permitted on N/O/O</li> <li>• Acceptable after a minimum down payment has been made by the borrower from their own resources. Gift funds may not be used for meeting down payment requirements unless borrower has made minimum down payment as required by the transaction, <b><i>If the LTV/CLTV/HCLTV is &lt;= 80% then the entire down payment can come from a gift.</i></b> See Source of Funds section 100% gift option on LTV/CLTV/HCLTV &gt;80%.</li> <li>• Gifts of equity allowed, see Gifts of Equity section</li> </ul>
<b>GIFTS OF EQUITY</b>	<ul style="list-style-type: none"> <li>• A gift of equity is permitted for purchase of a primary residence and second homes.</li> <li>• Seller agrees to donate a portion of the equity in the subject property in lieu of all or a portion of the down payment. Additional equity in the property not gifted in the transaction can go to the seller. All gift policy criteria must be met.</li> <li>• A 1004, 1025, or 1073 is required for transactions involving a gift of equity, and the appraiser must acknowledge the use of a gift of equity on the appraisal. The subject property sales price must not exceed the market rate as determined by the appraisal. The LTV should be based on the lesser of the purchase price or appraised value. The gift may not be deducted from the sales price before calculating the LTV.</li> <li>• To be eligible as a source of funds for down payment, the following requirements must be met: <ul style="list-style-type: none"> <li>• The gift of equity must be provided by an acceptable donor and</li> <li>• The donor may not be, or may not have any affiliation with, the builder, developer, real estate agent or any other interested party to the transaction; and</li> <li>• Gift letter explaining the type of gift is required; and</li> <li>• For all LTVs equity gifts are only allowed after the required minimum down payment has been made from the borrower's own funds.</li> <li>• The gift of equity must be identified in the Sales Contract; and</li> <li>• The subject property sales price must not exceed the market rate as determined by the appraisal; and</li> <li>• The gift of equity must be shown as a credit on the Closing Disclosure and the dollar amount of the gift must match the amount on the gift letter.</li> </ul> </li> </ul>
<b>CONTRIBUTIONS BY AN INTERESTED PARTY</b>	<ul style="list-style-type: none"> <li>• If using some sort of option that provides a lender or realtor credit at closing (i.e., Local Heroes Program or Homes for Heroes Program), a condition (like 3669 or 3721) must be added to the file indicating it is using the program/option, and reflect the amount of the lender or realtor credit on the condition. The credit must also be reflected on CD Page 3 and be within any IPC limits.</li> <li>• Contributions by an interested party may be used for closing costs, prepaids and other financing costs. <ul style="list-style-type: none"> <li>• Primary Residence and Second Home:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• 9% of the lesser of the sales price or appraised value for LTV/CLTV ≤ 75%.</li> <li>• 6% of the lesser of the sales price or appraised value for LTV/CLTV &gt; 75% and ≤ 90%.</li> <li>• 3% of the lesser of the sales price or appraised value for LTV/CLTV &gt; 90%.</li> <li>• Investment Property: <ul style="list-style-type: none"> <li>• 2% of the lesser of the sales price or appraised value for all LTV/CLTVs.</li> </ul> </li> <li>• On LPA loans, property seller can pay up to 12 months future HOA dues per Freddie Mac's guidelines. Amount of HOA dues must meet IPC limits.</li> </ul>
<p><b>DOWN PAYMENT ASSISTANCE</b></p>	<ul style="list-style-type: none"> <li>• To determine if DPA is approved, send an email to <a href="mailto:DPArequests@prmg.net">DPArequests@prmg.net</a> with the property state, DPA program name, DPA contact name and phone number or review the list posted with the product Profiles in the Resource Center. If it is determined the DPA is not already approved, the DPA can be submitted for approval using the DPA Submission form (found in the Resource Center). Required information must be submitted for approval and a determination regarding the DPA will be made regarding acceptability.</li> <li>• Access the PRMG Eligible DPA list and a link to the synopsis that must be reviewed by the loan officer, processor and underwriter to ensure all requirements for the DPA are met at the following link: <a href="http://www.eprmg.net/ResourceCenter/PoliciesProceduresInformation/PRMG%20PA%20List.pdf">http://www.eprmg.net/ResourceCenter/PoliciesProceduresInformation/PRMG%20PA%20List.pdf</a></li> <li>• The underwriter must verify the DPA used on the loan is the same program that is confirmed in the email/list and that it is eligible with the product and enter the information in FastTrac. Instructions for this can be found at the following link: <a href="http://www.eprmg.net/DPA-Training.pdf">http://www.eprmg.net/DPA-Training.pdf</a></li> <li>• When using a DPA, loan must comply with max LTV/CLTV and all borrower minimum contributions (DPA cannot be used to meet borrower minimum contributions.)</li> <li>• Additionally, the following are requirements of the program and if any evidence appears that it cannot be met, it will no longer be eligible. <ul style="list-style-type: none"> <li>• The DPA, UCAP or HAP must meet the applicable Fannie Mae or Freddie Mac requirements</li> <li>• The first Mortgage is not subject to any terms or conditions of a bond program; and</li> <li>• The DPA, UCAP or HAP does not restrict the transfer of servicing rights of the first Mortgage. In addition, it may not require prior notification or approval from the sponsoring authority in the event of the transfer of the first Mortgage's servicing rights.</li> </ul> </li> </ul>
<p><b>GOOD NEIGHBOR NEXT DOOR (GNND) SALES PROGRAM</b></p>	<ul style="list-style-type: none"> <li>• Borrowers in selected professions are eligible to purchase designated HUD owned properties, in revitalization/exception-criteria areas, at up to 50% off the sales price, as specified by HUD. The following borrowers are eligible for the Good Neighbor Next Door Sales Program: <ul style="list-style-type: none"> <li>• Law Enforcement Officers</li> <li>• Firefighters</li> <li>• Emergency Medical Technicians (EMTs)</li> <li>• Private and Public School Teachers</li> </ul> </li> <li>• Must enter GNND DPA in Loan Program Comments section of Investor Overlay Screen in FT360</li> <li>• 15 and 30 year fixed rate terms only.</li> <li>• Max CLTV per published guidelines applies</li> <li>• Owner Occupied 1 unit SFRs, PUDs, Modular Homes and Condos are eligible for this program.</li> <li>• Full sales price and appraised value should be entered in FastTrac</li> </ul>

	<ul style="list-style-type: none"> <li>• The discounted amount should be entered as Secondary Financing and is considered a DPA</li> <li>• Borrowers must agree to occupy the property as a primary residence for three years without interruption.</li> <li>• HUD requires borrower sign a Second Mortgage and Note on the discounted amount (which could be up to 50% of the sales price). No interest or payments are required on this "silent second" mortgage if the borrower lives in the home for the entire 36 month occupancy period. Borrower may be required to pay a pro-rata portion of the discount to HUD should the borrower fail to fulfill the three year occupancy requirement.</li> <li>• Borrower may not own any other residential real property at the time the borrower submits the offer to purchase a home and for one year previous to that date.</li> <li>• The participant must certify he or she is living in the GNND home as a sole residence at the time of purchase and each year after that. HUD can conduct spot checks to make sure the GNND home is his or her sole residence at any time during the 3-year period. HUD may foreclose this mortgage if the borrower does not comply with the 36-month occupancy requirement.</li> <li>• The following additional documentation is required: <ul style="list-style-type: none"> <li>• Certificate of Law Enforcement Officer, Teacher, Firefighter or EMT (HUD-9458-A): <a href="http://www.eprmg.net/HUD-9548-A.pdf">http://www.eprmg.net/HUD-9548-A.pdf</a></li> <li>• Land Use Restrictions Addendum (HUD-9548-B): <a href="http://www.eprmg.net/HUD-9548-B.pdf">http://www.eprmg.net/HUD-9548-B.pdf</a></li> <li>• Assignment of Sales Contract (HUD-9548-C): <a href="http://www.eprmg.net/HUD-9548-C.pdf">http://www.eprmg.net/HUD-9548-C.pdf</a></li> </ul> </li> <li>• For more information, and to view eligible listings, visit the following website: <a href="http://www.hud.gov/offices/hsg/sfh/reo/goodn/gnndabot.cfm">http://www.hud.gov/offices/hsg/sfh/reo/goodn/gnndabot.cfm</a></li> </ul>
<p><b>MORTGAGE CREDIT CERTIFICATES (MCC)</b></p>	<ul style="list-style-type: none"> <li>• Mortgage Credit Certificates (MCC) are payment subsidies issued by a government entity to qualifying homebuyers. It may be in the form of direct payments or tax rebates/credits.</li> <li>• The MCC cannot restrict the transfer of ownership or servicing rights of the first Mortgage. In addition, it may not require prior notification or approval from the sponsoring authority in the event of the transfer of the first Mortgage's servicing rights.</li> <li>• When qualifying the borrower and calculating the borrower's debt-to-income ratio, treat the maximum possible MCC income as an addition to the borrower's income, rather than as a reduction to the amount of the borrower's mortgage payment. Use the following calculation when determining the available income: [(Mortgage Amount) x (Note Rate) x (MCC %)] ÷ 12 = Amount added to borrower's monthly income.</li> <li>• If the borrower obtaining the MCC needs the monthly subsidy to qualify, then the loan file must contain all of the following: <ul style="list-style-type: none"> <li>• Copy of the Mortgage Credit Certificate (A Commitment in lieu of the Certificate will not satisfy this requirement), Copy of the W-4 and worksheet (must include calculations and adjustments to income), MCC Worksheet</li> </ul> </li> <li>• PRMG is responsible for compliance with all requirements of the issuing authority and must verify PRMG is approved to participate as a lender in the program.</li> <li>• On wholesale transactions, broker to verify that PRMG is approved with the issuing MCC and that no specific training is required by the lender. Additionally, broker must provide evidence (i.e., email from authority or excerpt from MCC guidelines) that the MCC authority will allow wholesale originations. If PRMG needs to be approved</li> </ul>

	<p>(provided additional training is not required), broker can provide information to Account Executive who can request the application be submitted to the MCC by PRMG for approval. Broker is responsible for obtaining any paperwork, etc. from the MCC. On retail transactions, Loan Officer to verify that PRMG is approved with the issuing MCC and if specific training is required by the lender, the Loan Officer must complete the training. If any training is required by other staff (besides the loan officer) it must be approved by management. If PRMG needs to be approved by issuing MCC, Loan Officer can request application be submitted by PRMG for approval. Loan Officer is responsible for obtaining any paperwork, etc. from the MCC.</p> <ul style="list-style-type: none"> <li>• Must complete the MCC screen in FastTrac and review the below document.</li> <li>• Additional information about Mortgage Credit Certificates can be found here:</li> <li>• <a href="http://www.eprmg.net/MortgageCreditCertificates.pdf">http://www.eprmg.net/MortgageCreditCertificates.pdf</a></li> </ul>
<p><b>SUBORDINATE FINANCING</b></p>	<ul style="list-style-type: none"> <li>• Secondary financing must meet FNMA/FHLMC standard secondary financing guidelines. <ul style="list-style-type: none"> <li>• Subordinate financing must not have negative amortization, no wrap around terms, no balloon of less than five years, no maturity of less than five years unless it is fully amortizing, no financing of judgments or tax liens.</li> <li>• A copy of the note must be obtained for subordinating HELOC mortgages</li> <li>• All subordinate financing must provide documentation to show the subordinate financing repayment terms by providing a copy of mortgage deed of trust, note, and proof of the current monthly payment (i.e., current statement). For existing subordinate financing, the subordination agreement is also required. For new subordinate financing, must provide instructions to closing to ensure any subordinate financing records after/behind first lien.</li> <li>• The following documentation from the subordinate financing is required on LPA loans with subordinate financing: <ul style="list-style-type: none"> <li>• Final Truth-in-Lending Disclosure Statement</li> <li>• Good Faith Estimate</li> <li>• HUD-1 Settlement Statement, Closing Disclosure or other closing statement</li> <li>• HELOC statement (if applicable)</li> </ul> </li> <li>• For loans combined with a down payment assistance program (i.e. city seconds, etc) the income is limited to a maximum of 100% of the Area Median Income (AMI) as defined by HUD, unless the property is located in a high cost areas where a higher AMI is allowed.</li> <li>• Borrower must contribute the required minimum down payment as described in the Down Payment/Source of Funds section.</li> <li>• All additional guidelines required by the specific second mortgage/down payment assistance program must be met.</li> <li>• Seller carrybacks are allowed with the following requirements: <ul style="list-style-type: none"> <li>• Owner Occupied principal residence properties only.</li> <li>• Borrower must have made a 5% minimum down payment/cash investment.</li> <li>• The maximum CLTV is the lesser of 95% or the published CLTV limits for the product.</li> <li>• Must meet all standard FNMA/FHLMC subordinate financing requirements.</li> <li>• All payments related to secondary financing must be included in the debt ratio.</li> <li>• The lien must be recorded and clearly subordinated.</li> <li>• A copy of the note must be obtained to verify the amount secured against the property.</li> <li>• Regular payments must cover at least the interest at the market rate. If financing provided by the property seller is more than 2% below the current standard rates</li> </ul> </li> </ul> </li> </ul>



	<p>for second mortgages, it must be considered a sales concession and the subordinate financing amount must be deducted from the sale price or appraised value, whichever is lower.</p> <ul style="list-style-type: none"> <li>• The subordinate loan cannot have a maturity date or a balloon or call provision of less than five years from the Note date of the new mortgage, unless the junior lien is fully amortizing</li> <li>• The subordinate loan must permit pre-payment at any time without a penalty.</li> <li>• Scheduled payments under the secondary financing must be due on a regular, monthly basis</li> <li>• Properties that have a Property Assessed Clean Energy (PACE) loan are not eligible (such as the Home Energy Renovation Opportunity (HERO) Program) unless the lien will subordinate via a subordination agreement where the lien is no longer part of the property taxes that can take first lien priority (note, the HERO subordination agreement does not provide for this and is not eligible) and meets all Agency requirements</li> <li>• If using a PRMG Closed End Second product in conjunction with the first trust deed, see PRMG Concurrent (Piggyback) Closed End Second section for more information.</li> </ul>
<b>VALUE FOR LTV/CLTV CALCULATION</b>	<ul style="list-style-type: none"> <li>• See below.</li> <li>• For loans with Fixed/Closed End subordinated financing, CLTV/HCLTV must be calculated using the current unpaid principal balance (UPB).</li> <li>• For loans with HELOC subordinated financing, CLTV/HCLTV must be calculated using the amount designated on the recorded lien (original mortgage/deed of trust or a recorded modification of lien amount.) A statement from the lender agreeing to a reduced line amount is not sufficient unless it is a properly recorded modification agreement. <ul style="list-style-type: none"> <li>• If a HELOC has been permanently modified and the outstanding unpaid principal balance (UPB) is less than the permanently modified HELOC, the modified HELOC amount must be used when calculating the HCLTV.</li> <li>• If the outstanding unpaid principal balance is greater than the permanently modified HELOC, the outstanding unpaid principal balance must be used to calculate the HCLTV.</li> <li>• The loan file must contain evidence that the HELOC has been permanently modified with a copy of the recorded lien (modification agreement).</li> </ul> </li> </ul>
<b>PURCHASE</b>	<ul style="list-style-type: none"> <li>• Use lesser of current appraised value or acquisition cost.</li> </ul>
<b>LIMITED CASH-OUT</b>	<ul style="list-style-type: none"> <li>• Use current appraised value.</li> </ul>
<b>CASH OUT</b>	<ul style="list-style-type: none"> <li>• Use current appraised value.</li> </ul>
<b>MAXIMUM CASH PROCEEDS</b>	<ul style="list-style-type: none"> <li>• Limited to maximum loan amounts.</li> </ul>
<b>PURCHASE</b>	<ul style="list-style-type: none"> <li>• If there is evidence that borrower, a member of the borrower’s family or party who has a clearly defined interest in the borrower (i.e., close family friend) previously owned a home being purchased that was a distressed sale (i.e., short sale) or foreclosure by the borrower or borrower’s family member, the borrower may not purchase the property, regardless of the length of time since the distressed sale/foreclosure or the number of owners between the distressed sale/foreclosure and current owner. Bail outs not allowed.</li> <li>• Non-borrowing parties may be on the purchase contract and title. However, additional scrutiny should be taken if there is no relationship to the borrower, as it may present a red flag as to occupancy.</li> <li>• Purchase contract assignment (assignment of the sales contract) not allowed.</li> <li>• Purchase Transaction Seller Rent Backs of the subject property for owner occupied or second home properties are limited to 60 days, must be reflected on the sales</li> </ul>

	<p>contract and Closing Disclosure, and are not counted towards borrowers minimum investment requirements. For condos, not allowed between borrower and developer.</p> <ul style="list-style-type: none"> <li>• On auction transactions, auction terms must be included as part of the purchase contract provided to the appraiser for review</li> </ul>
<p><b>RATE/TERM REFINANCE</b></p>	<ul style="list-style-type: none"> <li>• For owner occupied primary residence Texas loans, if the property was ever refinanced under Section 50(a)(6) (a cash out refinance) every subsequent refinance is considered a Section 50(a)(6) loan it must be processed under the Agency Texas Home Equity program, unless the following requirements are met to make it a Section 50(f)(2) transaction: <ul style="list-style-type: none"> <li>• Application date is on or after 1/1/18</li> <li>• The refinance will be closed no less than one year from the closing of the previously funded home equity loan;</li> <li>• The loan proceeds do not exceed any existing liens on the property being refinanced plus any costs associated to the refinance (i.e. no cash back to the borrower);</li> <li>• The loan proceeds cannot be used to pay off other debts;</li> <li>• The refinanced loan cannot exceed 80% loan to value;</li> <li>• The lender must provide the borrower with a notice about their rights associated with a home equity or non-home equity loan 12 more days prior to closing.</li> <li>• Note: for HELOC loans where the borrower has taken his/her last advance in under a year, in calculating the seasoning requirements, PRMG will look to the original advance of credit/HELOC Agreement Date</li> </ul> </li> <li>• <b>LIMITED CASH-OUT CAN BE DEFINED AS FOLLOWS:</b></li> <li>• The pay off of the outstanding principal balance of an existing first mortgage;</li> <li>• The pay off of the outstanding principal balance of any existing subordinate mortgage that was used <b>in whole</b> to acquire the subject property;</li> <li>• The financing of closing costs (including prepaid expenses);</li> <li>• For DU loans, cash back to the borrower in an amount no more than the lesser of 2% of the balance of the new refinance mortgage or \$2,000.</li> <li>• For LPA loans, on limited cash out (rate/term) refinances cash back up to the greater of 1% of the Mortgage amount or \$2,000 is permitted.</li> <li>• Refer to Mortgage Insurance section to determine if mortgage insurance is eligible for financing</li> <li>• This means that those refinance mortgages that involve the <b>refinance</b> of subordinate liens that were not used in whole to purchase the subject property (including home improvement, HELOC and second mortgages obtained for the purpose of taking equity out of the property, even if a portion of the subordinate lien was used to purchase the property) will be considered cash-out refinance mortgages. <b>This requirement includes secondary financing seasoned greater than 12 months. Twelve months seasoning does not cure the “cash-out” classification.</b></li> <li>• If refinancing a loan that was a refinance of a 1<sup>st</sup> lien and non-purchase money Second lien, the loan must be seasoned for a minimum of 6 months (disbursement date of existing loan to disbursement date of new loan) old. Otherwise, the loan must be considered a Cash Out refinance</li> <li>• There is no specific loan seasoning requirement for a cash out 1<sup>st</sup> lien being refinanced to a rate and term refinance.</li> <li>• For loans with DU approval: Buyout of a spouse/co-owner may be considered a rate/term if all of the following is met: <ul style="list-style-type: none"> <li>• A transaction that requires one owner to buy out the interest of another owner</li> </ul> </li> </ul>

	<p>(for example, as a result of a divorce settlement or dissolution of a domestic partnership) is considered a limited cash-out refinance if the secured property was jointly owned for at least 12 months preceding the disbursement date of the new mortgage loan.</p> <ul style="list-style-type: none"> <li>• All parties must sign a written agreement (must be “court-blessed” when buyout is part of an arrangement that would happen through the courts, such as a separation, dissolution or divorce and be dated prior to or at the application date) that states the terms of the property transfer and the proposed disposition of the proceeds from the refinance transaction.</li> <li>• Except in the case of recent inheritance of the subject property, documentation must be provided to indicate that the security property was jointly owned by all parties for at least 12 months preceding the disbursement date of the new mortgage loan.</li> <li>• Borrowers who acquire sole ownership of the property may not receive any of the proceeds from the refinancing.</li> <li>• The party buying out the other party’s interest must be able to qualify for the mortgage pursuant to Fannie Mae’s underwriting guidelines.</li> <li>• If the refinance combines the first with a Non-Purchase Money Second, it will be considered a “Cash-Out Transaction”</li> <li>• Must not disregard the payment history before the date of the court assignment (i.e., divorce decree)</li> <li>• Pay-off of PACE loans cannot be included in a rate/term (limited cash out) refinance even if all agency requirements for payoff of that loan are met that will allow the transaction to be a rate/term (limited cash out) refinance when AUS findings returns an Approve/Ineligible. If all agency requirements are not met for a rate/term refinance (including that the PACE lien was originated prior to 7/6/10), then paying off a PACE loan the new transaction must be considered a cash out refinance. See Fannie Mae B5-3.4-01 for additional information. Note, PRMG does not participate in the HomeStyle Energy for Improvements on Existing Properties.</li> <li>• <b>SUBORDINATION OF EXISTING SECONDARY FINANCING:</b></li> <li>• If the existing secondary financing (installment seconds or HELOCS) is subordinated to a new first mortgage and the new first mortgage is originated solely for the purpose and under the guidelines of a Rate/Term refinance (i.e. only paying off the existing first mortgage plus the addition of customary closing costs) then the transaction would be considered a Rate/Term Refinance. However, if ANY of the funds are used to payoff OR pay down the existing secondary financing, the transaction will be considered a cash-out refinance. <b>Twelve months seasoning does not cure the “cash-out”</b></li> </ul>
<p><b>CASH OUT REFINANCE</b></p>	<ul style="list-style-type: none"> <li>• For Fannie Mae Student Loan Cash-Out Refinance Option, please refer to the section below</li> <li>• For owner occupied primary residence Texas loans, if this is a cash out loan, it must be processed under the Agency Texas Home Equity program.</li> <li>• The mortgage amount may include the present first mortgage payoff, subordinate liens, closing costs, and additional cash to the borrower.</li> <li>• Cash to the borrower is unlimited.</li> <li>• When paying off any non-transaction related item (i.e., debts, third party payouts, etc.) that has a balance of \$5,000 or more, paid for by either borrower or seller, to ensure that the total payoffs are accurate, copies of the actual invoices (statements), an updated (current) credit report/refresh or credit supplement reflecting the current balance with a signed amendment (or similar) authorizing disbursement for these account(s) are required. You cannot use the amount listed on the credit report to document the payoff amount.</li> </ul>

	<ul style="list-style-type: none"> <li>• Borrower must have owned the property for a minimum of 6 months (close of purchase/date of settlement to note date – including for inherited properties), unless using delayed financing option below. See <a href="#">Agency Portfolio Product</a> for inherited properties or delayed financing to Fannie Mae’s requirements or seasoning to disbursement date of new loan.</li> <li>• If the property is located in a Declining Market AND the LTV is &gt; 80%, cash out refinances are not allowed.</li> <li>• A co-borrower (occupying or non-occupying) can be added to a cash out transaction for qualifying purposes, subject to underwriter discretion.</li> </ul>
<b>FANNIE MAE STUDENT LOAN CASH OUT REFINANCE OPTION</b>	<ul style="list-style-type: none"> <li>• Allows for the payoff of student loan debt through the refinance transaction with a waiver of the cash-out refinance LLPA if all of the following requirements are met: <ul style="list-style-type: none"> <li>• The loan must show as a cash-out refinance and must have DU approval. DU cannot specifically identify these transactions, but will issue a message when it appears that only subject property liens and student loans are marked paid by closing.</li> <li>• At least one student loan must be paid off with proceeds from the subject transaction with the following criteria: <ul style="list-style-type: none"> <li>• proceeds must be paid directly to the student loan servicer at closing;</li> <li>• at least one borrower must be obligated on the student loan(s) being paid off, and</li> <li>• the student loan must be paid in full - partial payments are not permitted.</li> </ul> </li> <li>• The transaction may also be used to pay off one of the following: <ul style="list-style-type: none"> <li>• an existing first mortgage loan (including an existing HELOC in first-lien position); or</li> <li>• a single-closing construction-to-permanent loan to pay for construction costs to build the home, which may include paying off an existing lot lien.</li> </ul> </li> <li>• Only subordinate liens used to purchase the property may be paid off and included in the new mortgage.</li> <li>• The transaction may be used to finance the payment of closing costs, points, and prepaid items. With the exception of real estate taxes that are more than 60 days delinquent, the borrower can include real estate taxes in the new loan amount as long as an escrow account is established, subject to applicable law or regulation.</li> <li>• The borrower may receive cash back in an amount that is not more than the lesser of 2% of the new refinance loan amount or \$2,000. The lender may also refund the borrower for the overpayment of fees and charges due to federal or state laws or regulations, or apply a principal curtailment</li> <li>• Unless otherwise stated, all other standard cash-out refinance requirements apply.</li> <li>• Must be delivered to Fannie Mae using Special Feature Code (SFC) 003 and SFC 841.</li> <li>• If using this option, use one of the following product codes: <ul style="list-style-type: none"> <li>• Agency FNMA Student Loan 10 Year Fixed</li> <li>• Agency FNMA Student Loan 15 Year Fixed</li> <li>• Agency FNMA Student Loan 20 Year Fixed</li> <li>• Agency FNMA Student Loan 25 Year Fixed</li> <li>• Agency FNMA Student Loan 30 Year Fixed</li> </ul> </li> </ul> </li> </ul>
<b>DELAYED FINANCING</b>	<ul style="list-style-type: none"> <li>• Allowed on this product as long as all the below requirements are met.</li> <li>• See <a href="#">Agency Portfolio Product</a> for delayed financing that follows Fannie Mae requirements directly, or <a href="#">Agency LP Fixed or ARM</a> that follows Freddie Mac requirements directly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must meet the following requirements: <ul style="list-style-type: none"> <li>• Borrowers who purchased the subject property within the past six months (measured from the date of purchase to Note date of new loan) are eligible for a cash-out refinance if all of the following requirements are met:</li> <li>• The original purchase transaction was an arm's length transaction,</li> <li>• The borrower(s) initially purchased the property as one of the following: a natural person, an eligible inter vivos revocable trust, when the borrower is both the individual establishing the trust and the beneficiary of the trust, an eligible land trust when the borrower is the beneficiary of the land trust, or an LLC or partnership in which the borrower(s) have an individual or joint ownership of 100%</li> <li>• The original purchase transaction is documented by the HUD-1 Settlement Statement or Closing Disclosure, which confirms that no mortgage financing was used to obtain the subject property. A recorded trustee's deed (or similar alternative) confirming the amount paid by the grantee to trustee may be substituted for a HUD-1 Settlement Statement/Closing Disclosure if a HUD-1 Settlement Statement/Closing Disclosure was not provided to the purchaser at time of sale. The preliminary title search or report must confirm that there are no existing liens on the subject property.</li> <li>• The source of funds used for the purchase transaction must be documented.</li> <li>• If the source of funds to acquire the subject property was an unsecured loan or HELOC secured by another property, the new Closing Disclosure must reflect that all cash proceeds be used to pay off or pay down, as applicable, the loan used to purchase the property. Any payments on the balance remaining from the original loan must be included in the debt-to-income ratios for the refinance transaction.</li> <li>• Funds received as a gift and used to purchase the property may not be reimbursed with the proceeds.</li> <li>• The new loan amount must not be more than the actual documented amount of the borrower's initial investment in purchasing the property plus the financing of closing costs, prepaid items, and points (subject to the maximum LTV/CLTV/HCLTV ratios for cash-out transactions based on the current appraised value.)</li> <li>• All other cash-out refinance eligibility requirements are met. Cash out pricing is applied.</li> <li>• If the appraised value has increased more than 10%, the underwriter must consider the reason for the increase and may reduce the loan amount or take other action to ensure that the value is supported.</li> <li>• Loan amounts exceeding 80% of the purchase price of the transaction being refinanced are not eligible</li> <li>• Must meet all Agency Delayed Financing requirements</li> </ul> </li> </ul>
<b>SEASONING REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• See below</li> </ul>
<b>RECENTLY DELISTED PROPERTIES</b>	<ul style="list-style-type: none"> <li>• The property must have been removed from the MLS at least 1 day prior to the application date for Rate &amp; Term refinances.</li> <li>• The property must have been removed from the MLS at least 1 day prior to the application date for Cash Out refinances.</li> <li>• Full Appraisal is required for recently listed properties</li> <li>• Evidence of listing cancellation is required.</li> <li>• If a primary residence, borrower must provide written confirmation of the intent to occupy</li> </ul>
<b>TITLE SEASONING/LOAN</b>	<ul style="list-style-type: none"> <li>• For Rate and Term refinances, title must be held in the name of at least one</li> </ul>

<p><b>SEASONING</b></p>	<p>borrower prior to or at the time of disbursement/closing of new loan</p> <ul style="list-style-type: none"> <li>• For loans with LPA approvals, the borrower must have been on title for a minimum of 6 months (close of purchase/date of settlement to note date) on all Cash Out refinance transactions, unless using the Delayed Financing option or the subject property was either inherited or was legally awarded (for example, in the case of divorce, separation or dissolution of a domestic partnership) to at least one of the borrowers. See <a href="#">Agency Portfolio Product</a> for delayed financing per Fannie Mae or seasoning to disbursement date of new loan. For either Rate/Term, or Cash Out transaction, the property may not be in the name of an LLC to meet the seasoning requirement. Seasoning must occur in the name of the borrower or an individual/personal trust in which the borrower is the creator of the trust and trustee. Six month seasoning must occur in the name of the borrower or an individual/personal trust in which the borrower is the creator of the trust and trustee.</li> <li>• For loans with DU approvals, the borrower must have been on title for a minimum of 6 months (close of purchase/date of settlement to note date) on all Cash Out refinance transactions, unless using the Delayed Financing option or the subject property was either inherited or was legally awarded (for example, in the case of divorce, separation or dissolution of a domestic partnership) to at least one of the borrowers. See <a href="#">Agency Portfolio Product</a> for delayed financing per Fannie Mae or seasoning to disbursement date of new loan. Six-month seasoning must occur in the name of the borrower or an individual/personal trust in which the borrower is the creator of the trust and trustee or the six-month ownership seasoning can also be in the name of a limited liability corporation (LLC), as long as the LLC is majority-owned or controlled by the borrower(s) at the time it was held by the LLC (borrower must take title as an individual).</li> <li>• For LPA loans, there must be an acceptable Continuity of Obligation (Freddie Mac calls it “general requirements for all refinance mortgages”). When an existing mortgage will be satisfied as a result of a refinance transaction, there must be an acceptable Continuity of Obligation. An acceptable Continuity of Obligation exists with any of the following situations: <ul style="list-style-type: none"> <li>• At least one borrower is obligated on the new loan who was also a borrower obligated on the loan being refinanced.</li> <li>• The borrower must have been on title and residing in the subject property as a primary residence for at least 12 months and, in addition, must have either paid the mortgage (making timely payments, including any secondary financing) for the last 12 months or can demonstrate a relationship (spouse, child, domestic partner, relative, etc.) with the current obligor.</li> <li>• The borrower recently inherited or was legally awarded the property through a court supervised transfer process (divorce, separation or dissolution of a domestic partnership.)</li> </ul> </li> <li>• For DU loans, Continuity of Obligation no longer applies. DU messaging referencing continuity of obligation may be disregarded until an update is released to remove the requirement.</li> </ul>
<p><b>ANTI-FLIPPING POLICY</b></p>	<ul style="list-style-type: none"> <li>• Guidance for underwriting flips can be found here:</li> <li>• <a href="http://www.eprmg.net/ConfFlips.pdf">http://www.eprmg.net/ConfFlips.pdf</a></li> <li>• The following transactions would not be considered a flip and would not be subject to additional Anti-Flipping Requirements. However, the appraiser must report and analyze a minimum three-year sales history for the subject property AND if the value has increased by 15% or more in one year or 30% in three years from the original sales price the appraiser must analyze and explain the increase if due to a below market sale, such as a property in foreclosure. If the increase was due</li> </ul>

	<p>improvements, the appraiser must analyze and explain.</p> <ul style="list-style-type: none"> <li>• State and Federally chartered financial institutions and government sponsored enterprises (Fannie and Freddie)</li> <li>• Sales by HUD of its real estate owned</li> <li>• Sales of properties acquired through inheritance – Must document seller’s inheritance of the property</li> <li>• Sales of properties acquired by employers or relocation agencies in connection with relocations of employees (Must provide relocation agreement indicating the seller acquired the property as a result of company transfer of the previous owner).</li> </ul> <ul style="list-style-type: none"> <li>• The property Seller must have taken title to the subject property at least 1 day prior to the contract date on the sale of the property to the applicant.</li> <li>• Property flip transactions are assessed by the seller's date of acquisition as the date of settlement on the seller's purchase of that property and the execution of a sales contract to another party.</li> <li>• Any property that is involved in a re-sale that occurred within the last 6 months, must meet the following additional criteria:</li> <li>• PRMG will verify that the property seller on the Purchase Contract is “In Title” and Owner. This can be verified by including a property sales history report, a copy of the deed of conveyance, a copy of the property tax bill, a computer generated print out from the assessor’s website or the title commitment or binder indication legal ownership. For refinances, this would also include a copy of the current mortgage, Deed of Trust, or Contract for Deed. The name of the owner on the title report must match the seller's name on the purchase contract.</li> <li>• If the seller is an entity (LLC, trust, etc.) documentation showing legal registration of the entity such as articles of incorporation with the seal, or a business license.</li> <li>• The borrower(s) can have no affiliation with the entity of any kind.</li> <li>• Since the property seller has not owned the property for 12 months, then a chain of title for the last 12 months is required. Acceptable sources for the chain of title include copies of recorded deeds, tax statements, or a 12-month chain of title on the title commitment.</li> <li>• A transaction where the property has been sold within the last 12 months requires scrutiny to ensure the transaction is legitimate. Some characteristics of fraudulent transactions include but are not limited to foreclosure bailouts, distressed sales, and inflated values due to stated improvements that are unsupported.</li> <li>• The subject transaction cannot include a transfer of personal property or other special arrangement between buyer and seller.</li> <li>• Non-arm’s-length transactions are prohibited. Verification that there is no apparent relationship between the parties to the transaction, either on the current sale or previous sale.</li> <li>• A full appraisal is required</li> <li>• Appraisals must indicate required sales history information.</li> <li>• The appraiser must report and analyze a minimum three-year sales history for the subject property AND if the value has increased by 15% or more in one year or 30% in three years from the original sales price the appraiser must analyze and explain the increase if due to a below market sale, such as a property in foreclosure. If the increase was due improvements, the appraiser must analyze and explain.</li> <li>• If the property value has increased from the prior sale by more than 20%, additional diligence should be used by the underwriter.</li> </ul>
<p><b>CURRENT PROPERTIES PENDING SALE OR</b></p>	<ul style="list-style-type: none"> <li>• <b>For DU and LPA Approvals:</b></li> <li>• When the borrower owns mortgaged real estate, the status of the property</li> </ul>



<p><b>PRIMARY RESIDENCES BEING CONVERTED TO SECOND HOMES OR INVESTMENT PROPERTIES</b></p>	<p>determines how the existing property's PITIA must be considered in qualifying for the new mortgage transaction. If the mortgaged property owned by the borrower is</p> <ul style="list-style-type: none"> <li>• an existing investment property or a current principal residence converting to investment use, the borrower must be qualified in accordance standard Rental Income Requirements (which may include a copy of the lease and other evidence as required by Fannie Mae/Freddie Mac), Reserve Requirements, and Multiple Loans requirements, as well as another other Agency requirements for qualifying. Rental income from the converted property is eligible, as long as the borrower qualifies using standard rental income documentation, requirements and calculations. There is no equity requirement in the converted property in order to use rental income to qualify</li> <li>• an existing second home or a current principal residence converting to a second home, the PITIA of the second home must also be counted as part of the borrower's recurring monthly debt obligations; or</li> <li>• the borrower's current principal residence that is pending sale but will not close (with title transfer to the new owner) prior to the subject transaction, the lender must comply with the below.</li> </ul> <ul style="list-style-type: none"> <li>• If the borrower's current principal residence is pending sale, but the transaction will not close with title transfer to the new owner prior to the subject transaction, and the borrower is purchasing a new principal residence, the current PITIA and the proposed PITIA must be used in qualifying the borrower for the new mortgage loan. However, the current principal residence's PITIA does not have to be used in qualifying the borrower as long as the following documentation is provided: <ul style="list-style-type: none"> <li>• the executed sales contract for the current residence, and</li> <li>• confirmation that any financing contingencies have been cleared.</li> </ul> </li> <li>• See Rental Income section for additional requirements when using rental income from the converted property to qualify.</li> </ul>
<p><b>APPRAISAL</b></p>	<ul style="list-style-type: none"> <li>• Additional appraisal requirements can be found in the PRMG Appraisal Guidelines which is available in the Resource Center or at the following link</li> <li>• <a href="http://www.eprmg.net/ResourceCenter/AppraisalForms/PRMG%20Appraisal%20Guidelines.pdf">http://www.eprmg.net/ResourceCenter/AppraisalForms/PRMG%20Appraisal%20Guidelines.pdf</a></li> <li>• Transferred or Ported appraisals are allowed but must meet all requirements as described in PRMG's Transfer Policy, which is posted in the Appraisal section of the Resource Center or at the following link: <a href="http://www.eprmg.net/ResourceCenter/AppraisalForms/PRMG%20Appraisal%20Transfer%20Policy.pdf">http://www.eprmg.net/ResourceCenter/AppraisalForms/PRMG%20Appraisal%20Transfer%20Policy.pdf</a></li> <li>• Additionally, if using a Transferred or Ported appraisal, "Transferred Appraisal" must be entered in the Loan Program Comments section of Investor Overlay Screen in FT360 and Secondary must be notified of the transferred appraisal if the loan is locked prior to approval.</li> <li>• If the transferred appraisal does not meet the requirements as outlined in the PRMG's Appraisal Guidelines document, the appraisal must be ordered identifying PRMG as the client/lender on the appraisal report.</li> <li>• Residential appraisal reports must be dated no more than 12 months prior to the note date. An Appraisal Update is required on all appraisals dated more than 120 days prior to the note date.</li> <li>• The Update Appraisal Form (1004D) must be used. If the value of the property is less than the original appraised value then a new appraisal will need to be ordered. If the value of the property has not declined, then the loan may process without requiring any additional fieldwork. The appraisal update must occur within the four months that precede the date of the note and mortgage. The original appraiser should complete the appraisal update; however, lenders may use substitute appraisers.</li> </ul>

	<p>When updates are completed by substitute appraisers, the substitute appraiser must review the original appraisal and express an opinion about whether the original appraiser’s opinion of market value was reasonable on the date of the original appraisal report. The lender must note in the file why the original appraiser was not used.</p> <ul style="list-style-type: none"> <li>• Appraisals may be reused from prior transactions as allowed by FNMA/FHLMC, which includes, but not limited to, that it is a limited cash out transaction and the borrower and lender/client are the same on both transactions.</li> <li>• Properties with a condition rating of C5 or C6 in "as is" condition or "subject to repairs" are not acceptable. A quality rating of Q6 is not acceptable.</li> <li>• For all refinances, if the property has been owned less than 12 months and the appraisal shows a substantial increase in value from the purchase price, the appraiser should ensure that the increase in value is valid.</li> <li>• The appraiser must report and analyze a minimum three-year sales history for the subject property AND if the value has increased by 15% or more in one year or 30% in three years from the original sales price the appraiser must analyze and explain the increase if due to a below market sale, such as a property in foreclosure. If the increase was due to improvements, the appraiser must analyze and explain.</li> <li>• Traditional appraisal report completed by a state-licensed or state-certified appraiser required on all loans.</li> <li>• A 2055/1075 appraisal allowed, if DU conditions for it (not allowed with DU Version 9.0 or greater).</li> <li>• A 2075 exterior inspection only is acceptable, if DU conditions for it (not allowed with DU Version 9.0 or greater). The 2075 is not required to be ordered via PRMG’s Appraisal Department. The broker/loan officer may utilize an appraiser of their choice, but must obtain approval of the appraiser from PRMG’s Appraisal Department (<a href="mailto:appraisals@prmg.net">appraisals@prmg.net</a>) to ensure the appraiser is acceptable to PRMG.</li> <li>• Appraisal Waiver (formerly known as a Property Inspection Waiver (PIW) allowed when offered by DU (see section below)</li> <li>• Freddie Mac’s Automated Collateral Evaluation (ACE) allowed when offered by LPA (see section below)</li> <li>• An exterior property inspection is required for properties located in an identified FEMA disaster area if the original appraisal was completed prior to the disaster being declared. For 90 days after the disaster date, a full appraisal will be required. See PRMG Disaster Guidance/Announcements for specific details and full requirements.</li> <li>• If property is in an area declared a disaster by FEMA, and using reduced appraisal documentation (such as a 2055/2075), immediately before or up to 90 days after a disaster, a full appraisal will be required and the appraiser must address any lingering negative impact on value, habitability or marketability of the disaster occurrence.</li> <li>• PRMG reserves the right to require additional appraisal reviews/reports at the underwriter's discretion.</li> <li>• Follow agency requirements in regards to addressing appraisal deficiencies.</li> <li>• When adjustments are made to the appraisal for the year built, whether they are made for the actual age or the effective age of the subject property, the appraiser must provide an explanation for the adjustments and the condition of the property.</li> <li>• If property is legal, non-conforming and a rebuild letter is required (see Appraisal Guidelines for requirements), property must be able to be rebuilt to 100%. If a rebuild letter is not required, property is not required to be rebuilt to 100%, but must meet requirements as described in Appraisal Guidelines (found in the Resource Center).</li> </ul>
<p><b>REVIEW/SECOND APPRAISAL</b></p>	<ul style="list-style-type: none"> <li>• Review appraisals must be completed by a PRMG approved Appraisal Company.</li> <li>• AUS warnings/warning for excessive value (cash-out and limited cash-out refinance)</li> </ul>

	<p>or excessive value with valuation risk (cash-out and limited cash-out refinance) require a desk review</p> <ul style="list-style-type: none"> <li>• AUS warnings for rapid appreciation or rapid appreciation with valuation risk do not require a desk review</li> <li>• When run through Fannie Mae's Collateral Underwriter, any appraisal with a score of 5 must have, at minimum, a desk review performed</li> <li>• If using LP and Freddie Mac's SSR Appraisal Quality Risk returns a score of 5 the loan must have, at minimum, a desk review performed.</li> </ul>
<b>FANNIE MAE'S COLLATERAL UNDERWRITER</b>	<ul style="list-style-type: none"> <li>• For all loans where CU results are returned: <ul style="list-style-type: none"> <li>• CU Findings must be imaged into system</li> <li>• Underwriter must review findings and address any concerns or issues</li> <li>• CU should be used when underwriting the appraisal to take advantage of the analysis tools</li> <li>• Appraisal with a score of 4 or 5 requires underwriter to access the CU system, perform a thorough analysis using the tools within CU and ensure the value is supported.</li> <li>• Appraisal with a score of 5, requires, at minimum, a desk review to support value</li> <li>• A score of 4 may require a desk review at underwriter discretion.</li> </ul> </li> <li>• Fannie Mae's CU site can be accessed at the following link: <ul style="list-style-type: none"> <li>• <a href="https://www.fanniemae.com/singlefamily/collateral-underwriter">https://www.fanniemae.com/singlefamily/collateral-underwriter</a></li> </ul> </li> </ul>
<b>FREDDIE MAC'S LOAN COLLATERAL ADVISOR</b>	<ul style="list-style-type: none"> <li>• Once it becomes available in LCA, the following will apply: <ul style="list-style-type: none"> <li>• For all loans using LPA where Loan Collateral Advisor (LCA) results are returned: <ul style="list-style-type: none"> <li>• LCA Findings must be imaged into system</li> <li>• Underwriter must review findings and address any concerns or issues</li> <li>• LCA should be used when underwriting the appraisal to take advantage of the analysis tools</li> <li>• Appraisal with a score of 4 or 5 requires underwriter to access the LCA system, perform a thorough analysis using the tools within LCA and ensure the value is supported.</li> <li>• Appraisal with a score of 5, requires, at minimum, a desk review to support value</li> <li>• A score of 4 may require a desk review at underwriter discretion.</li> <li>• Freddie Mac's LCA site can be accessed at the following link: <a href="https://las.freddiemac.com/">https://las.freddiemac.com/</a></li> </ul> </li> <li>• For all loans using LP: <ul style="list-style-type: none"> <li>• Once loans are available in LCA: <ul style="list-style-type: none"> <li>• Freddie Mac's SSRs must be imaged into system</li> <li>• Underwriter must review Freddie Mac's SSR findings and address any concerns or issues</li> <li>• Although the messages are different between Freddie Mac and Fannie Mae SSRs, underwriters must utilize the tools in Fannie Mae's Collateral Underwriter (CU) to analyze an appraisal with a Freddie Mac's SSR Appraisal Quality Risk returns a score of 4 or 5, performing a thorough analysis using the tools within Fannie Mae's CU and ensure the value is supported.</li> <li>• Appraisal with a score of 5, requires, at minimum, a desk review to support value</li> <li>• A score of 4 may require a desk review at underwriter discretion.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<b>APPRAISAL WAIVER (F/K/A PROPERTY INSPECTION WAIVER (PIW))</b>	<ul style="list-style-type: none"> <li>• An Appraisal Waiver (formerly known as a Property Inspection Waiver (PIW)) is a DU recommendation that results in the waiver of both the property inspection and appraisal report for low risk transactions.</li> <li>• DU findings must return option for waiver</li> </ul>

	<ul style="list-style-type: none"> <li>• Full appraisal is required for other specific scenarios as outlined in the product profile (i.e., deed restrictions, etc.) and in that case an appraisal waiver is not eligible</li> <li>• The value entered into DU is the value used for LTV/CLTV calculation</li> <li>• Underwriter must mark file as using PIW/ACE in FT360</li> <li>• A waiver offer may not be exercised if an appraisal has already been obtained.</li> <li>• HPML loans not eligible for an appraisal waiver</li> <li>• Unless there is evidence the property does not comply with state, local and federal regulations, no other inspections are required</li> <li>• For condos properties with an appraisal waiver, additional documentation must be provided to ensure the project is warrantable. For properties eligible for a limited review, this will generally require, at minimum, the FNMA/FHLMC Short Form Condo Questionnaire to be completed (which is available on the Resource Center). For properties requiring a full review, a full HOA condo questionnaire as well as additional supporting documentation is needed (see full lender condo review section).</li> </ul> <p>Eligible Transactions:</p> <ul style="list-style-type: none"> <li>• One-unit properties, including condominiums</li> <li>• Principal residence, second home, and investment property transactions</li> <li>• Purchase transactions up to 80% LTV/CLTV for principal residences and second homes (investment property purchases are not eligible and property must have submitted through CU on a prior transaction as determined by DU)</li> <li>• Limited cash-out refinance transactions up to a 90% LTV/CLTV for principal residences and second homes; up to 75% LTV/CLTV for investment properties</li> <li>• Cash-out refinance transactions up to a 70% LTV/CLTV for principal residences; up to a 60% LTV/CLTV for second homes and investment properties</li> <li>• Loan casefiles that receive an Approve/Eligible recommendation</li> </ul> <p>Ineligible Transactions (Requires a full appraisal):</p> <ul style="list-style-type: none"> <li>• Properties located in a disaster-impacted area</li> <li>• Construction, and construction-to-permanent loans</li> <li>• Two- to four-unit properties</li> <li>• Loan casefiles where the value of the subject property provided to DU is \$1,000,000 or greater</li> <li>• Leasehold properties, community land trust homes, or other properties with resale restrictions</li> <li>• Cooperative units and manufactured homes</li> <li>• DU loan casefiles that receive an ineligible recommendation</li> <li>• Properties using a gift of equity</li> <li>• Properties using rental income from a subject investment property to qualify the borrower</li> </ul>
<p><b>AUTOMATED COLLATERAL EVALUATION (ACE)</b></p>	<ul style="list-style-type: none"> <li>• An automated collateral evaluation (ACE) is a LPA recommendation that results in the waiver of both the property inspection and appraisal report for low risk transactions. There is no fee for acceptance of an appraisal waiver.</li> <li>• LPA findings must return option for waiver</li> <li>• Full appraisal is required for other specific scenarios as outlined in the product profile (i.e., deed restrictions, etc.) and in that case a ACE is not eligible</li> <li>• The value entered into LPA is the value used for LTV/CLTV calculation</li> <li>• Underwriter must mark file as using PIW/ACE in FT360</li> <li>• An ACE offer may not be exercised if an appraisal has already been obtained.</li> <li>• HPML loans not eligible for ACE</li> <li>• Unless there is evidence the property does not comply with state, local and federal regulations, no other inspections are required</li> </ul>

	<ul style="list-style-type: none"> <li>• Must be dated within 120 days from the LPA offer date to the note date. As the appraisal waiver offer is valid for 120 days if the offer is more than 120 days old on the Note Date, a resubmission to Loan Product Advisor is required to determine ongoing appraisal waiver eligibility.</li> <li>• If loan data changes (e.g., address of the property, loan amount, purchase price, estimate of value, loan type, property type, occupancy of the property) in a subsequent submission, the original offer will be invalidated and Loan Product Advisor may provide a different appraisal waiver eligibility determination</li> <li>• For condos properties with an appraisal waiver, additional documentation must be provided to ensure the project is warrantable. For properties eligible for a limited review, this will generally require, at minimum, the FNMA/FHLMC Short Form Condo Questionnaire to be completed (which is available on the Resource Center). For properties requiring a full review, a full HOA condo questionnaire as well as additional supporting documentation is needed (see full lender condo review section).</li> </ul> <p>Eligible Transactions:</p> <ul style="list-style-type: none"> <li>• 1-unit Primary Residence or second home</li> <li>• Loan-to-Value (LTV) ratio/total LTV (TLTV) ratio less than or equal to 80%</li> <li>• Purchase transaction or a no cash-out refinance</li> </ul> <p>Ineligible Transactions (Requires a full appraisal):</p> <ul style="list-style-type: none"> <li>• Loan for which an appraisal has already been obtained.</li> <li>• Manufactured home, or leasehold estate</li> <li>• Properties with resale restrictions, including age and income-based restrictions,</li> <li>• Non-arm's length transactions</li> <li>• Purchases of REO properties (as identified in the sales contract)</li> <li>• Mortgages with an estimate of value or purchase price greater than \$1,000,000</li> <li>• Properties subject to resale restrictions</li> <li>• Construction Conversion and Renovation Mortgages</li> <li>• Mortgages with Freddie Mac Settlement Dates more than 120 days from the Note Date</li> <li>• When required by law or regulation to obtain an appraisal</li> <li>• Properties located in a disaster-impacted area</li> <li>• The lender is aware of conditions it believes warrant an appraisal being obtained. Examples include, but are not limited to: <ul style="list-style-type: none"> <li>• The property is located in an area recently impacted by a disaster</li> <li>• A contaminated site or hazardous substance exists affecting the property or the neighborhood in which the property is located</li> <li>• Adverse physical property conditions that are apparent based on the review of the sales contract, property inspection, disclosure from the Borrower, etc.</li> </ul> </li> </ul>
<b>SALES CONTRACT CHANGES</b>	<ul style="list-style-type: none"> <li>• Purchase agreements renegotiated after the completion of the appraisal that increase the sales price are only acceptable under the following circumstances: <ul style="list-style-type: none"> <li>• The sales price adjustment is due to price overruns that impact the tangible value of the property on new construction. An updated appraisal must be obtained to verify the value of the modifications.</li> <li>• A renegotiation of only seller paid closing costs and/or prepaids occurs where seller paid closing cost/prepaids are common and customary for the market and supported by comparables.</li> <li>• Changes in the purchase contract resulting from renegotiating terms of sale will require additional review and consideration by the appraiser.</li> </ul> </li> </ul>
<b>TOTAL FINANCING ≥ \$1MM</b>	<ul style="list-style-type: none"> <li>• No additional restrictions</li> </ul>

<p><b>NON-ARM'S LENGTH TRANSACTIONS/IDENTITY OF INTEREST</b></p>	<ul style="list-style-type: none"> <li>• A non-arm's length transaction occurs when a personal or business relationship exists between the borrowers and the builder or seller. For example: <ul style="list-style-type: none"> <li>• Family sales or transfers</li> <li>• Corporate sales or transfers</li> <li>• Mortgagors employed in the real estate or construction trade who are involved in the construction, financing or sale of the subject property</li> <li>• Some transactions involving principals/sellers/other vendors (such as, an appraiser, settlement agent, title company, etc) who are involved in the lending process of the subject property.</li> <li>• Sales between landlord/tenant</li> </ul> </li> <li>• An at-interest transaction involves persons who are not closely tied or related but may have a greater vested interest in the transaction, such as a party who plays more than one role in the same transaction (selling/listing agent and mortgage broker, for example). At-interest transactions carry increased risk due to the greater vested interest in the transaction by one of the parties. Examples of at-interest transactions include: Builder also acting as Realtor/broker; Realtor/broker selling own property; Realtor/broker acting as listing/selling agent as well the mortgage broker. See <a href="#">Agency Portfolio Product</a> or <a href="#">Agency LP Fixed or ARMs</a> for expanded options when identity of interest exists.</li> <li>• Property flips are not allowed</li> <li>• Non-Arm's length transactions with family members (or acceptable gift donors) are generally acceptable if the following requirements are met: <ul style="list-style-type: none"> <li>• The family member is the borrower's spouse, child, parent, or any other individual related to the borrowers by blood, adoption, or legal guardianship</li> <li>• An executed purchase agreement between the purchaser and the family member is in the file</li> <li>• The source and ownership of funds for the down payment, closing costs, and reserves are well documented.</li> <li>• The appraised value of the property is well supported, particularly any gifts of equity or gifts of more than 20% of the LTV.</li> </ul> </li> <li>• If the loan is a non-arm's length transaction, the relationship must be disclosed on the purchase contract. Purchase contract must be closely reviewed.</li> <li>• Purchase may not be a short sale</li> <li>• Borrower must provide a copy of the canceled earnest money check to verify payment to the Seller.</li> <li>• Verification that the borrower is not now, nor has been in the previous 24 months, in title to the property.</li> <li>• A payment history for the existing mortgage (verification of seller's mortgage) on the subject property must be obtained and show no pattern of delinquency within the past 12 months. (does not apply to identity of interest/at-interest transactions)</li> <li>• Full documentation is required for income, employment and assets</li> <li>• Full appraisal is required, regardless of AU findings</li> <li>• The appraiser must be informed of the non-arm's length transaction and address whether or not the market value has been affected by the relationship of the parties.</li> <li>• Appraiser must verify last sale date and sales price of the subject property, and must provide recent listing and/or marketing materials. (does not apply to identity of interest/at-interest transactions)</li> <li>• Not allowed on new construction second homes or new construction non-owner occupied properties</li> <li>• Allowed all owner occupied properties, existing construction second home and existing construction 1 unit non-owner occupied properties.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Not allowed 2-4 unit non-owner occupied properties. For NAL on 2-4 unit non-owner occupied properties see <a href="#">Agency Portfolio Product</a> or <a href="#">Agency LP Fixed or ARMs</a></li> <li>• Transactions cannot be for bail-out purposes</li> <li>• "Non-Arm's Length Transaction" must be entered in the Loan Program Comments section of Investor Overlay Screen in FT360 and Secondary must be notified of the Non-Arm's Length Transaction if the loan is locked prior to approval.</li> <li>• For purchases, Title must not evidence a foreclosure or Notice of Default.</li> <li>• For refinances, if the borrower has been on title less than 6 months from the date of application, the payoff demand from the purchase transaction must reflect the mortgage was current at the time the borrower purchased the property.</li> </ul>
<b>INELIGIBLE INTERESTED PARTIES TRANSACTIONS</b>	<ul style="list-style-type: none"> <li>• Borrower is purchasing a property from a builder who is also taking the borrower's existing residence as trade for equity or may be purchasing the borrower's existing residence.</li> <li>• Any type of transaction where the builder, property seller, and/or any party currently on title is a company owned by the borrower.</li> <li>• When the seller is the builder, if a borrower is related to and/or affiliated with the builder, property seller, or on title as a registered agent, sales agent, partner or employee.</li> <li>• Flip Transactions.</li> </ul>
<b>BORROWERS EMPLOYED BY PARTY TO TRANSACTION OR IS A PART OF THE TRANSACTION</b>	<ul style="list-style-type: none"> <li>• Extra diligence should be exercised</li> <li>• The relationship should be disclosed</li> <li>• The borrower cannot be involved in the processing or origination of the loan</li> <li>• QC Audit is required</li> </ul>
<b>REAL ESTATE AGENT ALSO LOAN OFFICER/BROKER</b>	<ul style="list-style-type: none"> <li>• The real estate agent for the subject property may act as the loan officer or broker for the borrowers purchasing the same subject property and does not have to be for the same company as long as it is allowed by the state in which the property is located.</li> <li>• Not allowed on retail transactions.</li> <li>• QC Audit required</li> </ul>
<b>MORTGAGE INSURANCE</b>	<ul style="list-style-type: none"> <li>• Loans with LTVs above 80% require mortgage insurance.</li> <li>• Delegated MI approval is allowed, certain restriction apply, see Delegated Mortgage Insurance section below for requirements</li> <li>• When obtaining Mortgage Insurance in states that require an assessment/tax on the mortgage insurance, such as KY or WV, be sure to use the "Rate with Assessment/Tax", which is the standard MI factor plus the additional factor for the assessment/tax. Do not use the standard MI factor listed on the certificate, you must use the combined factor.</li> <li>• For all borrower paid mortgage insurance: Acceptable mortgage insurers are Radian, Essent, National MI, Arch MI, and Genworth except for specific scenarios below. <ul style="list-style-type: none"> <li>• Genworth: <a href="https://new.mortgageinsurance.genworth.com/rate-express?orgId=8VMJ">https://new.mortgageinsurance.genworth.com/rate-express?orgId=8VMJ</a></li> <li>• Radian: <a href="http://www.radian.biz">http://www.radian.biz</a></li> <li>• Essent: <a href="http://www.essent.us">www.essent.us</a></li> <li>• National MI (NMI): <a href="https://www.nationalmi.com/">https://www.nationalmi.com/</a></li> <li>• Arch MI: <a href="https://mi.archcapgroup.com/">https://mi.archcapgroup.com/</a></li> </ul> </li> <li>• For Correspondent channel only, United Guaranty Residential Insurance (UG), or MGIC allowed in addition to the other MI companies listed above for all MI products allowed in the profile except with the "No MI" program. UG, NMI, MGIC or Arch MI not allowed with the "No MI" program. Correspondent is responsible for ensuring all UG, MGIC or Arch MI requirements are met and, as such, all program parameters</li> </ul>



may not be eligible with UG, MGIC or Arch MI.

- For loans submitted for MI using Radian: For any Single Premium MI policy, max 45% DTI if the credit score is <700 or if the LTV is >95% (no restriction on DTI for monthly MI premiums)
- Genworth MI will allow all DTIs of scores <700 for all MI types (Single Premium, Monthly Premium etc.)
- Deferred Action (the Dreamer’s Act or DACA - EAD Code C33, C14, etc.) borrowers are eligible with Arch, Genworth, Essent and Radian
- When using Essent, investment properties must have greater of at least six months reserves or reserves as outlined in Cash Reserves section.
- Monthly Borrower Paid allowed (Select “Deferred Monthly”/”Zero Monthly”)
- Borrower Paid Single Premium is allowed (any portion of the MI premium paid by the borrower must be included the QM fee calculations but portion paid by seller, lender or other interested party would be excluded from QM calculations)
- Seller Paid Single Premium allowed (portion paid by seller would not be included in QM calculations)
- Level coverage required (declining coverage not allowed)
- Financed, custom, split and reduced MI is not allowed. (See [Agency Portfolio Product](#) or [Agency LP Fixed or ARMs](#) for Split MI)
- Lender Paid MI (Single Premium) allowed with following:
  - Must use following program codes:
    - Agency NO MI (Lender Paid) 10 Year Fixed Rate
    - Agency NO MI (Lender Paid) 15 Year Fixed Rate
    - Agency NO MI (Lender Paid) 20 Year Fixed Rate
    - Agency NO MI (Lender Paid) 30 Year Fixed Rate
  - Only Essent allowed for Lender Paid MI
  - Investment properties not allowed
- Mortgage Insurance commitments are issued with a commitment term of 120 days. Coverage must be activated (i.e. loans must be certified) by reporting the loan closing date and/or payment of the initial premium prior to the commitment expiration date (this process is handled by PRMG). Commitment expiration dates cannot be extended.

LTV	≤ 20 Year Fixed	> 20 Year Fixed
95.01% - 97.0%	35%	35%
90.01% - 95.0%	25%	30%
85.01% - 90.0%	12%	25%
80.01% - 85.0%	6%	12%

- Automatic Cancellation Requirements for Borrower Paid MI:
  - **DU Loans 1 Unit OO or SH:** The earlier of (1) the date the mortgage balance is first scheduled to reach 78% of the original value; or (2) the month following the mid-point of the amortization period
  - **DU Loans 2-4 Unit OO or NOO:** The month following the mid-point of the amortization period
  - **LPA Loans 1 Unit OO or SH:** The earlier of (1) the date the mortgage balance is first scheduled to reach 78% of the original value; or (2) the month following the mid-point of the amortization period
  - **LPA Loans 2-4 Unit OO or NOO:** Not eligible for automatic cancellation

**Delegated Mortgage Insurance**

- The following loan scenarios are ineligible for delegated MI and must be sent to the MI company for prior approval (not all items listed may be applicable to this product, review product profiles for what is allowed):

	<ul style="list-style-type: none"> <li>• Loans that require a manual underwrite by the MI company</li> <li>• At Underwriter’s discretion, the loan may be submitted to MI company for prior approval</li> <li>• Underwriter to order delegated MI through FT360 and confirm MI cert is complete and correct</li> <li>• Underwriter must confirm all requirements of MI company are met using the following guidelines options: <ul style="list-style-type: none"> <li>• Radian: One Underwrite <a href="http://www.radian.biz/page?name=RatesAndGuidelinesNew">http://www.radian.biz/page?name=RatesAndGuidelinesNew</a></li> <li>• Essent: Clear2Close <a href="https://www.essent.us/rates-guidelines">https://www.essent.us/rates-guidelines</a></li> <li>• Genworth: Simply Underwrite <a href="https://mortgageinsurance.genworth.com/RatesAndGuidelines/Guidelines.aspx">https://mortgageinsurance.genworth.com/RatesAndGuidelines/Guidelines.aspx</a></li> <li>• National MI: True Guide <a href="https://www.nationalmi.com/guidelines-summary/">https://www.nationalmi.com/guidelines-summary/</a></li> <li>• Arch MI: Underwriting Manual <a href="https://mi.archcapgroup.com/Guidelines">https://mi.archcapgroup.com/Guidelines</a></li> </ul> </li> <li>• NMI will not allow non-delegated files. If a file needs to be submitted to the MI company for an MI underwrite, it may not go to NMI.</li> </ul>
<b>PROPERTY INSURANCE</b>	<ul style="list-style-type: none"> <li>• See PRMG’s Resource Center for PRMG Insurance Requirements and Additional Information</li> <li>• For refinances transactions, all insurance policies must have, at minimum, an expiration date after the first payment date as shown on the note.</li> <li>• Acceptable Proof of Flood Insurance: <ul style="list-style-type: none"> <li>• Copy of Flood Insurance Policy</li> <li>• Copy of Declaration Page</li> <li>• Copy of the application for flood insurance with a paid receipt for the first year’s premium or if paid at closing, premium reflected on the HUD</li> </ul> </li> <li>• Flood policies and applications provided for closing must indicate the flood zone of the property. This zone must match our flood determination provider’s zone. Otherwise, evidence that the borrower’s zone is “grandfathered” must be provided. If the improvements are in a split zone (partially in and partially out) the policy must be rated for the more hazardous zone.</li> <li>• Flood insurance is required if there is knowledge that the property is exposed to flood risks, even if the property is located in a community that does not have FEMA flood maps.</li> <li>• For hazard insurance, properties in an attached condominium and attached PUD project (including 2-4 unit projects) require 100 percent of the insurable replacement cost coverage for the complete condominium (interior and exterior of the condominium).The HO-6 policy must be sufficient to repair the interior of the condominium unit, including any additions, improvements and betterments to its original condition in the event of a loss. If the HOA Master Policy does not provide coverage for the interiors of the project units, an HO-6 (or its equivalent) Policy for the individual unit is required. An HO-6 policy should have replacement cost coverage, and if the policy does not reflect the coverage amount, then the amount of coverage should be determined by the insurer.</li> <li>• If the homeowners association owns the common elements, areas/facilities of a project separately (or holds them in a leasehold estate), insurance on those areas is required to insure that ownership (if there are no common areas owned by HOA a letter from them will suffice to prove it is not needed.)</li> </ul>
<b>TITLE INSURANCE</b>	<ul style="list-style-type: none"> <li>• The Title Insurance policy for Condo and Planned Unit Developments (PUDs) must</li> </ul>

<b>REQUIREMENTS FOR CONDOS/PUDS</b>	<p>include coverage that provides protection by:</p> <ul style="list-style-type: none"> <li>• Insuring that the mortgage is superior to any lien for unpaid common expense assessments. In jurisdictions that give these assessments a limited priority over a first or second mortgage lien, the policy must provide assurance that those assessments have been paid through the effective date;</li> <li>• Insuring against any impairment or loss of title of PRMG’s first lien caused by any past, present, or future violations of any covenants, conditions, or restrictions of the master deed for the project. The title insurance policy must specifically insure against any loss that results from a violation that existed as of the date of the policy;</li> <li>• Insuring that the unit does not encroach on another unit or on any of the common elements, areas or facilities. This policy must also insure that there is no encroachment on the unit by another unit or by any of the common elements, areas or facilities;</li> <li>• Insuring that the mortgage is secured by a unit in a condominium project that has been created in compliance with the applicable enabling statutes;</li> <li>• Insuring that real estate taxes are assessable and lien able only against the individual condominium unit and its undivided interest in the common elements, rather than against the project as a whole; and</li> <li>• Insuring that the owner of a PUD unit is a member of the homeowners association and that the membership is transferable if the unit is sold.</li> </ul>
<b>REPAIR ESCROWS/ ESCROW HOLDBACKS</b>	<ul style="list-style-type: none"> <li>• Not allowed</li> </ul>
<b>TEMPORARY BUYDOWNS</b>	<ul style="list-style-type: none"> <li>• Not allowed</li> </ul>
<b>INTEREST ONLY</b>	<ul style="list-style-type: none"> <li>• Not allowed</li> </ul>
<b>PRE-PAYMENT PENALTY</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>SECOND LIEN BALLOON</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>MULTIPLE LOANS</b>	<ul style="list-style-type: none"> <li>• O/O: No limitations on the number of properties that the borrower can currently be financing</li> <li>• For DU Approvals: Second Home and N/O/O: Maximum of 10 financed properties, including subject property and principal residence. See section below for additional requirements for any borrower with 5-10 financed properties. This limitation applies to the total number of properties financed and any combination of ownership in 1-4 family properties where the borrower is personally obligated on the mortgage</li> <li>• For LPA Approvals: Second Home and N/O/O: Maximum of 10 financed properties, including subject property and principal residence. This limitation applies to the total number of properties financed and any combination of ownership in 1-4 family properties. See section below for additional requirements for any borrower with 5-10 financed properties.</li> <li>• This limitation applies to the number of 1-4 unit residential properties where the borrower is personally obligated on the mortgages; applies to the total number of properties financed, includes the borrower’s principal residence if it is financed; and is cumulative for all borrowers (though jointly financed properties are only counted once).</li> <li>• Financed commercial property are not include that in the total number of financed properties</li> <li>• PRMG or its investors will only finance up to 4 loans for all borrowers and/or \$2 million total in aggregate loan amounts. Therefore, if the aggregate loan amount (total with one lender/investor and subject loan amount combined) exceed \$2 million, or the borrower has 4 or more current loans with one lender/investor, approval is required with PRMG.</li> </ul>

<p><b>5-10 FINANCED PROPERTIES FOR SECOND HOMES AND NON-OWNER OCCUPIED PROPERTIES</b></p>	<ul style="list-style-type: none"> <li>• In FT360, must do the following: <ul style="list-style-type: none"> <li>• Select “This is a 5+ Financed Property Loan” in FT360 Investor Overlay screen</li> <li>• Select 5-10 financed properties when locking in OB</li> </ul> </li> <li>• Applies to Second Home and Non-Owner Occupied properties only</li> <li>• Requires DU Approve/Eligible or LPA Accept/Eligible</li> <li>• Requires QC Audit</li> </ul> <p><b><u>For DU and LPA, the following applies:</u></b></p> <ul style="list-style-type: none"> <li>• Requires QC Audit</li> <li>• Purchase, Rate/Term and Cash Out allowed</li> <li>• For borrowers with up to six (6) financed properties, there are no additional requirements (for example, standard LTV ratios and minimum credit scores apply), except that the reserves that are outlined in the Cash Reserves section (from the CASH RESERVES section later in the profile) must be met</li> <li>• If the borrower will have seven to ten (7-10) financed properties, must have a minimum credit score of 720 but all other standard eligibility policies (for example LTV ratios) apply, except that the reserves that are outlined in the Cash Reserves section must be met</li> </ul> <p><b><u>For LPA, the following applies:</u></b></p> <ul style="list-style-type: none"> <li>• Underwriter must ensure all Freddie Mac requirements as outlined in Sections 4201.15 (Second Home Mortgages), 4201.16 (Investment Property Mortgage) and 5501.2 (Reserves)</li> </ul> <p><b><u>For DU, the following applies:</u></b></p> <ul style="list-style-type: none"> <li>• Must comply with Fannie Mae requirements for “Multiple Financed Properties for the Same Borrower”</li> <li>• Note: In order to account for the subject property, DU will add “1” to the number of financed properties on purchase and construction transactions when the REO section, number of mortgages on the application, or number of mortgages on the credit report are used as the number of financed properties.</li> <li>• Underwriter must ensure all Fannie Mae requirements as outlined in “Multiple Financed Properties for the Same Borrower is met” and DU accurately reflects number of financed properties</li> <li>• Must use the 5-10 Checklist provided by Fannie Mae and available in the Resource Center</li> </ul>
<p><b>RESIDUAL INCOME EVALUATION</b></p>	<ul style="list-style-type: none"> <li>• All loans meeting Rebuttable Presumption under QM/ATR requirements (are a Higher Priced Covered Transaction (HPCT) - which is same calculation as HPML, but applies to all occupancy types) must contain the Residual Income Evaluation worksheet, which can be found as a tab within the Income Calculations worksheet in the Resource Center. The following is a summary of requirements that trigger Rebuttable Presumption: <ul style="list-style-type: none"> <li>• The loan is underwritten to the Agency’s u/w guidelines and is eligible for purchase or guarantee by the respective Agency</li> <li>• The points and fees do not exceed the QM limits</li> <li>• The loan term does not exceed 30 years</li> <li>• Fully-amortizing regular payments</li> <li>• No risky features</li> <li>• The loan is a HPCT (same calculation as HPML, but applies to all occupancy types)</li> </ul> </li> <li>• Residual Income is the resulting sum when taking the gross income, less all housing and debt payments, (see worksheet for more details.)</li> <li>• Loans with an application date as of 1/10/14 that have Rebuttal Presumption (HPML/HPCT loans) must also meet the following requirements in regards to Residual Income (loans with an application date prior to 1/10/14 and are considered HPML</li> </ul>

	<p>should contain the document, but are not required to meet the following):</p> <ul style="list-style-type: none"> <li>• Principal Residence: <ul style="list-style-type: none"> <li>• Residual Income \$2500 or greater: No minimum reserve requirement</li> <li>• Residual Income <math>\geq</math> \$800 and <math>&lt;</math> \$2500: Minimum reserves are the greater of three (3) months liquid (as defined by FNMA/FHLMC) PITIA reserves OR minimum program reserve requirements as described in Product Profile (Note: Underwriters should consider requiring additional reserves for loans with higher layered risks)</li> <li>• Residual Income <math>&lt;</math> \$800: Loan is not eligible with PRMG</li> </ul> </li> <li>• Second Homes and Investment Properties: <ul style="list-style-type: none"> <li>• Residual Income \$2500 or greater: Minimum program reserve requirements as described in Product Profile</li> <li>• Residual Income <math>&lt;</math> \$2500: Loan is not eligible with PRMG</li> </ul> </li> </ul>
<b>HIGHER PRICED MORTGAGE LOAN (HPML)</b>	<ul style="list-style-type: none"> <li>• Allowed within the parameters of Section 35 of CFPB Regulation Z</li> <li>• Must comply with all limitations and requirements of HPML loans as described in PRMG's Compliance Policy regarding HPML-Section 35 loans</li> <li>• HPML loans must have an escrow account, regardless of LTV</li> <li>• Property inspection waiver not allowed, full appraisal required</li> <li>• If loan is a HPML, "HPML" must be entered in Loan Program Comments section of Investor Overlay Screen in FT360 section of FastTrac/FT360. This should occur each time the HPML test is run and should be updated if the loan moves in our out of HPML status, with the last entry occurring prior to funding.</li> </ul>
<b>SECTION 32 / HIGH COST LOAN</b>	<ul style="list-style-type: none"> <li>• Brokers are responsible for identifying loans that are considered high cost loans as defined by federal and/or state laws and/or regulations. High cost loans are not allowed:</li> <li>• Loan is not a high cost loan as defined by Section 32 of the Federal Truth-in-Lending Act; and</li> <li>• Loan is not a high cost loan as defined by applicable state laws and/or regulations.</li> </ul>
<b>REAL ESTATE COMMISSIONS</b>	<ul style="list-style-type: none"> <li>• The maximum real estate commission allowed is 8%.</li> </ul>
<b>SERVICING OPTIONS</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>ESCROW ACCOUNT</b>	<ul style="list-style-type: none"> <li>• HPML loans must have an escrow account, regardless of LTV</li> <li>• CA: Escrows are required for LTVs <math>\geq</math> 90%</li> <li>• NM: Escrows are required for LTVs <math>\geq</math> 80% for Owner Occupied and LTVs <math>&gt;</math>80% for Second Homes or Non-Owner Occupied</li> <li>• Other States: Escrows are required for LTVs <math>&gt;</math> 80%.</li> <li>• Payment of monthly private mortgage insurance must always be escrowed</li> <li>• Escrows may not be waived for the following (unless requiring an escrow account is not permitted by applicable law): <ul style="list-style-type: none"> <li>• Rate/Term refinance when prepaid real estate taxes are included in the loan amount</li> <li>• Cash-out refinance when delinquent real estate taxes are included in the loan amount</li> </ul> </li> <li>• Flood insurance must be impounded (escrowed) for all loans with a note date of 1/1/16 or later if the property is in a Special Flood Hazard Area (SFHA), designated as a flood zone beginning with A or V, regardless of LTV and/or federal exemptions and is required for the life of the loan. It is not required to be impounded if the flood insurance is paid through the condominium association, HOA dues, etc. Additionally, the escrow requirement needs to be stated in the Flood Notice that is provided to the borrower.</li> </ul>
<b>UNDERWRITING</b>	<ul style="list-style-type: none"> <li>• Delegated underwriting allowed.</li> </ul>

	<ul style="list-style-type: none"> <li>• All loans must receive an “Approve/Eligible” from DU or an “Accept” from LPA.</li> <li>• If using a PRMG Closed End Second product in conjunction with the first trust deed, first mortgage and concurrent closed end second must be underwritten by PRMG’s Corporate Designated Jumbo Underwriting Team and must meet all requirements from Closed End Second product as well as from the first lien product profile.</li> <li>• When using a PRMG Closed End second product all guidelines, documentation and calculations in the first and second must match and follow the more restrictive of the product guidelines which will generally be the Closed End second program</li> </ul>
<b>ASSUMABILITY</b>	<ul style="list-style-type: none"> <li>• Not Assumable.</li> </ul>
<b>INDEX</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>MARGIN</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>INTEREST RATE CAPS</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>INTEREST RATE CHANGES</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>MINIMUM FLOOR</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

## Texas Addendum

***The following guidelines refer to loans in Texas only. If a topic is not addressed in this addendum, the standard Agency guidelines above should be followed. Also, please note that no underwriting exceptions are allowed on properties located in Texas.***

<b>PURCHASE</b>	<ul style="list-style-type: none"> <li>• Allowed</li> <li>• Purchase transactions that include subordinate financing subject to Section 50(a)(6) provisions are limited to a maximum LTV/TLTV/CLTV of the lesser of 80% or the maximum allowed by product or loan amount.</li> </ul>
<b>RATE/TERM REFINANCE</b>	<ul style="list-style-type: none"> <li>• Proceeds from a rate/term refinance may only pay off the following:             <ul style="list-style-type: none"> <li>• 1<sup>st</sup> liens that are not considered Section (a)(6) and Second liens used entirely for the purchase of the property.</li> <li>• When a prepayment penalty fee is assessed on an existing NON Section 50 (a) (6) loan and is included in the payoff amount, the new loan can be considered a rate/term refinance if the title company agrees and issues a new title policy for the full loan amount (including prepayment penalty fees)</li> <li>• HOA dues may be paid off if the title company requires them to be paid. If the title company does not require them to be paid, the borrower must pay the dues outside of closing, and they must NOT be included in the loan amount.</li> </ul> </li> <li>• Proceeds from a rate/term refinance may NOT pay off the following:             <ul style="list-style-type: none"> <li>• Any loan that is considered a Section (a) (6) loan unless the below requirements are met that make it a Section (f)(2) transaction. Section (f)2 transactions are eligible with application dates on or after 1/1/18.</li> <li>• Any loan that the borrower received cash back on</li> <li>• Federal tax debt liens</li> <li>• Liens for delinquent property taxes on the property securing the new loan</li> </ul> </li> <li>• Any previous Section 50(a)(6) must be processed as a Section 50(a)(6) unless the following requirements are met to make it a Section 50(f)(2) transaction:             <ul style="list-style-type: none"> <li>• Application dated on or after 1/1/18</li> <li>• The refinance will be closed no less than one year from the closing of the previously funded home equity loan;</li> <li>• The loan proceeds do not exceed any existing liens on the property being refinanced plus any costs associated to the refinance (i.e. no cash back to the borrower);</li> <li>• The loan proceeds cannot be used to pay off other debts;</li> <li>• The refinanced loan cannot exceed 80% loan to value;</li> <li>• The lender must provide the borrower with a notice about their rights associated with a home equity or non-home equity loan 12 more days prior to closing.</li> <li>• Note: for HELOC loans where the borrower has taken his/her last advance in under a year, in calculating the seasoning requirements, PRMG will look to the original advance of credit/HELOC Agreement Date</li> </ul> </li> <li>• Rate/term refinances may NOT receive any cash back to the borrower, even incidental cash. Limited cash out refinances that allow the borrower to receive cash back are NOT eligible under the Texas rate/term refinance program.</li> <li>• Incidental cash back to the borrower at Closing is not allowed, including incidental cash back as result of POC fees being refunded to borrower. Additionally, incidental cash back must either be handled by reducing/curtailing principal or reducing the loan amount and having the documents re-drawn.</li> <li>• For owner occupied primary residence Texas loans, if the property was ever refinanced under Section 50(a)(6) (a cash out refinance) every subsequent refinance is considered a Section 50(a)(6) loan it must be processed under the Agency Texas Home Equity</li> </ul>

	<p>program, unless the above requirements are met that make it a Section (f)(2) transaction. Section (f)(2) transactions are eligible with application dates on or after 1/1/18.</p> <ul style="list-style-type: none"> <li>• Total financed Closing costs are limited to those costs that are reasonable and actually required to close the transaction. Prepaids/escrows can't be financed into the new loan when grossed up in loan payoff. The documents should be redrawn reflecting the new loan amount. POC fees can't be financed into the loan amount. Special title insurance coverage must be obtained when impounds for prepaid expenses* are included in the new loan amount. Note that prepaids can only be included in the new loan amount if netted from the payoff of the existing loan. The following must be included as a Schedule B Exception: Possible defect in lien of the insured mortgage because of the Insured's inclusion of reserves or impounds for taxes and insurance in the original principal of the indebtedness secured by the insured mortgage. * Prepaid expenses are defined as real estate taxes (includes non-delinquent taxes which are due and payable, as well as reserves), hazard insurance premiums, and monthly MI premiums covering any period after the settlement date.</li> <li>• The following P-39 Express Insurance Coverage endorsement is recommend: Company insures the Insured against loss, if any, sustained by the Insured under the terms of this Policy by reason of a final, non-appealable judgment of a court of competent jurisdiction that divests the Insured of its interest as Insured because of this right, claim or interest. Company agrees to provide the defense to the Insured in accordance with the terms of this Policy if suit is brought against the Insured to divest the Insured of its interests as Insured because of this right, claim or interest.</li> <li>• Certain restrictions apply to Rate/Term refinance transactions that include subordinate liens. These restrictions include: (1) Only one loan subject to Section 50(a)(6) provisions may be secured by the subject property at any given time, regardless of lien position. (2) When the subordinate lien is subject to Section 50(a)(6) provisions, the maximum LTV/TLTV/CLTV is the lesser of 80% or the maximum allowed by product or loan amount. Subordinate liens used entirely to purchase the subject property may be eligible for payoff as a rate/term refinance, subject to the following requirements: (1) The HUD-1 Settlement Statement or Closing Disclosure from the transaction must be provided evidencing all funds were used to purchase the subject property. (2) The commitment for title insurance may not reflect that the loan was originated as a home equity/cash-out Section 50(a)(6) loan. (3) The financing may be paid off, paid down or re-subordinated with the refinance. (4) The borrower may not have received any cash back from the subordinate financing. If the borrower received cash back and the loan is being paid off or paid down, the lien is subject to Section 50(a)(6) provisions and considered a home equity/cash-out transaction, and therefore, ineligible.</li> <li>• Refinance transactions documentation must be provided (commitment for title insurance, mortgage/deed of trust and/or HUD-1 or Closing Disclosure) in each loan package to verify that a home equity/cash-out loan under Section 50(a)(6) has not previously been originated against the subject property. If the purpose of the loan is not clearly identified on the commitment for title insurance, it will be necessary to provide previous mortgage/deed of trust or HUD-1 or Closing Disclosure for each transaction originated on or after 1/1/98 to verify the purpose of the existing Loan.</li> </ul>
<b>CASH OUT REFINANCE</b>	<ul style="list-style-type: none"> <li>• Owner Occupied: See Agency Texas Home Equity Program or see <a href="#">Agency Portfolio Product</a> or <a href="#">Agency LP Fixed or ARMs</a> for non-Section 50(a)(6) loans that are considered cash out solely by Agency</li> <li>• Second Home and Investment Properties: <ul style="list-style-type: none"> <li>• Allowed per standard guidelines, but must provide copy of borrowers most recently filed tax returns evidencing the property has been a second home or investment property for at least the most recent 12 months.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>The title company must verify the property is not the borrower's homestead and the borrower must submit an affidavit that the property is not his/her homestead.</li> </ul>
<b>ELIGIBLE COSTS</b>	<ul style="list-style-type: none"> <li>A rate/term refinance of a primary residence may include only the following costs: <ul style="list-style-type: none"> <li>Pay off of the old loan plus points</li> <li>Pre-paid items, such as escrow funds and interest (See Additional Documentation section below)</li> <li>Taxes due</li> </ul> </li> <li>The closing costs, whose total may not exceed 5% of the loan amount, must be deemed "necessary and reasonable". Closing costs that may be included are noted below: <ul style="list-style-type: none"> <li>Loan Origination</li> <li>Tax Service</li> <li>Recording</li> <li>Escrow Waiver</li> <li>Processing</li> <li>Appraisal</li> <li>Credit Report</li> <li>Final Inspection</li> <li>Underwriting</li> <li>Application</li> <li>Survey</li> <li>Title Insurance Premiums (Lender Policy)</li> <li>Commitment</li> <li>Express Mail</li> <li>Flood Certification</li> <li>Closing</li> </ul> </li> </ul>
<b>ADDITIONAL DOCUMENTATION</b>	<ul style="list-style-type: none"> <li>All rate/term refinances require a completed Texas Refinance Worksheet (See Exhibit A)</li> <li>All rate/term refinances require a completed Borrower Acknowledgement Form (See Exhibit B) when the borrower is receiving a refund check at closing.</li> <li>If impounds for prepaid expenses are included in the new loan amount, special title insurance coverage must be obtained as a Schedule B Exception.</li> <li>For rate/term refinances, a copy of the commitment for title insurance, mortgage/deed of trust, Closing Disclosure, or HUD-1 is required in order to verify that a Section 50 (a) (6) loan has not previously been originated against the subject property.</li> </ul>

Exhibit A

**TEXAS REFINANCE  
Worksheet**

1. Is the loan being refinanced a “low-rate home loan\*?” **Y/N**
  - If yes, continue.
  - If no, stop. This worksheet is not required.
  
2. Did a government or non-profit lender make the “low-rate home loan?” **Y/N**
  - If yes, continue.
  - If no, stop. This worksheet is not required.
  
3. When was the “low-rate home loan” closed? \_\_\_\_\_ (Anniversary Date)
  - If the anniversary date is less than seven years, continue.
  - If the anniversary date is equal to or greater than seven years, stop. This worksheet is not required.
  
4. What was the initial interest rate on the “low-rate home loan?” \_\_\_\_\_ %
  - A. In the case of a loan with a discounted introductory rate, what was the initial fully indexed rate? \_\_\_\_\_ %
  - B. Is the interest rate on the new loan less than the rate referenced in 4A? **Y/N**
    - If yes, continue.
    - If no, this loan is not eligible.
  
5.
  - A. What were the total points and fees paid by the borrower on the “low-rate home loan?” \$ \_\_\_\_\_
  - B. Are the points and fees being paid by the borrower on the new loan less than the points and fees referenced in 5A? **Y/N**
    - If yes, this loan is eligible.
    - If no, the loan is not eligible.

***\*A “low-rate home loan” is a loan with an initial rate that is two percentage points or more below the yield on treasury securities with maturities comparable to the loan term. If the loan had a discounted introductory rate, then the fully indexed rate should be used to determine whether the loan is a “low-rate home loan”.***

Exhibit B

**TEXAS REFINANCE  
Borrower Acknowledgement**

Borrower's Name: \_\_\_\_\_ Loan #: \_\_\_\_\_

**BORROWER ACKNOWLEDGEMENT**

The undersigned acknowledge(s) that any refund check received as part of today's real estate settlement is a partial or full reimbursement of funds paid to the lender prior to or at the closing of the loan and does not constitute proceeds of the loan from lender.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date