

Underwriting Method	Manual Underwriting Only			
Maximum Points and Fees	• 3% of the "Total Loan Amount" (as defined by 1026.32(b)(4) and calculated by the lender) or the maximum allowed under applicable state laws.			
Higher Priced Mortgage Loan (HPML)	 HPML (Higher-Priced Mortgage Loan) is allowed with the following restrictions: Tax and insurance need to be impounded All appraisal-related documents must be delivered 3 days prior to the note date 2nd appraisal report (paid by LO) required if borrower is purchasing a flipped home (per CFPB HPML flip rule) 			
High-Cost Mortgage	HCM (High-Cost Mortgage) is not allowed			
Minimum Loan Amount	• \$150,000			
Eligible Loan Products	 30 Year Fixed 40 Year Fixed 30 Year Fixed Interest-Only (10/20) – fully amortizing 40 Year Fixed Interest-Only (10/30) – fully amortizing 5/6 ARM 5/6 ARM Interest-Only (10/20) – fully amortizing 			
ARM Info	 Index – 30-day average SOFR Margin/Floor – refer to the daily rate sheet Caps – refer to the daily rate sheet Qualifying Rate – GREATER of the fully-indexed rate (index + margin) or the note rate 			
Interest-Only	 Interest-Only term – 10 years P + I payment over the non-interest-only amortizing period will be used for DTI calculation 			
Temporary Buydown	 Temporary Buydown is allowed under the following structures : 3-2-1 2-1 1-0 			
Subordinate Financing	 Purchase loans with new subordinate financing are permitted Existing subordinate financing can be re-subordinated on refinance Subordinate financing must be institutional 			
Borrower Eligibility	 US Citizen Permanent Resident Alien 90 days must remain from the expiration date to the new note date If less than 90 days remain, proof of automatic renewal must be provided (must fund before renewal expires) Non-Permanent Resident Alien For eligible VISA and EAD category – please refer to the eligibility matrix 90 days must remain from the expiration date to the new note date If less than 90 days remain, proof of automatic renewal must be provided (must fund before renewal expires) Revocable Trust Corporation – for investment property only Limited Liability Company – for investment property only 			
Ineligible Borrower	 Non-occupant co-borrowers Co-signers Applicants possessing diplomatic immunity Borrowers from OFAC sanctioned countries or on the OFAC list Borrowers on HUD LDP list or GSA Excluded Party list or any other exclusionary list Politically exposed borrowers 			
Non-Arm's Length Transaction	 Eligible with reasonable explanation – up to UW's discretion Ineligible types of non-arm's length transactions include, but are not limited to: Listing Agent representing borrower as the loan officer Borrower acting as the loan officer 			



Power of Attorney	Allowed per FNMA, except for Cash-Out transaction		
Occupancy	Primary Residence		
	Second Home		
	 Investment WMB will classify the loan as a second home (given that satisfactory supporting documents can be provided) for the 		
	following scenarios:		
	 Borrower buying a primary residence for a parent who is unable to work or does not have sufficient income to 		
Buying for Parent or Child	qualify		
	o Borrower buying for an adult child who is physically handicapped or developmentally disabled, and the child is		
	unable to work or does not have sufficient income to qualify		
	 Eligible if the occupancy conversion is reasonable (i.e. moving to a bigger home) 		
Departing Residence	75% occupancy ratio will be used to calculate rental income		
	• Proof of security deposit and 1 st mo. rent receipt must be provided to use the rental income from the departing residence		
	• Cash-back to the borrower is limited to the lesser of \$2,000 or 2% of the new loan amount		
	• Combining 1 st lien and non-purchase-money 2 nd lien can be considered as rate and term if:		
Rate and Term Refinance	 Non-purchase-money 2nd lien is seasoned for 12 months prior to the loan application date; AND Total draws during the last 12 months prior to the loan application date does not exceed \$3,000 		
	 Borrower can be added to the title at closing 		
	Continuity of obligation is not required		
	 Refinancing a prior cash-out loan after 6 months can be considered as rate and term refinance 		
	6-month title seasoning is required		
Cash-Out Refinance	• Borrower is eligible for cash-out refinance on property owned by LLC, Corp, or Partnership by at least 6 months if the		
	borrower owns 50% of the LLC, Corp, or Partnership		
	Cash-out limit:		
Cash-Out Limit	 LTV > 60%: \$750K max cash-out 		
	o LTV ≤ 60%: Unlimited cash-out		
Delayed Financing	Delayed financing is allowed per FNMA		
Texas Refinance Section 50(a)(6)	• Texas refinance loans that must close under Section 50(a)(6) are ineligible		
Construction to Permanent	• Eligible		
	Borrower must have been self-employed in the same business/field for the last 2 years		
	 Borrower must have at least 25% or greater ownership interest 		
	Income document requirement:		
	 12 mo. business bank statements with CPA letter 		
	• Large deposits need to be sourced if clearly seen as non-business related income (i.e. return, transfer from checking, etc.)		
	CPA letter can be prepared by CPA, EA, or CTEC (in CA only) Standard Expanse Batia _ EQV(
	 Standard Expense Ratio - 50% CPA, EA, or CTEC can provide expense factor/ratio for the borrower's business 		
	 If service business – 20% minimum expense ratio 		
Income	 If product business – 30% minimum expense ratio 		
	CPA letter must contain the following information:		
	• CPA/EA/CTEC has prepared or reviewed borrower's personal (if Sch C) or business (if Corp or LLC) tax returns for the		
	last 2 years		
	 Borrower's % ownership in the business 		
	 Borrower's business address 		
	• CPA/EA/CTEC's license number		
	Maximum DTI		
	o 49.99%		



	• 3 rd party public listing (google, yelp, yellowpages, whitepages, mapquest, manta, etc.) showing business name, business
Income (cont.)	address, and business phone # is required
	• 4506-T, W-2, paystubs, or tax returns are not required
	75% occupancy ratio
	• If property is owned with a non-spouse, rental income up to borrower's % ownership can be used
	Boarder income is not acceptable
Rental Income	For departing residence, provide proof of:
	 Security deposit receipt; AND
	o 1 st month rent receipt
	• Short-term rental income can be used with 12-month rental history, which can be documented with:
	 12 monthly statements or annual statement AND proof of current/active listing
	 Calculation = (12 months total gross rent receipt / 12 months) x 75% occupancy ratio
	Employment must be verified 120 days prior to the note date
Verbal VOE	• Existence of business will be verified by phone listing (public listing) and third party (licensing bureau, regulatory agency,
	CPA, etc.)
	Asset seasoning requirement:
	○ 1 month
	• Large Deposit:
	 100% of the qualifying income
	• Depository Accounts (checking, savings, CDs, etc.):
	 1 month bank statement; or
	• VOD (if current balance exceeds average balance by over 100% of the qualifying income, 1 month bank statement
	will also be required)
Asset	 Investment Accounts (stocks, bonds, mutual funds, savings bonds, etc.):
	 1 month statement
	 70% can be used as reserves
	Retirement Accounts (401K, IRA, etc.):
	 1 month statement
	 70% can be used as reserves if borrower is at least 59 ½ yrs old
	\circ 65% can be used as reserves if borrower is younger than 59 ½ yrs old
	Business funds:
	\circ CPA letter must confirm borrower's % ownership, 100% access, and no negative impact on large withdrawal
	• 100% gift fund (closing costs, down payment, and reserves) is allowed on all occupancies (primary, 2 nd , and investment)
	 If gift funds are deposited directly into the escrow/closing agent:
Gift	 Gift letter + escrow/closing agent receipt matching the gift letter/donor
	 If gift funds are deposited into borrower's checking/savings account:
	• Gift letter + Borrower's 1 month bank statement + transaction history showing gift funds received (if applicable)
	Allowed under the following conditions:
Gift of Equity	\circ Seller must be related to the borrower by blood, marriage, adoption, or legal guardianship
Sile of Equily	 Seller must provide 12-month mortgage rating to confirm transaction is not a bail-out
	The new loan amount may not exceed seller's existing mortgage loan amount + closing costs
Proceeds from Sale of REO	Final settlement statement and paper trail of net proceeds must be provided
	Primary & 2 nd home:
	 6% of the purchase price
Interested Party Contributions	Investment:
	• 4% of the purchase price
	Interested party contribution may not exceed the total closing costs of the loan
	Cash on hand
Ineligible Assets	Bridge loan



Ineligible Assets (cont.)	 Gifts requiring repayment 		
	 Advance on future earnings 		
	 Unsecured loan 		
	 Pledged asset 		
	 Pooled savings 		
	 Sweat equity 		
	 Primary & 2nd home: 		
	LTV ≤ 75% &	Nana	
	Loan Amount ≤ \$1MM	None	
	LTV > 75% &	1 months	
	Loan Amount ≤ \$1MM	4 months	
	Loan Amount > \$1MM	6 months	
Reserve Requirement	Investment:		
	Loan Amount ≤ \$1MM	3 months	
	\$1,000,001 - \$2,000,000	6 months	
	Loan Amount > \$2MM	9 months	
	Cash out net proceeds can be u	sed as reserves	
	Tradeline requirement:		
	\circ 3 x 12 month (open or clo	osed)	
Credit	 Not required if 3 FICO sco 	res report on the credit report	
cicuit	 Authorized user account is not a 	an acceptable tradeline	
	Minimum of 2 FICO scores must	report on the credit report	
	Any frozen account must be unt	rozen and re-pulled	
	Private VOR or VOM is allowed	(if the borrower is related to the I	andlord or the creditor, 12-month rating must be
Housing Payment History			<pre>lled checks + most recent bank statement)</pre>
	 No mortgage late allowed within 		
	 If horrower lives rent-free rent. 		
		free letter must be provided (can	only be from borrower's relative)
	Bankruptcy (Ch 7, 11, or 13)	free letter must be provided (can 4 years	only be from borrower's relative)
		· · · · · · · · · · · · · · · · · · ·	only be from borrower's relative)
Derogatory Event Seasoning	Bankruptcy (Ch 7, 11, or 13)	4 years	only be from borrower's relative)
Derogatory Event Seasoning	Bankruptcy (Ch 7, 11, or 13) Foreclosure	4 years 4 years 2 years 2 years	only be from borrower's relative)
Derogatory Event Seasoning	Bankruptcy (Ch 7, 11, or 13) Foreclosure Short Sale or Deed-in-Lieu	4 years 4 years 2 years	only be from borrower's relative)
Derogatory Event Seasoning Derogatory Accounts	Bankruptcy (Ch 7, 11, or 13) Foreclosure Short Sale or Deed-in-Lieu Loan Modification NOD/NOS	4 years 4 years 2 years 2 years None if rescinded AND if 0 x 30 x 12	only be from borrower's relative) cal) must be paid in full at or before closing
	Bankruptcy (Ch 7, 11, or 13) Foreclosure Short Sale or Deed-in-Lieu Loan Modification NOD/NOS • Judgments, tax liens, charge-off	4 years 4 years 2 years 2 years None if rescinded AND if 0 x 30 x 12 s, and collections (excluding med	
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Derogatory Accounts	Bankruptcy (Ch 7, 11, or 13) Foreclosure Short Sale or Deed-in-Lieu Loan Modification NOD/NOS • Judgments, tax liens, charge-off If borrower qualifies w/ the monthly obligation	4 years 4 years 2 years 2 years None if rescinded AND if 0 x 30 x 12 s, and collections (excluding med No action required	
	Bankruptcy (Ch 7, 11, or 13) Foreclosure Short Sale or Deed-in-Lieu Loan Modification NOD/NOS Judgments, tax liens, charge-off If borrower qualifies w/ the monthly obligation If borrower does not qualify w/ the monthly obligation	4 years 4 years 2 years 2 years None if rescinded AND if 0 x 30 x 12 s, and collections (excluding med No action required Full account balance to be	
Derogatory Accounts	Bankruptcy (Ch 7, 11, or 13) Foreclosure Short Sale or Deed-in-Lieu Loan Modification NOD/NOS • Judgments, tax liens, charge-off If borrower qualifies w/ the monthly obligation If borrower does not qualify w/ the monthly obligation If the account does not belong	4 years 4 years 2 years 2 years None if rescinded AND if 0 x 30 x 12 s, and collections (excluding med No action required Full account balance to be paid in full before closing	
Derogatory Accounts	Bankruptcy (Ch 7, 11, or 13) Foreclosure Short Sale or Deed-in-Lieu Loan Modification NOD/NOS Judgments, tax liens, charge-off If borrower qualifies w/ the monthly obligation If borrower does not qualify w/ the monthly obligation	4 years 4 years 2 years 2 years None if rescinded AND if 0 x 30 x 12 s, and collections (excluding med No action required Full account balance to be paid in full before closing Credit supplement showing	



	 Installment account can be omi 10 or fewer monthly payr Lease account cannot be omitted i Co-signed loan can be omitted i 6-month timely payment Debt paid by 3rd party can be or 	nents remain 2d f: history by the primary obligor can be provided	
Liabilities	 6-month timely payment Debt assigned to another party Court order (such as divo full release of borrower's 	history by the 3 rd party can be provided by the court can be omitted if: rce decree) can be provided showing the full assignment of debt to another party and the liability	
	 Student loan in deferment/forbearance reporting no monthly payment on credit report, use: 1.0% of the outstanding loan balance; or Fully amortizing payment using documented repayment terms (may be \$0 if income-driven plan shows \$0) Revolving account with no monthly payment reporting on the credit report, use: Actual monthly payment required per most updated account statement; or 		
	 S% of the outstanding balance 30-day open account: Full account balance must be paid at or before closing; or Additional reserve covering the full account balance must be verified 		
Payment Shock Requirement	• None		
Eligible Property Types	 SFR PUD Condo Townhouse 2-4 Units 		
Project Review	 Limited project review required if: Existing (1 year or older) attached condo Full project review required if: New (less than 1 year) attached condo; or Non-warrantable condo Detached condo or PUDs do not require project review 		
	Acceptable non-warrantable co	ndo project characteristic include (only 1 characteristic is allowed per file):	
	Characteristics	Requirements	
	Single Entity Ownership	 Up to 30% single-entity ownership if the project has 10+ units Max. 2 units owned by a single-entity if the project has 5-10 units 	
Non-Warrantable Condo	Pre-Sale	45% of the total units in the project or the subject legal phase must have been conveyed or be under contract for sale	
	Occupancy	80% max investor concentration	
	Commercial Space	Commercial space up to 50%	
	Pending Litigation	 Projects involved in litigation are acceptable provided the lawsuit(s) are not structural in nature which impact the subject unit and do not affect the marketability of the project units and potential damages do not exceed 25% of HOA reserves or documentation from the insurance carrier or attorney representing the insurance carrier that the insurance carrier has agreed to conduct defense and the HOA insurance policy is sufficient to cover the litigation expense. 	
	HOA Budget/Reserve	• ≥ 5% allocation of replacement reserves required	



Non-Warrantable Condo (cont.)	HOA Dues – % Delinquency	• Up to 20% of the units can be > 60 days delinquent		
	Condo Conversion	 Condo conversion full gut – allowed via full project review Condo conversion non- or partial- gut – must be PERs approved 		
	Condotels	Allowed on a case-by-case basis		
	Non-warrantable condo project requires full project review			
	Non-arm's length transaction is not allowed on non-warrantable condo project			
Maximum Acreage	• 20 acres			
	• Zoning must be legally permissi	ble		
Zoning	 If zoning is grand-fathered use of 			
	• Rebuild letter or article	from subject city's building authority confirming property can be rebuilt must be provided		
	• 1 ADU on a SFR or 2 unit is eligi	ble if:		
		rates the improvement is typical and marketable for the area by providing at least 1		
Accessory Dwelling Unit (ADU)	comparable sale with an	ADU		
	 Legal description and pro 	perty tax assessment is showing the property type as SFR or 2 unit without counting the		
	ADU			
	Separate rental income from th	e ADU is not counted toward borrower's qualifying income		
	Allowed if:			
Unpermitted Addition	 No value is given 			
	Appraiser comments that the activity of the second se	ddition has no health/safety issue, was built in a workman-like manner, and has no		
	negative impact to the marketa			
	If solar panel is purchased free			
	 Appraiser can give value f 			
	 No other action is required 			
	 If solar panel is purchased through financing: 			
	 Original financing agreement must be provided 			
	 For purchase transaction, fully executed financing transfer agreement must be provided 			
	o Remaining principal balance on the solar financing will be counted toward CLTV of the subject loan			
		t must be counted toward borrower's liabilities		
		sition to the subject loan, the solar lien must be temporarily deleted/removed through		
		inated to the subject loan		
Color Devel		t give value for the solar panel		
Solar Panel	If solar panel is leased: Original financing agreement	ant must be provided		
	 Original financing agreement must be provided 			
	 For purchase transaction, fully executed financing transfer agreement must be provided Monthly payment amount must be counted toward berrower's liabilities 			
	 Monthly payment amount must be counted toward borrower's liabilities Solar lien does not need to be deleted/removed or subordinated 			
	 Solar lien does not need to be deleted/removed or subordinated Appraiser cannot give value for the solar panel 			
	 If solar panel is leased with a po 			
	 Original power-purchase agreement must be provided 			
	 For purchase transaction, fully executed power-purchase transfer agreement must be provided 			
		t does not need to be counted toward borrower's liabilities		
		o be deleted/removed or subordinated		
	• Appraiser cannot give value for			
	• Co-op			
	Manufactured home / Mobile home			
Ineligible Property Types	• Mixed use			
	Boarding home			
	 Florida condo 			



Eligible Ownership Types	Fee Simple		
	Leasehold (meeting agency guidelines)		
	Primary & 2 nd home O Unlimited		
Max. # of Financed Properties	Investment		
	 10 financed properties including subject 		
Max. Loan to One Borrower	• WMB will finance up to 10 properties or up to \$5,000,000 in unpaid principal balance, whichever is more restrictive		
Property Flip	 Seller must provide satisfactory explanation and/or appropriate document supporting the value increase Non-arm's length transaction is ineligible 		
	 1 appraisal required for loan amount < \$1,000,000 (desk review is also required unless both UCDP scores are ≤ 2.5) 		
Appraisal Requirements	 1 appraisal and desk review required for loan amount \$1,000,000 - \$1,999,999 		
	• 2 appraisals required for loan amount \geq \$2,000,000		
	Transferred appraisal with the following conditions:		
Transferred Appraisal	 Desk review is required 		
	Original appraisal must address all revision or comment requests		
	Desk review is required if:		
	 Fannie or Freddie UCDP score is > 2.5 		
	 Transferred appraisal 		
	 Loan amount is \$1,000,000 - \$1,999,999 		
	• Desk review order process:		
	 Upon receipt of satisfactory/finalized appraisal report, WMB will create a desk review order through a 3rd party vendor 		
Desk Review	 Desk review payment link will be sent to borrower's email 		
	 Upon completion of borrower's payment, desk review order will be assigned to a 3rd party reviewer 		
	 Upon completion of desk review, WMB will review the desk review and notify the loan officer if additional action is 		
	necessary		
	 If the variation from the desk review is equal to or greater than -10%: 		
	 Field review must be ordered through WMB's approved AMC 		
	• Final valuation will be the lowest value appraised from the appraisal report, the desk review, and the field review		
	• For cash-out transaction, if subject was purchased less than 12 mo. ago, use lower of the:		
Value Seasoning (Cash-Out)	 Original purchase price + improvement cost (must be documented); or 		
value seasoning (cash-out)	 Appraised value 		
	For rate and term transaction, use the new appraised value		
	 Floor cert or equivalent must be delivered and acknowledged by the borrower 10 days prior to the note date 		
Floor Insurance	• Flood insurance is required with coverage equal to \$250,000 (or the loan amount if loan amount is less than \$250,000)		
	Flood insurance premium must be paid in full prior to closing		
	Flood insurance must be impounded		
	Credit documents: 90 days		
	Asset documents: 90 days		
	 Income documents: 90 days VOE must be dated no earlier than 45 calendar days from the application date 		
Age of Documentation	 Appraisal documents: 120 days (can be extended for additional 60 days if 1004D is ordered prior to the 120-day expiration 		
	date)		
	Title documents: 90 days		
	CPL: 30 days		
	 Except HPML loans, property tax and insurance escrow/impounds can be waived 		
Escrow Waiver	 Individual state laws may supersede the above requirement 		
	Investment property only		
Prepayment Penalty	 4% flat structure (can be bought down, up, or out) 		



Listed for Sale

Rate and term – 6 months seasoning required
Cash out – 12 months seasoning required