

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
	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
Barration Baridana	Eligible if the occupancy conversion is reasonable (i.e. moving to a bigger home) Trace Trace
Departing Residence	• 75% occupancy ratio will be used to calculate rental income
	 Proof of security deposit and 1st 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:
	Non-purchase-money 2 nd lien is seasoned for 12 months prior to the loan application date; AND
Rate and Term Refinance	 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
Cash-Out Refinance	6-month title seasoning is required A Parrower is eligible for each out refinence on preparty owned by U.C. Corp. or Partnership by at least 6 months if the
Casii-Out Reilliance	• 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	o 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	Income document requirement:
	o CPA-signed P&L with CPA letter
	CPA P&L and CPA letter can be prepared by CPA, EA, or CTEC (in CA only)
	P&L accounting period requirement: The state of
	 For application date between 1/1 to 3/31 – Full 1-year P&L from previous year For application date between 4/1 to 12/31 – Full 1-year P&L from previous year + YTD P&L
	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
	O Borrower's business address O CRA/EA/CTEC's license number.
	CPA/EA/CTEC's license number Maximum DTI
	• Maximum D11 • 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 	
Nental Income		
	'	
	Short-term rental income can be used with 12-month rental history, which can be documented with: 12 monthly statements or applied statement AND proof of current/active listing.	
	12 monthly statements or annual statement AND proof of current/active listing Calculation = (12 months total gross cont receipt / 12 months) v 75% cocurrency ratio	
	Calculation = (12 months total gross rent receipt / 12 months) x 75% occupancy ratio	
v 1 1ves	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:	
	o 1 month	
	Large Deposit:	
	o 100% of the qualifying income	
	Depository Accounts (checking, savings, CDs, etc.):	
	o 1 month bank statement; or	
	 VOD (if current balance exceeds average balance by over 100% of the qualifying income, 1 month bank statement 	
Asset	will also be required)	
	Investment Accounts (stocks, bonds, mutual funds, savings bonds, etc.):	
	o 1 month statement	
	o 70% can be used as reserves	
	Retirement Accounts (401K, IRA, etc.):	
	o 1 month statement	
	o 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:	
	 CPA letter must confirm borrower's % ownership, 100% access, and no negative impact on large withdrawal 	
	 If using business funds, deposits shown on the statement must be within 10% of the gross revenue level on P&L 	
	• 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:	
	 Seller must be related to the borrower by blood, marriage, adoption, or legal guardianship 	
Gift of Equity	 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:	
Interested Party Contributions	o 6% of the purchase price	
	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	
	• bridge roan	



Ineligible Assets (cont.)	 Gifts requiring repayment 			
	 Advance on future earnings 			
	 Unsecured loan 			
	 Pledged asset 			
	 Pooled savings 			
	Sweat equity			
	Primary & 2 nd home:			
	LTV ≤ 75% &			
	Loan Amount ≤ \$1MM	None		
	LTV > 75% &			
	Loan Amount ≤ \$1MM	4 months		
	Loan Amount 3 \$1111111			
	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:			
	o 3 x 12 month (open or clo	osed)		
	 Not required if 3 FICO sco 	ores report on the credit report		
Credit	Authorized user account is not an acceptable tradeline			
	Minimum of 2 FICO scores must report on the credit report			
	Any frozen account must be unit			
	Private VOR or VOM is allowed	(if the borrower is related to the I	andlord or the creditor, 12-month rating must be	
	documented with 12-month ba	nk statements or 12-month cance	elled checks + most recent bank statement)	
Housing Payment History	No mortgage late allowed within the last 12 months (0 x 30 x 12)			
	If borrower lives rent-free, rent-free letter must be provided (can only be from borrower's relative)			
	Bankruptcy (Ch 7, 11, or 13)	4 years		
	Foreclosure	4 years		
Derogatory Event Seasoning	Short Sale or Deed-in-Lieu	2 years		
	Loan Modification	2 years		
	NOD/NOS	None if rescinded AND		
		if 0 x 30 x 12		
Derogatory Accounts	• Judgments, tax liens, charge-off	fs, and collections (excluding med	ical) must be paid in full at or before closing	
	If borrower qualifies w/ the monthly obligation	No action required		
	, ,		1	
	If borrower does not qualify	Full account balance to be		
	, ,	Full account balance to be paid in full before closing		
Disputed Accounts	If borrower does not qualify w/ the monthly obligation			
Disputed Accounts	If borrower does not qualify w/ the monthly obligation If the account does not belong	paid in full before closing		
Disputed Accounts	If borrower does not qualify w/ the monthly obligation	paid in full before closing Credit supplement showing		



	Installment account can be omitted if:				
	o 10 or fewer monthly payments remain				
	Lease account cannot be omitted				
	Co-signed loan can be omitted in the complex of the complex o	if:			
	 6-month timely payment history by the primary obligor can be provided 				
	Debt paid by 3 rd party can be or	mitted if:			
	 6-month timely payment 	history by the 3 rd party can be provided			
	 Debt assigned to another party 	by the court can be omitted if:			
		rce decree) can be provided showing the full assignment of debt to another party and the			
Liabilities	full release of borrower's liability				
		earance reporting no monthly payment on credit report, use:			
	1.0% of the outstanding loan balance; or				
	_	using documented repayment terms (may be \$0 if income-driven plan shows \$0)			
		thly payment reporting on the credit report, use:			
	_	required per most updated account statement; or			
	 5% of the outstanding ba 				
	30-day open account:				
		t be paid at or before closing; or			
		ng the full account balance must be verified			
	Additional reserve coveri	ing the full account balance must be vermed			
Payment Shock Requirement	• None				
	• SFR				
	• PUD				
Eligible Property Types	• Condo				
3 · · · · · · · · · · · · · · · · · · ·	Townhouse				
	• 2-4 Units				
		: f.			
	Limited project review required if: - Eviding (1 years and day) attached conde				
	Existing (1 year or older) attached condo				
Project Review	Full project review required if:				
	New (less than 1 year) attached condo; or				
	Non-warrantable condo				
	Detached condo or PUDs do no				
	Acceptable non-warrantable co	ndo project characteristic include (only 1 characteristic is allowed per file):			
	<u>Characteristics</u>	<u>Requirements</u>			
		Up to 30% single-entity ownership if the project has 10+ units			
	Single Entity Ownership	Max. 2 units owned by a single-entity if the project has 5-10 units			
	Pre-Sale	45% of the total units in the project or the subject legal phase must have			
Non-Warrantable Condo		been conveyed or be under contract for sale			
		been conveyed of be under contract for sale			
	Occupancy	80% max investor concentration			
	Commercial Space	Commercial space up to 50%			
		Projects involved in litigation are acceptable provided the lawsuit(s) are			
		not structural in nature which impact the subject unit and do not affect			
	Pending Litigation	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 			
Zoning	If zoning is grand-fathered use or legal non-conforming:			
		from subject city's building authority confirming property can be rebuilt must be provided		
	1 ADU on a SFR or 2 unit is eligi Appraisal report demonst	rates the improvement is typical and marketable for the area by providing at least 1		
	comparable sale with an			
Accessory Dwelling Unit (ADU)	i '	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 			
		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 for the solar panel			
	No other action is required If color and is graph and through financiary.			
	 If solar panel is purchased through financing: Original financing agreement must be provided 			
		·		
	 For purchase transaction, fully executed financing transfer agreement must be provided Remaining principal balance on the solar financing will be counted toward CLTV of the subject loan 			
		t must be counted toward borrower's liabilities		
	į	sition to the subject loan, the solar lien must be temporarily deleted/removed through		
		inated to the subject loan		
	Appraiser may or may not give value for the solar panel			
Solar Panel	• If solar panel is leased:			
	 Original financing agreem 	ent must be provided		
	 For purchase transaction, fully executed financing transfer agreement must be provided 			
	Monthly payment amount must be counted toward borrower's liabilities			
	 Solar lien does not need to be deleted/removed or subordinated 			
	Appraiser cannot give val	·		
	If solar panel is leased with a po	ower-purchase agreement: agreement must be provided		
		fully executed power-purchase transfer agreement must be provided		
	1	t does not need to be counted toward borrower's liabilities		
		to be deleted/removed or subordinated		
	Appraiser cannot give value for	· · · · · · · · · · · · · · · · · · ·		
	• Co-op			
	Manufactured home / Mobile h	ome		
Ineligible Property Types	Mixed use			
	Boarding home			
	Florida condo			



	WHULESALE MURIGAGE BANKERS		
Eligible Ownership Types	• Fee Simple		
	Leasehold (meeting agency guidelines)		
Max. # of Financed Properties	• Primary & 2 nd home		
	o Unlimited		
	• 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		
Troperty riip	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 ≥ \$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 		
	o Transferred appraisal		
	o 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:		
	 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		
	Flood cert or equivalent must be delivered and acknowledged by the borrower 10 days prior to the note date		
eland transport	• Flood insurance is required with coverage equal to \$250,000 (or the loan amount if loan amount is less than \$250,000)		
Flood Insurance	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		
Age of Decumentation	 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		
Escrow Waivor	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)		
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Listed for Sale

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