

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.	
	HPML (Higher-Priced Mortgage Loan) is allowed with the following restrictions:	
Higher Priced Mortgage Loan	• Tax and insurance need to be impounded	
(HPML)	• All appraisal-related documents must be delivered 3 days prior to the note date	
	<ul> <li>2<sup>nd</sup> appraisal report (paid by LO) required if borrower is purchasing a flipped home (per CFPB HPML flip rule)</li> </ul>	
High-Cost Mortgage	HCM (High-Cost Mortgage) is not allowed	
Minimum Loan Amount	• \$150,000	
	• 30 Year Fixed	
	• 40 Year Fixed	
Eligible Loan Products	<ul> <li>30 Year Fixed Interest-Only (10/20) – fully amortizing</li> </ul>	
	<ul> <li>40 Year Fixed Interest-Only (10/30) – fully amortizing</li> </ul>	
	• 5/6 ARM	
	<ul> <li>5/6 ARM Interest-Only (10/20) – fully amortizing</li> </ul>	
	Index – 30-day average SOFR	
ARM Info	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 is allowed under the following structures :	
Temporary Buydown	o 3-2-1	
	o 2-1	
Coloradia da Fiana da s	Purchase loans with new subordinate financing are permitted     Suisting subordinate financing can be re-subordinated on refinance	
Subordinate Financing	Existing subordinate financing can be re-subordinated on refinance     Subordinate financing must be institutional	
	Subordinate financing must be institutional     US Citizen	
	Permanent Resident Alien	
	<ul> <li>90 days must remain from the expiration date to the new note date</li> </ul>	
	<ul> <li>If less than 90 days remain, proof of automatic renewal must be provided (must fund before renewal expires)</li> </ul>	
	<ul> <li>Non-Permanent Resident Alien</li> </ul>	
Borrower Eligibility	<ul> <li>For eligible VISA and EAD category – please refer to the eligibility matrix</li> </ul>	
	$\circ$ 90 days must remain from the expiration date to the new note date	
	o 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	
	<ul> <li>Limited Liability Company – for investment property only</li> </ul>	
Ineligible Borrower	Non-occupant co-borrowers	
	• Co-signers	
	<ul> <li>Applicants possessing diplomatic immunity</li> </ul>	
	<ul> <li>Borrowers from OFAC sanctioned countries or on the OFAC list</li> </ul>	
	<ul> <li>Borrowers on HUD LDP list or GSA Excluded Party list or any other exclusionary list</li> </ul>	
	Politically exposed borrowers	
	<ul> <li>Eligible with reasonable explanation – up to UW's discretion</li> </ul>	
Non-Arm's Length Transaction	<ul> <li>Ineligible types of non-arm's length transactions include, but are not limited to:</li> </ul>	
	<ul> <li>Listing Agent representing borrower as the loan officer</li> </ul>	
	<ul> <li>Borrower acting as the loan officer</li> </ul>	



Power of Attorney	Allowed per FNMA, except for Cash-Out transaction		
Occupancy	Primary Residence     Second Home     Investment		
Buying for Parent or Child	<ul> <li>WMB will classify the loan as a second home (given that satisfactory supporting documents can be provided) for the following scenarios:         <ul> <li>Borrower buying a primary residence for a parent who is unable to work or does not have sufficient income to qualify</li> <li>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</li> </ul> </li> </ul>		
Departing Residence	<ul> <li>Eligible if the occupancy conversion is reasonable (i.e. moving to a bigger home)</li> <li>75% occupancy ratio will be used to calculate rental income</li> <li>Proof of security deposit and 1<sup>st</sup> mo. rent receipt must be provided to use the rental income from the departing residence</li> </ul>		
Rate and Term Refinance	<ul> <li>Cash-back to the borrower is limited to the lesser of \$2,000 or 2% of the new loan amount</li> <li>Combining 1<sup>st</sup> lien and non-purchase-money 2<sup>nd</sup> lien can be considered as rate and term if:         <ul> <li>Non-purchase-money 2<sup>nd</sup> lien is seasoned for 12 months prior to the loan application date; AND</li> <li>Total draws during the last 12 months prior to the loan application date does not exceed \$3,000</li> </ul> </li> <li>Borrower can be added to the title at closing</li> <li>Continuity of obligation is not required</li> <li>Refinancing a prior cash-out loan after 6 months can be considered as rate and term refinance</li> </ul>		
Cash-Out Refinance	<ul> <li>6-month title seasoning is required</li> <li>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</li> </ul>		
Cash-Out Limit	<ul> <li>Cash-out limit:         <ul> <li>LTV &gt; 60%: \$750K max cash-out</li> <li>LTV ≤ 60%: Unlimited cash-out</li> </ul> </li> </ul>		
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		
Income	<ul> <li>Borrower must have been self-employed in the same business/field for the last 2 years</li> <li>Borrower must have at least 25% or greater ownership interest</li> <li>Income document requirement: <ul> <li>Note Date between Jan. 1 to Mar. 31: 1 Year 1099 + CPA letter</li> <li>Note Date between Apr. 1 to Dec. 31: 1 Year 1099 + 2 mo. business bank statements + CPA letter</li> </ul> </li> <li>If 2 mo. business bank statements are provided, the average monthly deposit must be within 90% of the average monthly gross revenue reported on the 1099</li> <li>Standard Expense Ratio: 10%</li> <li>Income calculation = 1 Year 1099 ÷ 12 months</li> <li>CPA P&amp;L and CPA letter can be prepared by CPA, EA, or CTEC (in CA only)</li> <li>CPA letter must contain the following information: <ul> <li>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</li> <li>Borrower's Womership in the business</li> <li>CPA/EA/CTEC's license number</li> </ul> </li> <li>Maximum DTI <ul> <li>49.99%</li> </ul> </li> </ul>		



Income (cont.)	• 3 <sup>rd</sup> party public listing (google, yelp, yellowpages, whitepages, mapquest, manta, etc.) showing business name, business
	address, and business phone # is required
	<ul> <li>4506-T, W-2, paystubs, or tax returns are not required</li> </ul>
	75% occupancy ratio
	<ul> <li>If property is owned with a non-spouse, rental income up to borrower's % ownership can be used</li> </ul>
	Boarder income is not acceptable
	<ul> <li>For departing residence, provide proof of:</li> </ul>
Rental Income	<ul> <li>Security deposit receipt; AND</li> </ul>
	<ul> <li>1<sup>st</sup> month rent receipt</li> </ul>
	<ul> <li>Short-term rental income can be used with 12-month rental history, which can be documented with:</li> </ul>
	<ul> <li>12 monthly statements or annual statement AND proof of current/active listing</li> </ul>
	<ul> <li>Calculation = (12 months total gross rent receipt / 12 months) x 75% occupancy ratio</li> </ul>
	<ul> <li>Employment must be verified 120 days prior to the note date</li> </ul>
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:
	<ul> <li>100% of the qualifying income</li> </ul>
	<ul> <li>Depository Accounts (checking, savings, CDs, etc.):</li> </ul>
	<ul> <li>1 month bank statement; or</li> </ul>
	• VOD (if current balance exceeds average balance by over 100% of the qualifying income, 1 month bank statement
	will also be required)
Asset	<ul> <li>Investment Accounts (stocks, bonds, mutual funds, savings bonds, etc.):</li> </ul>
	• 1 month statement
	<ul> <li>70% can be used as reserves</li> </ul>
	Retirement Accounts (401K, IRA, etc.):
	• 1 month statement
	<ul> <li>70% can be used as reserves if borrower is at least 59 ½ yrs old</li> <li>65% can be used as receives if borrower is upunger than 50 ½ yrs old</li> </ul>
	<ul> <li>65% can be used as reserves if borrower is younger than 59 ½ yrs old</li> <li>Business funds:</li> </ul>
	<ul> <li>Business funds:</li> <li>CPA letter must confirm borrower's % ownership, 100% access, and no negative impact on large withdrawal</li> </ul>
	<ul> <li>CPA letter must confirm borrower's % ownership, 100% access, and no negative impact on large withdrawal</li> <li>If using business funds, deposits shown on the statement must be within 10% of the gross revenue level on 1099</li> </ul>
	<ul> <li>100% gift fund (closing costs, down payment, and reserves) is allowed on all occupancies (primary, 2<sup>nd</sup>, and investment)</li> </ul>
	<ul> <li>If gift funds are deposited directly into the escrow/closing agent:</li> </ul>
Gift	<ul> <li>Gift letter + escrow/closing agent receipt matching the gift letter/donor</li> </ul>
Gitt	<ul> <li>If gift funds are deposited into borrower's checking/savings account:</li> </ul>
	<ul> <li>Gift letter + Borrower's 1 month bank statement + transaction history showing gift funds received (if applicable)</li> </ul>
	Allowed under the following conditions:
	<ul> <li>Seller must be related to the borrower by blood, marriage, adoption, or legal guardianship</li> </ul>
Gift of Equity	<ul> <li>Seller must provide 12-month mortgage rating to confirm transaction is not a bail-out</li> </ul>
	<ul> <li>The new loan amount may not exceed seller's existing mortgage loan amount + closing costs</li> </ul>
Proceeds from Sale of REO	<ul> <li>Final settlement statement and paper trail of net proceeds must be provided</li> </ul>
Interested Party Contributions	• Primary & 2 <sup>nd</sup> home:
	<ul> <li>6% of the purchase price</li> </ul>
	Investment:
	<ul> <li>4% of the purchase price</li> </ul>
	<ul> <li>Interested party contribution may not exceed the total closing costs of the loan</li> </ul>
	Cash on hand
Ineligible Assets	Bridge loan



Ineligible Assets (cont.)	<ul> <li>Gifts requiring repayment</li> </ul>			
	<ul> <li>Advance on future earnings</li> </ul>			
	Unsecured loan			
	<ul> <li>Pledged asset</li> </ul>			
	<ul> <li>Pooled savings</li> </ul>			
	Sweat equity			
	• Primary & 2 <sup>nd</sup> home:			
	LTV ≤ 75% &	None		
	Loan Amount ≤ \$1MM	None		
	LTV > 75% &	4 months		
	Loan Amount ≤ \$1MM	4 11011115		
	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		
	<ul> <li>Tradeline requirement:</li> </ul>			
	$\circ$ 3 x 12 month (open or clo			
Credit		pres report on the credit report		
	<ul> <li>Authorized user account is not a</li> </ul>			
	Minimum of 2 FICO scores must			
	<ul> <li>Any frozen account must be unf</li> </ul>			
			andlord or the creditor, 12-month rating must be	
Housing Payment History	documented with 12-month bank statements or 12-month cancelled checks + most recent bank statement)			
	<ul> <li>No mortgage late allowed within the last 12 months (0 x 30 x 12)</li> <li>If borrower lives rent-free, rent-free letter must be provided (can only be from borrower's relative)</li> </ul>			
	• 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	<ul> <li>Judgments, tax liens, charge-off</li> </ul>	s, and collections (excluding medi	cal) must be paid in full at or before closing	
	If borrower qualifies w/ the monthly obligation	No action required		
	If borrower does not qualify	Full account balance to be		
Disputed Accounts	w/ the monthly obligation	paid in full before closing		
	If the account does not belong	Credit supplement showing		
	to the borrower	dispute has been resolved and		
		the account has been deleted		



	Installment account can be omi	tted if:		
	$\circ$ 10 or fewer monthly payr	nents remain		
	Lease account cannot be omitted			
	Co-signed loan can be omitted if:			
		history by the primary obligor can be provided		
	• Debt paid by 3 <sup>rd</sup> party can be or			
		history by the 3 <sup>rd</sup> party can be provided		
	<ul> <li>Debt assigned to another party</li> </ul>			
		rce decree) can be provided showing the full assignment of debt to another party and the		
Liabilities	full release of borrower's liability			
	<ul> <li>Student loan in deferment/forbearance reporting no monthly payment on credit report, use:</li> </ul>			
	<ul> <li>1.0% of the outstanding loan balance; or</li> </ul>			
	-	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		
	<ul> <li>5% of the outstanding ba</li> </ul>			
	<ul> <li>30-day open account:</li> </ul>			
		t be paid at or before closing; or		
		ng the full account balance must be verified		
Payment Shock Requirement	None			
	• SFR			
	• PUD			
Eligible Property Types	Condo			
· · · / //	Townhouse			
	• 2-4 Units			
	Limited project review required	if:		
	<ul> <li>Limited project review required in:</li> <li>Existing (1 year or older) attached condo</li> </ul>			
	Full project review required if:			
Project Review	<ul> <li>Full project review required in:</li> <li>New (less than 1 year) attached condo; or</li> </ul>			
	<ul> <li>Non-warrantable condo</li> </ul>			
	Detached condo or PUDs do not require project review			
		ndo project characteristic include (only 1 characteristic is allowed per file):		
	<u>Characteristics</u>	<u>Requirements</u>		
	Single Entity Ownership	• 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		
	Dec Cala	• 45% of the total units in the project or the subject legal phase must have		
	Pre-Sale	been conveyed or be under contract for sale		
	Occupancy	80% max investor concentration		
		• 80% max investor concentration		
Non-Warrantable Condo	Commercial Space	Commercial space up to 50%		
	'			
		<ul> <li>Projects involved in litigation are acceptable provided the lawsuit(s) are not structured in pattern which impact the subject unit and do not affect</li> </ul>		
		not structural in nature which impact the subject unit and do not affect the marketability of the project units and potential damages do not		
	Pending Litigation	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	<ul> <li>Condo conversion full gut – allowed via full project review</li> <li>Condo conversion non- or partial- gut – must be PERs approved</li> </ul>			
	Condotels	Allowed on a case-by-case basis			
	<ul> <li>Non-warrantable condo project</li> </ul>				
	Non-arm's length transaction is not allowed on non-warrantable condo project				
Maximum Acreage	• 20 acres				
	<ul> <li>Zoning must be legally permissi</li> </ul>	ble			
Zoning	<ul> <li>If zoning is grand-fathered use of</li> </ul>				
		from subject city's building authority confirming property can be rebuilt must be provided			
	<ul> <li>1 ADU on a SFR or 2 unit is eligit</li> </ul>				
		trates the improvement is typical and marketable for the area by providing at least 1			
Accessory Dwelling Unit (ADU)	comparable sale with an				
		perty tax assessment is showing the property type as SFR or 2 unit without counting the			
	ADU - Commente montel in comme from th	A DUL is not counted to used to an out on a life is a income			
		e ADU is not counted toward borrower's qualifying income			
	Allowed if:     No value is given				
Unpermitted Addition	<ul> <li>No value is given</li> <li>Appraiser comments that the addition has no health/safety issue, was built in a workman-like manner, and has no</li> </ul>				
	<ul> <li>Appraiser comments that the an negative impact to the marketa</li> </ul>				
	If solar panel is purchased free				
	<ul> <li>Appraiser can give value</li> </ul>				
	<ul> <li>No other action is require</li> </ul>				
	<ul> <li>If solar panel is purchased through financing:</li> </ul>				
	<ul> <li>Original financing agreement must be provided</li> </ul>				
	<ul> <li>For purchase transaction, fully executed financing transfer agreement must be provided</li> </ul>				
		nce on the solar financing will be counted toward CLTV of the subject loan			
		nt 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			
	<ul> <li>Appraiser may or may no</li> </ul>	t give value for the solar panel			
Solar Panel	• If solar panel is leased:				
	<ul> <li>Original financing agreem</li> </ul>	nent must be provided			
	<ul> <li>For purchase transaction,</li> </ul>	, fully executed financing transfer agreement must be provided			
	<ul> <li>Monthly payment amour</li> </ul>	nt must be counted toward borrower's liabilities			
	<ul> <li>Solar lien does not need to be deleted/removed or subordinated</li> </ul>				
	<ul> <li>Appraiser cannot give value for the solar panel</li> </ul>				
	If solar panel is leased with a power-purchase agreement:				
	<ul> <li>Original power-purchase agreement must be provided</li> </ul>				
	<ul> <li>For purchase transaction, fully executed power-purchase transfer agreement must be provided</li> <li>Monthly payment amount does not need to be counted toward berrowar's liabilities</li> </ul>				
	<ul> <li>Monthly payment amount does not need to be counted toward borrower's liabilities</li> <li>Solar lien does not need to be deleted/removed or subordinated</li> </ul>				
	<ul> <li>Solar lien does not need to</li> <li>Appraiser cannot give value for</li> </ul>				
	-				
Ineligible Property Types	<ul> <li>Co-op</li> <li>Manufactured home / Mehile h</li> </ul>	anno.			
	Manufactured home / Mobile home     Mixed use				
	Boarding home     Florida condo				



Eligible Ownership Types	Fee Simple		
	Leasehold (meeting agency guidelines)		
	Primary & 2 <sup>nd</sup> home		
Max. # of Financed Properties	o Unlimited		
	<ul> <li>Investment         <ul> <li>10 financed properties including subject</li> </ul> </li> </ul>		
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 ≥ \$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:		
	<ul> <li>Fannie or Freddie UCDP score is &gt; 2.5</li> </ul>		
	• Transferred appraisal		
	<ul> <li>Loan amount is \$1,000,000 - \$1,999,999</li> </ul>		
	• Desk review order process:		
	<ul> <li>Upon receipt of satisfactory/finalized appraisal report, WMB will create a desk review order through a 3<sup>rd</sup> party</li> </ul>		
Desk Review	vendor		
	<ul> <li>Desk review payment link will be sent to borrower's email</li> <li>Upon completion of borrower's payment, desk review order will be assigned to a 3<sup>rd</sup> party reviewer</li> </ul>		
	<ul> <li>Upon completion of desk review, WMB will review the desk review and notify the loan officer if additional action is necessary</li> </ul>		
	<ul> <li>If the variation from the desk review is equal to or greater than -10%:</li> </ul>		
	<ul> <li>Field review must be ordered through WMB's approved AMC</li> </ul>		
	• 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:		
	<ul> <li>Original purchase price + improvement cost (must be documented); or</li> </ul>		
Value Seasoning (Cash-Out)	<ul> <li>Appraised value</li> </ul>		
	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		
	• 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		
	<ul> <li>VOE must be dated no earlier than 45 calendar days from the application date</li> </ul>		
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 Waiver	• Except HPML loans, property tax and insurance escrow/impounds can be waived		
	Individual state laws may supersede the above requirement		
D	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