

# HELOAN 1

(Standalone 2<sup>nd</sup> TD)

Program Code: HELOAN-1 -30, -20, -15, -10

Loan Amt	Min FICO	Max CLTV											
		Primary				2 <sup>nd</sup> Home				Investment			
		Full Doc	Bank Stmt, 1099	WVOE	P&L	Full Doc	Bank Stmt, 1099	WVOE	P&L	Full Doc	Bank Stmt, 1099	WVOE	P&L
100,000-350,000	720	90%	90%	85%	80%	80%	80%	75%	70%	80%	80%	75%	70%
	700	90%	85%	80%	75%	80%	75%	70%	65%	80%	75%	70%	65%
	680	85%	80%	75%	70%	75%	70%	65%	60%	75%	70%	65%	60%
	660	80%	75%	70%	65%	70%	60%	60%	55%	70%	60%	60%	55%
350,001-500,000	720	90%	85%	80%	75%	80%	75%	70%	65%	80%	75%	70%	65%
	700	85%	80%	75%	70%	80%	70%	65%	60%	80%	70%	65%	60%
	680	80%	75%	70%	65%	70%	65%	60%	55%	70%	65%	60%	55%
	660	75%	65%	65%	60%	65%	60%	55%	50%	65%	60%	55%	50%
500,001-750,000	720	80%	80%	75%	70%	75%	70%	65%	60%	75%	70%	65%	60%
	700	80%	75%	70%	65%	70%	65%	60%	55%	70%	65%	60%	55%
	680	75%	65%	65%	60%	65%	55%	55%	50%	65%	55%	55%	50%
	660	70%	60%	60%	55%	60%	50%	50%	45%	60%	50%	50%	45%

Property type Max CLTV				
2-4 Units		Condo		Rural
Owner Occupied	Non-Owner Occupied	Owner Occupied	Non-Owner Occupied	Owner Occupied
75%	70%	75%	70%	80%

Max Combined Lien Bal	\$2,000,000	\$3,000,000	\$3,500,000	\$4,000,000	\$5,000,000
Max CLTV	90%	85%	80%	75%	60%

General Requirements	
<b>Loan Purpose</b>	<ul style="list-style-type: none"> <li>Stand-Alone Cash-Out (Simultaneous/Piggyback not allowed)</li> </ul>
<b>Loan Amount</b>	<ul style="list-style-type: none"> <li>Min: <b>\$100,000</b></li> <li>Max: \$750,000</li> </ul>
<b>Product Type</b>	<ul style="list-style-type: none"> <li>30-Yr Fixed</li> <li>20-Yr Fixed</li> <li>15-Yr Fixed</li> <li>10-Yr Fixed</li> </ul>
<b>Occupancy</b>	<ul style="list-style-type: none"> <li>Primary Residence</li> <li>Second Home</li> <li>Investment</li> </ul>
<b>Max DTI</b>	<ul style="list-style-type: none"> <li>50%</li> </ul>
<b>Property Type</b>	<ul style="list-style-type: none"> <li>Single Family, PUD, Townhome, Rowhome, Modular</li> <li>2-4 Units – Max 75 CLTV OO, 70 CLTV NOO</li> <li>Fannie Mae Warrantable Condo - Max 75 CLTV OO, 70 CLTV NOO</li> <li>Rural – Primary Only, Max 10 acres – Max 80 CLTV</li> </ul>
<b>Declining Market</b>	<ul style="list-style-type: none"> <li>Owner Occupied/2nd Home Max CLTV: 75%</li> <li>Non-Owner Occupied Max CLTV: 70%</li> </ul>
<b>Seasoning</b>	<ul style="list-style-type: none"> <li>Properties owned less than 6 months are ineligible.</li> <li>Properties listed for sale within 6 months of Note date are ineligible.</li> <li>Any previous cash out refinance from subject within 6 months, either the 1<sup>st</sup> or a 2<sup>nd</sup> lien, Max CLTV 80%.</li> </ul>
<b>Senior Lien</b>	<ul style="list-style-type: none"> <li>Senior Lien Interest Only Max DTI: 45%.</li> <li>Senior Lien ARM with &lt; 3 years fixed period remaining must qualified on fully indexed payment</li> </ul>
<b>Ineligible Senior Liens</b>	<ul style="list-style-type: none"> <li>Loans in active forbearance or deferment. Deferred balances from modifications seasoned greater than 12 months may remain open. If seasoned less than or equal to 12 months, deferred balances must be paid through closing. Senior lien must be out of forbearance at time of loan application in order to be eligible.</li> <li>Loans with negative amortization</li> <li>Reverse mortgages</li> <li>Balloon loans that the balloon payment comes due during the amortization period of the 2nd lien.</li> <li>Mortgages not reporting on credit report.</li> <li>Private Party</li> </ul>
<b>Subordinate Financing</b>	<ul style="list-style-type: none"> <li>All existing subordinate liens must be satisfied at or prior to closing</li> </ul>
<b>Cash-Out</b>	<ul style="list-style-type: none"> <li>A letter of explanation regarding the use of loan funds must be provided.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>No Section 32 or state High Cost</li> <li>Loans must comply with all applicable federal and state regulations</li> <li>Fully documented Ability to Repay including Borrower Attestation</li> <li>Higher-Priced Mortgage Loans (HPML) and Higher-Priced Covered Transactions (HPCT) are permitted subject to complying with all applicable regulatory requirements.</li> </ul>
<b>State Restrictions</b>	<ul style="list-style-type: none"> <li>Texas Not Permitted</li> <li>Properties located in Baltimore City, Maryland not Permitted when subject is an Investment property</li> </ul>

<b>Document Age</b>	<ul style="list-style-type: none"> <li>Income documents: 90 days</li> <li>Credit documents: 90 days</li> <li>Title Report: 90 days</li> <li>Appraisal: 120 days (With Recertification of Value: 180 days)</li> </ul>
<b>General Underwriting Guidelines</b>	
<b>Credit Score</b>	<ul style="list-style-type: none"> <li>Qualifying score is the lowest of 2 scores or middle of 3 scores from the Primary income earner.</li> <li>Non-traditional credit ineligible.</li> </ul>
<b>Tradelines</b>	<ul style="list-style-type: none"> <li>3 tradelines reporting for 12+ mo. or 2 tradelines reporting for 24+ mo. all with activity in the last 12 mo.</li> <li>On primary residence only, borrowers who do not have the minimum tradelines are acceptable with a current mortgage history on their credit reporting 0x30x12 (No Private Party Mortgages).</li> <li><b>Borrowers that have three (3) credit scores satisfy the minimum tradeline requirements.</b></li> </ul>
<b>Housing History</b>	<ul style="list-style-type: none"> <li>0x30x12</li> <li>Subject Senior Lien must be on reporting on Credit report.</li> <li>Satisfactory mortgage payment history in the 3 years prior to loan application</li> </ul>
<b>Housing Event Seasoning</b>	<ul style="list-style-type: none"> <li>48 months – Foreclosure (NOI, NOD), short-sale, deed in lieu, bankruptcy.</li> <li>No multiple events (FC, BK, SS/DIL) in last 7 years.</li> </ul>
<b>Derogatory Credit</b>	<ul style="list-style-type: none"> <li>Open charge-offs or collections (including medical) with a balance of \$1,000 or more per occurrence must be paid at closing</li> <li>No delinquent tradelines at closing</li> </ul>
<b>Judgment or Liens</b>	<ul style="list-style-type: none"> <li>All judgements, garnishments and all outstanding liens must be paid off prior to or at closing.</li> </ul>
<b>Borrower Eligibility</b>	<ul style="list-style-type: none"> <li>US Citizen</li> <li>Permanent Resident Alien</li> <li>Non-Permanent Resident Alien (with US Credit). (Allowable visas: E1, E2, E3, EB5, G1 through G5, H1, L1, NATO, O1, R1, TN NAFTA). Visa must be current. If visa will expire within 6 months of loan closing date, documentation of extension steps and fees paid as shown by the USCIS website is required.</li> </ul>
<b>Ineligible Borrower</b>	<ul style="list-style-type: none"> <li>Non-occupant co-borrowers</li> <li>Foreign Nationals</li> <li>DACA and Asylee borrowers not allowed</li> <li>Irrevocable Trust</li> <li>Borrowers who are party to a lawsuit</li> </ul>
<b>Title Report</b>	<ul style="list-style-type: none"> <li>ALTA Short Form – Lenders Policy</li> </ul>
<b>Title Vesting</b>	<ul style="list-style-type: none"> <li>Individuals</li> <li>Joint tenants</li> <li>Tenants in Common</li> <li>Inter Vivos Revocable Trust</li> <li>Business Entity – Investment properties ONLY if Current Vesting is in: <ul style="list-style-type: none"> <li>Limited Liability Company (LLC)</li> <li>Limited and General Partnerships</li> <li>Corporations</li> </ul> </li> </ul>
<b>Business Entity</b>	<ul style="list-style-type: none"> <li>Permitted only on Investment Properties if current vesting is already in the name of the borrower's business.</li> <li>All persons with &gt;= 25% interest in the business entity must apply for the loan and meet</li> </ul>

<b>Business Entity (Cont.)</b>	<ul style="list-style-type: none"> <li>credit requirements</li> <li>Max 4 members</li> <li>Entity Documents:               <ul style="list-style-type: none"> <li>Articles of Incorporation and bylaws; Certificate of Formation and Operating Agreement; or Partnership Agreement</li> <li>EIN/ Tax Identification Number</li> <li>Certificate of Good Standing</li> </ul> </li> </ul>
<b>Assets/Reserves</b>	<ul style="list-style-type: none"> <li>None Required</li> </ul>
<b>Appraisal</b>	<ul style="list-style-type: none"> <li>Full Appraisal (1004,1025,1073) with one of the following options:               <ul style="list-style-type: none"> <li>AVM supporting value within 10% variance.</li> <li>If AVM has less than 90% Confidence Score, Collateral Desktop Analysis (CDA) required.</li> </ul> </li> <li>No transfer appraisal allowed</li> </ul>
<b>Declining Market</b>	<ul style="list-style-type: none"> <li>Owner Occupied/2nd Home Max CLTV: 75%</li> <li>Non-Owner Occupied Max CLTV: 70%</li> </ul>
<b>Maximum Acreage</b>	<ul style="list-style-type: none"> <li>10 Acres (Primary residence Only)</li> </ul>
<b>Minimum Property Standard</b>	<ul style="list-style-type: none"> <li>GLA must be at least 600 sq ft</li> <li>Property constructed for year-round use</li> <li>Permanently affixed continuous heat source</li> <li>Maximum deferred maintenance cannot exceed \$2,000</li> <li>No health or safety issues both internal and external</li> </ul>
<b>Ineligible Property</b>	<ul style="list-style-type: none"> <li>Adult Assisted Living/Care Facilities</li> <li>Agricultural or Commercial Zoned Properties</li> <li>Condotels</li> <li>Co-ops</li> <li>Non-Warrantable Condo</li> <li>Deed-restricted properties</li> <li>Income producing properties (ie: Ranches, Orchards, etc)</li> <li>Log Homes</li> <li>Land Trust</li> <li>Manufactured/Mobile Homes</li> <li>Mixed-Use</li> <li>Multiple Dwellings on Single Lot (1 Legal ADU acceptable on SFR)</li> <li>Property &gt; 10 acres</li> <li>Room and Board Facilities</li> <li>Rural 2<sup>nd</sup> Homes and Investment Properties</li> <li>Unique Properties (ie: Geodesic domes, etc)</li> <li>Working Farms and Hobby Farms</li> </ul>
<b>Required Forms</b>	<ul style="list-style-type: none"> <li>Borrower must complete and submit Ability-to-Repay Borrower Attestation&amp; Borrower Contact Consent Form</li> <li><a href="#">Click to download Ability-to-Repay Borr Attestation Form</a></li> <li><a href="#">Click to download Borrower Contact Consent Form</a></li> </ul>
<b>Maximum Financed Properties</b>	<ul style="list-style-type: none"> <li>The maximum number of financed properties to any one borrower is limited to twenty (20) residential properties including subject property.</li> </ul>

Income Doc Type	
Full Doc	<p><b><u>Standard Documentation</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Self-Employed Borrowers:</b> <ul style="list-style-type: none"> <li>▪ 1 or 2 years tax returns (business and personal) including all schedules.</li> <li>▪ Current YTD P&amp;L (borrower prepared ok), or 3 months bank statements.</li> <li>▪ Qualifying income based on tax returns. P&amp;L or bank statement to support tax return income.</li> <li>▪ Tax transcripts.</li> </ul> </li> <li>➤ <b>Wage/Salaried borrowers:</b> <ul style="list-style-type: none"> <li>▪ W-2s for most recent 1 or 2-years and current paystubs reflecting 30 days earnings</li> <li>▪ W-2 transcripts.</li> </ul> </li> <li>➤ <b>Other Requirements:</b> <ul style="list-style-type: none"> <li>▪ A verbal VOE from each employer within 10-days of the note date for wage and salaried employees.</li> <li>▪ For self-employed verify existence of business within 30-days of the note date with one of the following: <ul style="list-style-type: none"> <li>• Letter from business tax professional.</li> <li>• On-line verification from regulatory agency or licensing bureau.</li> </ul> </li> <li>▪ Treatment of miscellaneous income sources follow FNMA guidelines.</li> </ul> </li> </ul>
Alt Doc	<p><b><u>Bank Statement (12 or 24 months)</u></b></p> <p>Primary Borrower (greater than 50% of income) should be Self-Employed for at least 2 years with 25% or greater ownership in business. The bank statements should show a trend of ending balances that are stable over the 24 or 12 month period.</p> <ul style="list-style-type: none"> <li>▪ Two years self employment and percentage of ownership must be verified by borrower's tax preparer with valid license.</li> <li>▪ Large deposits inconsistent with history must be documented as business income.</li> <li>▪ Net deposits must not reflect any other income sources already taken into consideration (i.e. deduct SS payments, W-2 wage earnings, etc., that have already been used for income calculation).</li> <li>▪ Excessive NSF (non sufficient funds) on the bank statements may cause the loan to be ineligible</li> </ul> <p>➤ <b>Personal &amp; Business Bank Statements Combined</b></p> <ul style="list-style-type: none"> <li>▪ If personal and business bank activity are combined in one bank account, borrower is to provide the most recent 24 or 12 months consecutive bank statements from the same account.</li> <li>▪ Standard expense factor applies; 50% expense factor.</li> <li>▪ If the type of business operates more efficiently or typically has a materially different expense factor (lower than standard expense factor), then the expense factor per either a CPA/CTEC/EA letter. PTIN acceptable if documented as employed by a 3rd party tax preparation service.</li> <li>▪ <b>The expense factor per the CPA/CTEC/EA must be reasonable.</b></li> </ul>

## Income Doc Type (Cont.)

### Alt Doc (cont.)

- **Personal & Business Bank Statements Separated**
  - If the borrower maintains separate bank accounts for personal and business, only personal bank statements are used for qualifying.
  - The borrower is to provide the most recent 24 or 12 months consecutive personal bank statements and two (2) months business bank statements (to support the borrower does maintain separate accounts, and to show business cash flows in order to utilize 100% of business-related deposits in personal account)
  - The deposits are analyzed and averaged to determine monthly income.
    - No expense factor
    - Deposits to a personal account from sources other than self-employment is not to be included.
- **Business Bank Statements Only**
  - If only using business bank statements, borrower is to provide the most recent 24 or 12 months consecutive business bank statements.
  - Standard expense factor applies; 50% expense factor.
  - If the type of business operates more efficiently or typically has a materially different expense factor (lower than 50%), then the expense factor per either a CPA/CTEC/EA letter. PTIN acceptable if documented as employed by a 3rd party tax preparation service.
  - **The expense factor per the CPA/CTEC/EA must be reasonable**

### P&L Only

This program is designed for borrowers who are self-employed and would benefit from alternative loan qualification methods. A CPA/CTEC/EA completed and signed P&L may be used as an alternative to tax returns to document a self-employed borrower's income. No other income documentation type other than Asset Depletion can be combined with the P&L for the self-employed borrower.

**At least one of the borrowers must be self-employed for at least 2 years (25% or greater ownership) to qualify for this program. The borrower's qualifying income will be based on the net income as shown on the P&L Statement (multiplied by the borrower's ownership percentage)**

- **P&L Only Restrictions & Requirements**
  - A signed letter from the CPA/CTEC/EA on their business letterhead showing address, phone number, and license number is required with the following information:
    - CPA/CTEC/EA confirms they have prepared the most recent year's business tax return filing; and,
    - The business name, borrower's name, and percentage of business ownership by the borrower.
  - CPA/CTEC/EA signed/prepared Profit and Loss Statement(s) covering the most recent 12-month period.
    - **PTIN's are not acceptable to sign/prepare P&L statements.**
  - Borrowers must be self-employed for at least 2 years with 25% or greater ownership in business.

## Income Doc Type (Cont.)

<b>Alt Doc</b>	<p><b><u>1099</u></b></p> <p>This program is designed for borrowers who are paid on a 1099 basis and would benefit from alternative loan qualification methods. Most recent 1 year or <b>2 years</b> IRS Form 1099 may be used as an alternative to tax returns to document the borrower's income.</p> <p>➤ <b>1099 Only Restrictions &amp; Requirements</b></p> <ul style="list-style-type: none"> <li>▪ Borrower cannot have any ownership interest in the company(s) providing 1099 income</li> <li>▪ Most recent 1-year or <b>2-years IRS</b> Form 1099(s) from employer(s). Borrower must have 2-year history of 1099 employment.</li> <li>▪ 1099 Statements must be payable to the Individual Borrower(s). 1099 statements payable to a business entity owned by the borrower(s) are not eligible.</li> <li>▪ Current paystub or bank statement deposit for <b>each</b> 1099 source utilized for qualification (e.g. if borrower provided 1099 forms from five (5) separate sources, then a separate paystub/bank statement deposit must be provided from each of the five (5) 1099 sources to support current receipt)</li> <li>▪ Third party documentation (CPA/CTEC/EA) supporting a 2-year employment history when 1 year 1099 used.</li> <li>▪ Tax transcripts are required for each 1099 provided</li> <li>▪ 1099 income minus 10% expense factor / 12 months = Qualifying Income.</li> </ul> <p><b><u>WVOE</u></b></p> <p>Designed for wage or salaried borrowers providing a streamlined loan qualification method.</p> <ul style="list-style-type: none"> <li>▪ This program is only for wage earning income</li> <li>▪ This documentation program is not available to borrowers employed by a family-owned/managed business.</li> <li>▪ Written Verification of Employment on FNMA form 1005 must be fully completed (current gross pay, YTD earnings, past 2 years earnings) by an authorized company representative (Owner, Officer, HR).</li> <li>▪ <b>Internal QC will be completed on WVOE</b></li> </ul>
<b>Asset Depletion</b>	<p><b><u>ASSET DEPLETION</u></b></p> <p><b>Asset depletion can be used to augment qualifying income on all documentation types except DSCR</b></p>