



A stronger Illinois begins at home

Believable Banking Mortgage Product Training

David Noble
Community Development & CRA Officer
Midland States Bank

Purpose of Training

- Explain Believable Banking Mortgage Product Guidelines
- Review FHA Manual Underwriting

BBHM Agenda

- Uses
- Information Qualification
- Affordability
- Payment History
- Debts
- Income
- Rental
- Asset Qualification



Believable Banking Mortgage Product

Uses

Believable Banking Affordable Mortgage

- Purchase Money Mortgage
- Purchase/Renovation
- Rate/Term Refinance
- Refinance & Renovation

The Believable Banking Affordable Mortgage is a home loan designed to assist people on the pathway to affordable, successful homeownership, while helping revitalize distressed neighborhoods. The unique mortgage structure and flexible underwriting guidelines are essential in our effort to empower people to overcome some of the challenges in mortgage qualification.

The purchase and post-purchase counseling requirements help educate new and existing homeowners. The "Emergency Reserve Fund" helps empower them to face life's challenges that can potentially threaten their homeownership.

The Believable Banking Affordable Mortgage is available for Purchases, Purchase/Renovation, Rate & Term Refinance, and Refinance & Renovation.

- Up to 100% Loan to Value
- Not Credit Score Driven
- Single Family Resident (SFR), 1-4 Unit, Attached and Detached, and Condos
- Mortgage Insurance Not Required
- Most Down Payment Assistance Programs Allowed
- Emergency Reserve Fund Required*
- \$1,000 Minimum Contribution from Borrower**

Midland States Bank is working to create "Successful Homeowners" by providing the opportunity to achieve affordable home ownership.



Karlyn Brasselmon
Community Development Mortgage Consultant
NMLS# 1197605
(314) 512-8550
kbrasselmon@midlandsb.com



Equal Housing Lender. Loans subject to credit approval and eligibility requirements. Homeownership counseling required. *1% of loan amount plus monthly deposits. **May be applied to down payment or closing costs and is in addition to initial contribution to Emergency Reserve Fund. Additional fees and charges may apply (e.g. appraisal, inspection, title, and recording fees.) Please contact us for details. Bank NMLS #411141



Believable Banking Mortgage Product

Goals

Believable Banking Affordable Mortgage

- Rebuild Neighborhoods
- Help families build wealth
- Create safety and security

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Believable Banking Affordable Mortgage Product

Features

- Up to 100% LTV
- Not Credit Score Driven
- MI not required
- \$1,000 minimum contribution from Borrower
- Condominiums are eligible
- Multiunit properties also permitted
- Applicant may not own another property at the time of BBHM closing

Believable Banking Affordable Mortgage Product

Features, continued

- 15- or 30-year fixed rate product
- Interest

Minimum Required and Emergency Reserve Funds



What is Payment Shock?

Reserve Requirements

One Month reserve of PITI if the payment differential is \$0 - \$300 greater than current rent.

Two month's reserve of PITI if the payment differential is over \$300 greater than current rent

Emergency Reserve Fund

Fund established at closing with monthly payments included in escrow through year 7.

Fund can be used to assist mortgagor if mortgagor has difficulty making mortgage payments

Mortgagor must participate in pre-default counseling with housing counseling agency in order to access Emergency Reserve Fund.

Payment History Qualification

Applicants should have an on time payment history over the past 12 months

Household Members

A credit history should be determined for all household members intended to be on the mortgage.

Alternative Credit

MSB considers no credit to be good credit

Alternative Credit Triggers

- Applicant has an ITIN
- All accounts reported on the credit report are closed and high % of accounts show a late payment history
- Applicant has filed bankruptcy and has not reestablished lines of credit
- There are late payments in the past 12 months on one of the few open accounts

Bankruptcy

Not eligible for BBHM approval if one of the following has occurred:

- Abused the bankruptcy process
- Bankruptcy was for the purpose of discharging debt that was not provided on abusive terms
- Bankruptcy included a foreclosure

Medical Debt

Midland States Bank will not automatically disqualify an applicant because of medical debt.



Pay Day Loans

Applicants may not have a payday loan balance at the time of application. Any payday loan taken out after qualification will be grounds for revocation of loan approval.



FHA Manual Underwriting

The Role of the Underwriter

Duty of Care/Due Diligence

Specific Underwriter Responsibilities

- Review appraisal reports, compliance inspections, and credit analyses to ensure reasonable conclusions, sound reports, and compliance with HUD requirements
- Determine the acceptability of the appraisal, inspections, the Borrower's capacity to repay the mortgage, and the overall acceptability of the mortgage for FHA insurance.
- Identify any inconsistencies in information obtained by the Mortgagee in the course of reviewing the Borrower's application regardless of the materiality of such information to the origination and underwriting of the mortgage
- Resolve any inconsistencies identified before approving the Borrower's application and document the inconsistencies and their resolutions of the inconsistencies in the file.

Final Underwriting Decision

Duty of Care/Due Diligence

Specific Underwriter Responsibilities

Underwriting of Credit and Debt

Underwriter must determine creditworthiness of the borrower, which includes analyzing the borrower's overall pattern of credit behavior and the credit report.

The lack of traditional credit history or the borrower's decision not to use credit may NOT be used as the sole basis for rejecting the mortgage application

Compensating factors cannot be used to compensate for any derogatory credit

Final Underwriting Decision

Duty of Care/Due Diligence

Specific Underwriter Responsibilities

Underwriting of Credit and Debt

Underwriter must ensure that there are no other unpaid obligations incurred in connection with the mortgage transaction or the purchase of the property

Underwriting of Income

Underwriter must review income of a borrower and verify that it has been supported with the proper documentation

Final Underwriting Decision

Duty of Care/Due Diligence

Specific Underwriter Responsibilities

Underwriting of assets

Underwriter must review the assets of a Borrower and verify that they have been supported with the proper documentation

Final Underwriting Decision

Duty of Care/Due Diligence

Specific Underwriter Responsibilities

Calculating Qualifying Ratios

For all transactions except non-credit qualifying Streamline Refinances, the underwriter must calculate the Borrower's total mortgage payment to Effective Income Ratio and the total fixed payment to Effective Income ratio, or DTI, and verify compliance with the ratio requirements listed in the approvable ratio requirements chart.

The Mortgagee must exclude any obligation that is wholly secured by existing assets of the Borrower from the calculation of the Borrower's debts, provided the assets securing the debt are also not considered in qualifying the borrower.

Final Underwriting Decision

Duty of Care/Due Diligence

Specific Underwriter Responsibilities

Calculating total mortgage payment

- P&I
- Real Estate Taxes
- Hazard insurance
- Flood insurance, as applicable
- MIP
- HOA or condo association fees or expenses
- Ground rent
- Special assessments
- Payments for any acceptable secondary financing
- Any other escrow payments

Final Underwriting Decision

Duty of Care/Due Diligence

Specific Underwriter Responsibilities

Estimating Real Estate Taxes

Mortgagee must use accurate estimates of monthly tax escrows when calculating the total mortgage payment.

Condo Utility Expenses

The portion of the condominium fee that is clearly attributable to utilities may be subtracted from the HOA fees before computing qualifying ratios, provided the Borrower provides proper documentation, such as statements from the utility company.

Final Underwriting Decision

Duty of Care/Due Diligence

Specific Underwriter Responsibilities

Temporary Interest Rate buy downs

The mortgagee must use the note rate when calculating P&I for Mortgages that involve a temporary interest rate buy down.

Calculating Total Fixed Payment

Credit Requirements

General Credit Requirements

- Mortgagee must either obtain a Tri-Merged Credit Report or a Residential Mortgage Credit Report from an independent consumer reporting agency.

Question: What is the difference between a Tri-Merged Credit Report and a Residential Mortgage Credit Report?

General Credit Requirements

Credit Report Requirements

The credit report must include:

- Name of Mortgagee ordering the report
- Name, address and telephone number of the consumer-reporting agency
- Name and SSN of each borrower; and
- Primary repository from which any particular information was pulled, for each account listed
- All inquiries made within the last 90 days
- All credit and legal information not considered obsolete under the Fair Credit Reporting Act (FCRA), including information for the last seven years regarding:
 - Bankruptcies
 - Judgment
 - Lawsuits
 - Foreclosures tax liens

For each borrower debt listed:

- The date the account was opened;
- High credit amount
- Required monthly payment amount
- Unpaid balance
- Payment history

Updated Credit Report or Supplement to the Credit Report

General Credit Requirements

Credit Report Requirements

Updated Credit Report or Supplement to the Credit Report

Mortgagee must obtain an updated credit report or supplement if the underwriter identifies inconsistencies between any information in the mortgage file and the original credit report.

Any open debt listed on the mortgage application but not referenced in the credit report must be verified using the procedures for Independent Verification of Non-Traditional Credit Providers.

General Credit Requirements

Credit Report Requirements

Requirements for Residential Mortgage Credit Report

- Detailed account of Borrower's employment history;
- Verify each Borrower's current employment and income through an interview with the Borrower's employer or explain why such an interview was not completed;
- Contain a statement attesting to the certification of employment for each Borrower and the date the information was verified; and
- Report a credit history for each trade line within 90 Days of the credit report for each account with a balance

General Credit Requirements

Credit Report Requirements

Non-Traditional and Insufficient Credit

Mortgagee must obtain either a Non-Traditional Mortgage Credit Report (NTMCR) from a credit reporting company or independently develop the borrower's credit history if the Borrower does not have a credit score.

NTMCR provided by a credit reporting agency must include:

- the existence of all credit providers
- Proof that the credit was extended to the Borrower
- Creditor has a published address or telephone number
- High credit limit
- Current status of the account
- 12-month history of the account

How does one obtain a NTMCR?

General Credit Requirements

Credit Report Requirements

Non-Traditional and Insufficient Credit

- Required monthly payment
- Unpaid balance
- Payment history in the delinquency categories (for example, 0x30 and 0x60)

Mortgagee may independently verify the borrower's credit references by documenting the existence of the credit provider and that the provider extended credit to the Borrower

General Credit Requirements

Credit Report Requirements

Sufficiency of Credit References

A Borrower's credit history must include three Credit references, including at least one of the following:

- Rental housing payments (subject to independent verification if the Borrower is a renter)
- Telephone service
- Payments to Fingerhut
- Utility company reference (gas, electric, water, television service or internet service)

Types of Credit History

Alternative unreported recurring debt

- Insurance premiums that are not payroll deducted
- Payments to child care providers made to businesses that provide such services
- School Tuition (what does this mean)
- Retail Store credit cards
- Rent-to-own
- Payment of medical bills not covered by insurance
- A documented 12-month history of savings evidenced by regular deposits resulting in an increased balance to the account

Types of Credit History

Alternative unreported recurring debt

- An automobile lease
- A personal loan from an individual with repayment terms in writing and supported by cancelled checks to document payments
- Documented 12-month history of payment by the Borrower on an account for which the Borrower is an authorized user

Evaluating Credit History

The underwriter must examine the Borrower's overall pattern of credit behavior, including history of paying previous housing and related expenses, including utilities; installment debts; and revolving accounts

Evaluating Credit History

Definition of Satisfactory Credit:

Borrower has made all housing and installment debt payments on time for the previous 12 months and has no more than two 30-day late mortgage payments or installment payments in the previous 24 months.

Evaluating Liabilities and Debts

General Liabilities and Debts

Mortgagee must determine the Borrower's monthly liabilities by reviewing all debts listed on the credit report, URLA and required documentation.

All applicable monthly liabilities must be included in the qualifying ratio.

Closed-end debts do not have to be included if they will be paid off within 10 months and the cumulative payments of all such debts are less than equal to 5 percent of the Borrower's gross monthly income.

Question: If the Borrower is over the 5 percent figure, what can the Borrower do to be within the guidelines?

If Borrower chooses to do this, what does the Borrower need to keep in mind?

Evaluating Liabilities and Debts

Undisclosed Debt and Inquiries

Any debts revealed during the application process that was not listed on the mortgage application and/or credit report must be verified by the mortgagee. The mortgagee must:

- Verify the actual monthly payment amount
- Include the payment amount in the agreement in the Borrower's monthly liabilities and debt
- Determine that any unsecured funds borrowed were not/will not be used for the Borrower's Minimum Required Investment
- Borrower must provide a written explanation from the Borrower for all inquiries shown on the credit report that were made in the preceding 90 days.

Evaluating Liabilities and Debts

Undisclosed Debt and Inquiries

Federal Debt

Any debt owed to the federal government for which regular payments are being made.

The Mortgagee is required to include the debt. The amount of the payment must be included in the calculation of the Borrower's DTI.

Evaluating Liabilities and Debts

Alimony, Child Support and Maintenance

For Alimony, if the Borrower's income was not reduced by the amount of the monthly alimony obligation in the Mortgagee's calculation of the Borrower's gross income, the Mortgagee must verify and include the monthly obligation in its calculation of the monthly debt.

Child Support and Maintenance are to be treated as a recurring liability and the Mortgagee must include the monthly obligation in the Borrower's liabilities and debt.

Mortgagee must obtain official signed divorce decree, separation agreement, maintenance agreement or other legal order and Mortgagee must obtain the Borrower's pay stubs covering no less than 28 consecutive days to verify whether the Borrower is subject to any order of garnishment relating to Alimony, Child Support, and/or Maintenance.

Evaluating Liabilities and Debts

Alimony, Child Support and Maintenance

The Mortgagee must calculate the Borrower's monthly obligation from the greater of:

- The amount shown on the most recent decree or agreement establishing the Borrower's payment obligation; or
- The monthly amount of the garnishment.

(Illinois is not a community property state)

Deferred Obligations

Deferred Obligations refer to liabilities that have been incurred but where payment is deferred or has not yet commenced, including accounts in forbearance.

Question: Who can identify a deferred obligation a buyer might have?

Evaluating Liabilities and Debts

Deferred Obligations

Calculation of Monthly Obligation

Mortgagee must use the actual monthly payment to be paid on a deferred liability, whenever available.

If actual monthly payment is not available for installment debt, the Mortgagee must utilize the terms of the debt or 5% of the outstanding balance to establish the monthly payment.

For a student loan, if the actual monthly payment is zero or not available, the Mortgagee must utilize 2 % of the outstanding balance to establish the monthly payment

Evaluating Liabilities and Debts

Installment Loans

The Mortgagee must include the monthly payment shown on the credit report, loan agreement or payment statement to calculate the Borrower's debts.

Question: If the credit report does not show a monthly payment amount, how should the Mortgagee determine the monthly payment?

30-Day Accounts

The Mortgagee must use the credit report to document that the Borrower has paid the balance on the account monthly for the previous 12 months. The Mortgagee must use the credit report to document the balance, and must document that funds are available to pay off the balance, in excess of the funds and Reserves required to close the Mortgage.

Evaluating Liabilities and Debts

Business Debt in Borrower's Name

Business Debt in Borrower's Name refers to liabilities reported on the Borrower's personal credit report, but payment for the debt is attributed to the Borrower's business.

Evaluating Liabilities and Debts

Business Debt in Borrower's Name

Business debt is reported on the Borrower's personal credit report must be included in the DTI calculation unless the Mortgagee can document that the debt is being paid by the Borrower's business and the debt was considered in the cash flow analysis of the Borrower's business.

Disputed Derogatory Credit Accounts

Disputed Charge Off, collection and accounts with late payments in the last 24 months.

If Borrower has \$1,000 or more collectively in Disputed Derogatory Credit Accounts, the Mortgagee must include a monthly payment in the Borrower's debt calculation.

Evaluating Liabilities and Debts

Disputed Derogatory Credit Accounts

Excluded from the cumulative balance:

- Disputed medical accounts
- Disputed derogatory credit resulting from identify theft, credit card theft or unauthorized use

(Community property issues are not included because Illinois is not a community property state)

Evaluating Liabilities and Debts

Non-derogatory Disputed Account and Disputed Accounts Not Indicated on the Credit Report

- Disputed accounts with zero balance
- Disputed accounts with late payments aged 24 months or greater
- Disputed payments that are current and paid as agreed

If Borrower is disputing non-derogatory accounts, or is disputing accounts which are not indicated on the credit report as being disputed, the Mortgagee must analyze the effect of the disputed accounts on the Borrower's ability to repay the loan. If the dispute results in the Borrower's monthly debt payments utilized in computing the DTI ratio being less than the amount indicated on the credit report, the Borrower must provide documentation of the lower payments.

Contingent Liabilities

Question: What is the definition of Contingent Liabilities?

Evaluating Liabilities and Debts

Contingent Liabilities

Question: What is the definition of Contingent Liabilities?

A Contingent Liability is a liability that may result in the obligation to repay only where a specific event occurs. For example, a contingent liability exists when an individual can be held responsible for the repayment of a debt if another legally obligated party defaults on the payment. Contingent liabilities may include Cosigner liabilities and liabilities resulting from a mortgage assumption without release of liability.

Evaluating Liabilities and Debts

The Mortgagee must include monthly payments on contingent liabilities in the calculation of the Borrower's monthly obligations unless the Mortgagee verifies that there is no possibility that the debt holder will pursue debt collection against the Borrower should the other party default or the legally obligated party has made 12 months of timely payments.

Mortgagee must obtain the agreement creating the contingent liability or assumption agreement and deed showing transfer of title out of the Borrower's name.

Cosigned Liabilities – Mortgagee must obtain documentation to evidence that the other party to the debt has made on-time payments for the previous 12 months and has no history of delinquent payments on the loan.

Court Ordered Divorce Decree – Mortgagee must obtain a copy of the divorce decree ordering the spouse to make payments

Evaluating Liabilities and Debts

Collection Accounts

If the credit reports used in the analysis show cumulative outstanding collection account balances of \$2,000 or greater, the Mortgagee must:

- Verify that the debt is paid in full at the time of or prior to settlement using an acceptable source of funds;
- Verify the Borrower has made payment arrangements with the creditor; or
- If a payment arrangement is not available, calculate the monthly payment using 5% of the outstanding balance of each collection and include the monthly payment in the Borrower's DTI ratio.

(Leaving out community property because Illinois is not a community property state)

Mortgagee must provide the following:

- Evidence of payment in full, if paid prior to settlement
- The payoff statement, if paid at settlement; or
- The payment arrangement with creditor, if not paid prior to or at settlement

No documentation required if the Mortgagee uses %5 of the outstanding balance

Evaluating Liabilities and Debts

Charge Off Accounts

What is the definition of a Charge Off account?

Charge Off Account refers to a Borrower's loan or debt that has been written off by the creditor.

Charge off accounts do not need to be included in the Borrower's liability or debt

Evaluating Liabilities and Debts

Private Savings Clubs

Definition

Private Savings Club refers to a non-traditional method of saving by making deposits into a member-managed resource pool.

If the Borrower is obligated to continue making ongoing contributions, under the pooled savings agreement then obligation must be included in Borrower's total debt.

Evaluating Liabilities and Debts

Obligations Not Considered Debt

- Medical collections
- Federal, state and local taxes, if not delinquent and no payments required
- Automatic deductions from savings, when not associated with another type of obligation
- FICA and other retirement contributions, such as 401 (k) accounts
- Collateralized loans secured by depository accounts
- Utilities
- Child care
- Commuting costs
- Union dues
- Insurance, other than property insurance
- Open accounts with zero balances
- Voluntary deductions, when not associated with another type of obligation

Income Requirements

Income Requirements

General Income Requirements

Mortgagee must document the Borrower's income and employment history, verify the accuracy the amounts of income being reported and determine if the income can be considered as Effective Income in accordance with the requirements listed below.

Mortgagee may only consider income if it is legally derived and, when required, properly reported as income on the Borrower's tax returns.

Negative income must be subtracted from the Borrower's gross monthly income and not treated as a recurring monthly liability unless otherwise noted.

Income Requirements

Employment Related Income

Income that is reported on IRS Form W-2

Mortgagee must document and verify the Borrower's most recent two years of employment and income using one of the following methods:

- Obtain most recent paystubs covering a minimum of 30 consecutive days (weekly or bi-weekly, 28 days)
- A written Verification of Employment (VOE) covering two years
- An electronic verification acceptable to FHA
- Re-verification must be completed within 10 Days prior to the closing date

Income Requirements

Alternative Current Employment Documentation

Mortgagee must:

- Obtain copies of the pay stubs covering the most recent 30 consecutive Days that show the Borrower's Y-T-D earnings
- Obtain copies of the Original IRS W-2 forms from the previous two years
- Document current employment by telephone, sign and date the verification documentation and note name, title and telephone # of person with whom employment was verified.

Income Requirements

Primary Employment

Mortgagee can use the current salary to calculate income

For employees who are paid hourly and whose hours do not vary, the mortgagee must consider the Borrower's current hourly rate to calculate Effective Income.

For employees whose hours vary, the Mortgagee must average the income over the previous two years.

Income Requirements

Part-Time Employment

Not the Borrower's primary employment and is performed for less than 40 hours per week.

Mortgagee may use part-time employment as Effective Income if the Borrower has a part-time job uninterrupted for the past two years and the current position is likely to continue.

Mortgagee must average the income over the previous two years. Mortgagee can use 12-month average if Mortgagee can document an increase in pay

Income Requirements

Overtime and Bonus Income

Mortgagee may use Overtime and Bonus Income as Effective income if the Borrower has received this income for the past **two** Years and it is reasonably expected to continue.

To calculate Bonus/Overtime Effective Income, Mortgagee must average the income earned over the previous two years. If the Overtime or Bonus income decreases by 20% or more from the previous year, the Mortgagee must use the Current year's income.

Income Requirements

Seasonal Employment

Mortgagee may consider Employment Income from Seasonal Employment use Overtime and Bonus Income as Effective income if the Borrower has received this income for the past **two** Years and it is reasonably expected to continue.

Mortgagee must average the income earned over the previous two full years to calculate Effective Income

Employer Housing Subsidy

Mortgagee must verify and document existence and the amount of the housing subsidy. The subsidy may not be used to offset the mortgage payment.

Income Requirements

Employed by Family-Owned Business

Employment income earned from a business owned by the Borrower's family, but in which the Borrower is not an owner.

Mortgagee must verify and document that the Borrower is not an owner in the family-owned business by using official documents showing the ownership percentage. Mortgagee must also obtain copies of signed personal tax returns or tax transcripts.

Effective Income is calculated the same as a salaried or hourly employee.

Income Requirements

Commission Income

Commission Income refers to income that is paid contingent upon the conducting of a business transaction or the performance of a service.

Mortgagee may use commission income as Effective Income if the Borrower earned the income for at least **one** Year in the same or similar line of work verify and document that the Borrower is not an owner in the family-owned business by using official documents showing the ownership percentage. Mortgagee must also obtain copies of signed personal tax returns or tax transcripts.

Effective Income is calculated the same as a salaried or hourly employee.

Income Requirements

Self-Employment Income

Self-Employment Income refers to income generated by a business in which the Borrower has a 25% or greater ownership interest.

Mortgagee may consider Self-Employment Income if the Borrower has been self-employed for at least two years. If the Borrower has been self-employed between one and two years, the Mortgagee may consider the income as Effective Income if the Borrower was previously employed in the same line of work or a related occupation for at least two years

Income should be obtained from a business with stable or increasing earnings.

If income from businesses shows a greater than 20% decline in Effective Income over the analysis period, the Mortgagee must document that business income is now stable. Mortgagee can document the reduction in income was due to an extenuating circumstance, the Borrower can demonstrate the income has been stable or increasing for a minimum of 12 months, and the Borrower qualifies using the reduced income.

Income Requirements

Self-Employment Income

Required Documentation

- Signed, completed Individual and Business federal tax returns for two years
- In lieu of tax returns, the Mortgagee may obtain a signed IRS Form 4506, Form 4506T or Form 8821
- YTD Profit and Loss (P&L) and balance sheet if more than a quarter has elapsed since date of most recent calendar or fiscal year-end tax return
- Business credit report for all corporations and “S” corporations

Income Requirements

Self-Employment Income

Calculation of Effective Income

The Mortgagee must calculate gross Self-Employment Income by using the lesser of:

- The average gross Self-Employment Income earned over the previous two years; or
- The average gross Self-Employment Income earned over the previous one year

Income Requirements

Additional Required Analysis of Stability of Employment Income

Frequent Changes in Employment

If the Borrower has changed employers more than three times in the previous 12-months, Mortgagee must:

- Obtain transcripts of training and education demonstrating qualification for a new position; or
- Employment documentation evidencing continual increases in income and/or benefits

Income Requirements

Additional Required Analysis of Stability of Employment Income

Addressing Gaps in Employment

For Borrowers with a six month or longer gap of employment, the Mortgagee may consider the Borrower's current income as effective Income if it can verify and document that:

- The Borrower has been employed in the current job for at least six months at the time of case number assignment; and
- A two year work history prior to the absence from employment using standard or alternative employment verification

Income Requirements

Additional Required Analysis of Stability of Employment Income

Addressing Temporary Reduction in Income

For Borrowers with a temporary reduction of income due to a short-term disability or similar temporary leave, the Mortgagee may consider the Borrower's current income as Effective Income, if it can verify and document that:

- The Borrower intends to return to work;
- The Borrower has the right to return to work; and
- The Borrower qualifies for the Mortgage taking into account any reduction of income due to the circumstance

For Borrowers returning to work before or at the time of the first mortgage payment due date, the Mortgagee may use the Borrower's pre-leave income

Income Requirements

Additional Required Analysis of Stability of Employment Income

Addressing Temporary Reduction in Income

For Borrowers returning to work after the time of the first mortgage payment due date, the Mortgagee may use the Borrower's current income plus available surplus liquid asset Reserves, above and beyond any required reserves, as an income supplement up to the amount of the Borrower's pre-leave income. The amount of the monthly income supplement is the total amount of surplus reserves divided by the number of months between the first payment due date and the Borrower's intended due date to return to work.

Required Documentation

- A written statement from the Borrower confirming the Borrower's intent to return to work and the intended date of return;
- Documentation generated by current employer confirming the Borrower's eligibility to return to current employer after temporary leave; and
- Documentation of sufficient liquid assets used to supplement the Borrower's income through intended date of return to work with current employer.

Income Requirements

Other Sources of Effective Income

Disability Benefits

Benefits received from the Social Security Administration, Veterans Affairs or a private disability provider.

Mortgagee must verify and document the Borrower's receipt of benefits from the SSA, VA or private disability insurance provider. Mortgagee must obtain documentation that established award benefits to the Borrower.

For SSA, obtain a copy of the last Notice of Award and one of the following:

- Federal tax return
- The most recent bank statement evidencing receipt of income from the SSA
- Proof of Income or "Budget" letter
- Copy of the Borrower's form SSA-1099/1042S

Income Requirements

Other Sources of Effective Income

Disability Benefits

VA Disability

For VA, obtain a copy of the Veteran's last benefits letter and one of the following:

- Federal tax returns
- The most recent bank statement evidencing receipt of income from the VA

Income Requirements

Other Sources of Effective Income

Disability Benefits

Benefits received from the Social Security Administration, Veterans Affairs or a private disability provider.

For private disability benefits, obtain documentation from the private disability insurance provider showing the amount of the assistance and the expiration of benefits, if any, and one of the following:

- Federal tax return
- The most recent bank statement evidencing receipt of income from the insurance provider

Income Requirements

Other Sources of Effective Income

Alimony, Child Support and Maintenance Income

Required Documentation

Mortgagee must obtain a fully executed copy of the Borrower's final divorce decree, legal separation agreement, court order, or voluntary payment agreement with documented receipt.

Income Requirements

Other Sources of Effective Income

Military Income

- Base pay
- Basic allowance for housing
- Clothing allowances
- Flight or hazard pay
- Basic allowance for subsistence
- Proficiency pay

Education benefits may not be used as Effective Income

Required Documentation

Mortgagee must obtain a copy of the Borrower's military Leave and Earnings Statement (LES). Mortgagee must verify the expiration term of service date on the LES. If the expiration date is within the first 12 months of the mortgage, Military Income may only be used if the Borrower represents their intent to continue military service

Income Requirements

Other Sources of Effective Income

Mortgage Credit Certificates

Mortgage Credit Certificates refer to government mortgage payment subsidies other than Section 8.

Mortgagee must verify and document that the Governmental Entity subsidizes the Borrower's mortgage payments either through direct payments or tax rebates.

MCC income that is not used to directly offset the mortgage payment before calculating the qualifying ratios may be included as Effective Income. Current subsidy rate must be used.

Income Requirements

Other Sources of Effective Income

Section 8 Homeownership Vouchers

Required Documentation

Mortgagee must verify and document the Borrower's receipt of the housing choice voucher subsidy. The mortgagee may consider that this income is reasonably likely to continue for three years.

Section 8 subsidy can only be used as Effective Income if it is not used to offset the monthly mortgage payment. The Mortgagee must use the current subsidy rate to calculate the Effective Income.

Income Requirements

Other Sources of Effective Income

Other Public Assistance

Required Documentation

Mortgagee must verify and document the income received from the government agency. Public assistance cannot be used as Effective Income if subsidy is due to expire within three years of the date on the Mortgage application.

If the documentation does not have an expiration date, the Mortgagee may consider the income effective and reasonably likely to continue.

Income Requirements

Other Sources of Effective Income

Automobile Allowances

Required Documentation

Mortgagee must verify and document the automobile allowance received from the employer for the last two years

Mortgagee must also obtain IRS Form 2106, Employee Business Expenses, for the last two years

Income Requirements

Other Sources of Effective Income

Mortgagee must determine the portion of the allowance that can be considered Effective Income.

Retirement Income

Social Security

Mortgagee must verify and document the Borrower's receipt of income and that is likely to continue for a **three** Year period from the date of the case number assignment

Income Requirements

Other Sources of Effective Income

Required Documentation

Obtain any one of the following:

- federal tax returns
- Most recent bank statement evidencing receipt of income from the SSA
- Proof of Income letter
- Copy of Borrower's SSA Form-1099/1042S, Social Security Benefit Statement

In addition to VOI, Mortgagee must document the continuance of this income by obtaining from the Borrower:

- A copy of the Notice of Award Letter
- Equivalent documentation that established awards benefited to the Borrower. Any income from the SSA set to expire within three years may not be used as Effective Income

Income Requirements

Other Sources of Effective Income

Pension

Mortgagee must verify and document the Borrowers receipt of periodic payments from the Borrower's pension and that the payments are likely to continue for at least three years.

Mortgagee must also obtain one of the following:

- Federal tax returns
- The most recent bank statement evidencing receipt of income from the former employer
- A copy of the Borrower's pension/retirement letter from the former employer

Income Requirements

Other Sources of Effective Income

Individual Retirement Account and 401(k)

Mortgagee must verify and document the Borrowers receipt of recurring payments from the Borrower's IRA/401k distribution and that the payments are likely to continue for at least three years.

Mortgagee must also obtain the most recent IRA/401(k) statement and one of the following:

- Federal tax returns
- The most recent bank statement evidencing receipt of income

Income Requirements

Other Sources of Effective Income

Rental Income

Rental Income Received from the Subject Property

The Mortgagee may consider Rental Income from existing and prospective tenants if documented in accordance with the following requirements

Rental Income from the subject Property may be considered Effective Income when the Property is a two- to four-unit dwelling, or an acceptable one- to four-unit Investment property.

Income Requirements

Other Sources of Effective Income

Rental Income, continued

Rental Income from the subject Property may be considered Effective Income when the Property is a two- to four-unit dwelling, or an acceptable one- to four-unit Investment property.

Required Documentation

Limited or No History of Rental Income

Two to Four Units

Mortgagee must verify and document the proposed Rental Income by obtaining an appraisal showing fair market rent (use Fannie Mae Form 1025/Freddie Mac Form 72) and the prospective leases, if available

Income Requirements

Other Sources of Effective Income

Rental Income, continued

One Unit

The Mortgagee must verify and document the proposed rental income by obtaining a FNMA 1004/FHLMC 70, Uniform Residential Appraisal Report, FNMA 1007/FHLMC

Income Requirements

Other Sources of Effective Income

Rental Income, continued

One Unit

The Mortgagee must verify and document the proposed rental income by obtaining a FNMA 1004/FHLMC 70, Uniform Residential Appraisal Report, FNMA 1007/FHLMC 1000, Single Family Comparable Rent Schedule and FNMA 216/FHLMC 998, Operating Income Statement, showing fair market rent and, if available, the prospective lease.

History of Rental Income

If Borrower has a history of Rental Income from the subject property since the previous tax filing, the Mortgagee must verify and document the existing rental income by obtaining the existing lease, rental history over the previous 24 months that is free of unexplained gaps greater than three months and the Borrower's most recent tax returns, including Schedule E, from the previous two years.

Income Requirements

Other Sources of Effective Income

Rental Income, continued

Calculation of Effective Income

Limited of No History of Rental Income

Mortgagee must use the lesser of:

- The monthly operating income reported on FHLMC 998;
or
- 75% percent of the lesser of:
 - Fair market rent reported by the appraiser
 - The rent reflected in the lease or other agreement

Income Requirements

Other Sources of Effective Income

Rental Income, continued

History of Rental Income

Mortgagee must calculate the Rental Income by averaging the amount shown on the Schedule E

Income Requirements

Other Sources of Effective Income

Rental Income from Other Estate Holdings

If rental income is being derived from the property that is being vacated by the Borrower, the Borrower must be relocating to an area more than 100 miles from the Borrower's current Principal Residence. The Mortgagee must obtain a lease agreement of at least one year after the mortgage is closed and evidence of the payment of the security deposit or first month's rent.

Limited or No History of Rental Income

Mortgagee must obtain an appraisal evidencing market rent and that the Borrower has at least 25% equity in the property.

Two- to Four-Units

Mortgagee must verify and document the proposed Rental Income by obtaining an appraisal showing fair market rent (use FNMA 1025/FHLMC72, Small Residential Income Property Appraisal Report) and the prospective leases if available.

Income Requirements

Other Sources of Effective Income

Rental Income from Other Estate Holdings, continued

One Unit

Mortgagee must verify and document the proposed rental income by obtaining a FNMA 1004/FHLMC 70, Uniform Residential Appraisal Report, FNMA 1007/FHLMC 1000, single family comparable Rent Schedule and FNMA 216/FHLMC 998, Operating Income Statement, showing fair market rent and, if available the prospective lease.

History of Rental Income

The Mortgagee must obtain the Borrower's last two years of tax returns with schedule E.

Income Requirements

Other Sources of Effective Income

Boarders of the Subject Property

Rental income from boarders is only acceptable if the Borrower has a two year history of receiving income from boarders that is shown on the tax return and the Borrower is currently receiving Boarder income.

Investment Income

Capital Gains and Losses

Expected Income

Expected Income refers to income from cost-of-living adjustments, performance raises, a new job, or retirement that has not been, but will be received within 60 days of mortgage closing.

Mortgagee may consider Expected Income as Effective Income except when Expected Income is to be derived from a family-owned business

Income Requirements

Other Sources of Effective Income

Mortgagee must verify and document the existence and amount of Expected Income with the employer in writing and that it is guaranteed to begin within 60 days of mortgage closing. Retirement income should be verified and assured to start within 60 days of the mortgage closing.

Trust Accounts

Annuities or Similar

Mortgagee must verify and document the legal agreement establishing the annuity and guaranteeing the continuation of the annuity for the first three years of the Mortgage. Mortgagee must obtain a bank statement or transaction history that documents the frequency, duration and amount of the distribution.

Notes Receivable

Income Requirements

Other Sources of Effective Income

Non-Taxable Income

- Some portion of SSA income
- Some federal government retirement income
- Railroad retirement benefits
- Some state government retirement income
- Certain types of disability and public assistance payments
- Child support
- Military allowances
- Other income that is documented as being exempt from federal income taxes

Required Documentation

Calculation of Effective Income

Asset Requirements

General Asset Requirements

Earnest Money Deposit

Mortgagee must verify and document the amount and source of funds if the amount of the earnest money deposit exceeds 1% of the sales price or is excessive based on the Borrower's history of accumulating savings, by obtaining the following:

- A copy of the Borrower's cancelled check;
- Certification from the deposit-holder acknowledging receipt of fund; or
- VOD or bank statement that the average balance was sufficient to cover the amount of earnest money deposit at the time of the deposit

Asset Requirements

General Asset Requirements

If the source of the earnest money was a gift, the Mortgagee must verify that the gift is in compliance with Gifts policies.

Cash to Close

Mortgagee must document all funds that are used for the purpose of qualifying for a closing or mortgage, including those to satisfy debt or pay costs outside of closing.

Mortgagee must verify and document that the Borrower has sufficient funds from an acceptable source to facilitate closing.

Asset Requirements

General Asset Requirements

Determining the amount needed for closing

Reserves

Mortgagee must verify and document Reserves equivalent to one month's PITI after closing for one- to two-unit properties

Mortgagee must verify and document Reserves equivalent to three month's PITI after closing for three- to four-unit properties.

Asset Requirements

General Asset Requirements

Source Requirements for the Borrower's Minimum Required Investment

Mortgagee may only permit the Borrower's MRI to be provided by a source permissible under section 203 (b)(9) of the National Housing Act, which requires at least 3.5% of the adjusted value of the property.

Funds for the MRI must NOT come from:

- The Seller of the property
- Any other person or entity who financially benefits from the transaction directly or indirectly;
- Anyone who is or will be reimbursed, directly or indirectly, by any party included in (1) or (2) above.

Asset Requirements

General Asset Requirements

Source Requirements for the Borrower's Minimum Required Investment

What is the exception to the above?

When the MRI is provided by someone other than the Borrower, the Mortgagee must document the nature and source of those funds.

What can the Mortgagee use to document the provision of wired funds?

Asset Requirements

General Asset Requirements

Checking and Savings Accounts

Mortgagee must verify and document the existence of and amounts in the Borrower's checking and savings accounts.

Required Documentation

VOD and the Borrower's most recent statement for each account. If VOD is not obtained, a statement showing the previous month's ending balance for the most recent month is required. If the previous month's balance is not shown, the mortgagee must obtain statements(s) for the most recent two months.

Asset Requirements

General Asset Requirements

Cash on Hand

Mortgagee must verify that the Borrower's Cash on Hand is deposited in a financial institution or held by the escrow/title company.

Required Documentation

Mortgagee must obtain an explanation from the Borrower describing how the funds were accumulated and the amount of time it took to accumulate the funds.

Asset Requirements

General Asset Requirements

Retirement Accounts

Mortgagee may include up to 60% of the value of assets, less any existing loans, from the Borrower's retirement accounts, such as IRAs, thrift savings plans, 401 (k) plan and Keogh accounts, unless the Borrower provides conclusive evidence that a higher percentage may be withdrawn after subtracting any federal income tax and withdrawal penalties.

Required Documentation

Mortgagee must obtain the most recent monthly or quarterly statement to verify and document the existence and amounts in the Borrower's retirement accounts, the Borrower's eligibility for withdrawals, and the terms and conditions for withdrawal from any retirement account.

Asset Requirements

General Asset Requirements

Stocks and Bonds

Mortgagee must determine the value of the stocks and bonds from the most recent monthly or quarterly statement. If stocks and bonds are not held in a brokerage account, the current value of the stocks and bonds must be determined through third party verification. Savings Bonds

Required Documentation

Mortgagee must verify and document the existence of the Borrower's stocks and bonds by obtaining the brokerage statement(s) for each account for the most recent two months. For stocks and bonds not held in a brokerage account, Mortgagee must obtain a copy of each stock or bond certificate.

Asset Requirements

General Asset Requirements

Private Savings Clubs

Mortgagee may consider Private Savings Club funds that are distributed to and received by the Borrower as an acceptable source of funds. Mortgagee must verify and document the establishment and duration of the club and the Borrower's receipt of funds from the club.

Required Documentation

Mortgagee must obtain the club's account ledgers and receipts, and a verification from the club treasurer that the club is still active.

Asset Requirements

General Asset Requirements

Gifts (Personal and Equity)

Acceptable sources of Gifts funds

- Borrower's Family member
- Borrower's employer or labor union
- A close friend with a clearly defined and documented interest in the Borrower
- A charitable organization
- A governmental agency or public entity that has a program providing homeownership assistance to low- or moderate-income families or first-time homebuyers.

Asset Requirements

General Asset Requirements

Reserves

Surplus gift funds may not be considered as cash reserves

Donor's Source of Funds

Cash on Hand is not an acceptable source of donor gift funds

Required Documentation

Mortgagee must obtain a gift letter signed and dated by the donor and Borrower that includes the following:

- Donor's name, address and telephone number

Asset Requirements

General Asset Requirements

Gifts (Personal and Equity), continued

- The donor's relationship to the borrower
- The dollar amount of the gift
- A statement that no repayment is required

Documenting the Transfer of Gifts

If the gift funds have been verified in the Borrower's account, obtain the Borrower's bank statement showing the withdrawal and evidence of the deposit in the Borrower's account.

If the gift funds are not verified in the Borrower's account, obtain the certified check or money order or cashier's check or wire transfer or other official check, and a bank statement showing withdrawal from the donor's account.

If the gift funds are paid directly to the Settlement agent, the Mortgagee must verify that the settlement agent received the funds from the donor for the amount of the gift, and that the funds were from an acceptable source.

Asset Requirements

General Asset Requirements

Standards for Gifts for Equity

Who may provide Gifts of Equity

Only Family members may provide equity credit as a gift on property being sold to other family members.

Required Documentation

A gift letter which includes the following:

- Donor's name address and telephone
- Donor's relationship to the Borrower
- The dollar amount of the gift
- A statement that no repayment is required

Asset Requirements

General Asset Requirements

Interested Party Contributions

Sellers, real estate agents, builders, developers or other parties with an interest in the transaction

Interested parties may contribute up to 6% of the sales price towards the Borrower's origination fees, other closing costs and discount points.

Also includes:

- Interested Party payment for permanent and temporary interest rate buy downs and other payment supplements
- Payments of mortgage interest for fixed rate mortgages
- Mortgage payment protection insurance
- Payment of the UFMIP

Asset Requirements

General Asset Requirements

Interested Party Contributions, continued

Interested party contributions above 6% are considered an inducement to purchase.

Payment of real estate commissions or fees, typically paid by the Seller under local or state law or local custom, is not considered an interested party contribution.

Required Documentation

Mortgagee must document the total interested party contributions on form HUD-92900-LT, closing disclosure or similar legal document, and the sales contract.

Asset Requirements

General Asset Requirements

Inducements to Purchase

Inducements to purchase refer to certain expenses paid by the seller and/or another interested party on behalf of the Borrower and result in a dollar-for-dollar reduction to the purchase price when computing the Adjusted Value of the Property before applying the appropriate LTV percentage

Inducements include, but are not limited to:

- Contributions exceeding 6% of the purchase price
- Contributions exceeding the origination fees, other closing costs and discount points
- Decorating allowances
- Repair allowances
- Excess rent credit
- Paying off consumer debt
- Personal property
- Sales commission on the Borrower's present residence
- Below market rent except for Borrowers who meet the Identity of Interest exception for Family Members

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Replacement of existing personal property items listed below are not considered an inducement, provided the replacement is made prior to closing and no cash allowance is given to the Borrower.

Personal Property

- Range
- Refrigerator
- Dishwasher
- Washer
- Dryer
- Carpeting
- window treatment
- Other items determined appropriate by HOC

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Sales Commission

An inducement to purchase exists when the seller and/or interested party agrees to pay any portion of the Borrower's sale commission on the sale of the Borrower's present residence.

An inducement also exists when a Borrower is not paying a real estate commission on the sale of their present residence and the same real estate broker or agent is involved with both transactions and the Seller is paying a real estate commission that exceeds what is typical for the area.

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Rent Below Fair Market

Rent may be an inducement to purchase when the sales agreement reveals that the Borrower has been living in the Property rent free or has an agreement to occupy the property at a rental amount considerably below fair market rent.

When might a below market payment not be considered an inducement to purchase?

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Down payment Assistance Programs

Nonprofit entities may not provide gifts to pay off:

- Installment loans
- Credit cards
- Collections
- Judgments
- Liens
- Similar debts

Mortgagee must ensure that gift provided by a charitable organization meets its appropriate FHA requirements, and the transfer of funds is properly documented.

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Secondary Financing

Secondary financing provided by governmental entities and HOPE grantees

FHA will insure mortgage provided:

- Secondary financing disclosed at the time of application
- No costs associated with the secondary financing are financed into the FHA-insured mortgage
- The insured first mortgage does not exceed the FHA nationwide Mortgage Limit for the area in which the property is located
- The secondary financing payments are included in the total mortgage payments

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

- Any secondary financing of the Borrower's MRI fully complies with the additional requirements set forth in source requirements for the Borrower's MRI
- The secondary financing does not result in cash back to the Borrower except for the refund of Earnest money deposit or other Borrower costs paid outside of closing
- The second lien does not provide a balloon payment within 10 years from the date of execution

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Required Documentation

- Documentation showing the amount of funds provided to the Borrower for each transaction
- Copies of the loan instruments
- A letter from the governmental entity on their letterhead evidencing the relationship between them and

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Secondary Financing provided by HUD-Approved Nonprofits

A HUD-Approved Nonprofit is an agency approved by HUD to act as a mortgagor using FHA mortgage insurance, purchase the Department's REO properties at a discount, and provide secondary financing.

FHA will insure first mortgage on a property that has a second mortgage or lien held by a HUD-approved nonprofit provided that:

- The secondary financing is disclosed at the time of application
- No costs associated with the secondary financing are financed into the FHA-insured first mortgage
- The secondary financing payments must be included in the total mortgage payment
- The secondary financing must not result in cash back to the Borrower except for the refund of earnest money deposit or other Borrower costs paid outside of closing
- The secondary financing may not be used to meet the Borrower's MRI

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Secondary Financing provided by HUD-Approved Nonprofits

- There is no maximum CLTV for secondary financing loans provided by HUD-Approved nonprofits
- The second lien may not provide for a balloon payment within 10 years from the date of execution

Required documentation

Mortgagee must obtain from the provider of any secondary financing:

- Documentation showing the amount of funds provided to the Borrower for each transaction
- Copies of the loan instruments

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Family Members

Required Documentation

Mortgagee must obtain from the provider of any secondary financing:

- Documentation showing the amount of funds provided to the Borrower and the source of funds
- Copies of the loan instruments

Asset Requirements

General Asset Requirements

Inducements to Purchase, continued

Private Individuals and Other Organizations

Required Documentation

- Documentation showing the amount of funds provided to the Borrower for each transaction; and
- Copies of the loan instruments

Asset Requirements

General Asset Requirements

Loans

A loan refers to an arrangement in which a lender gives money or property to a borrower and the borrower agrees to return the property or repay the money.

Collateralized Loans

Loans secured against deposited funds, where repayment may be obtained through extinguishing the asset, do not require consideration of repayment for qualifying purposes. The Mortgagee must reduce the amount of the corresponding asset by the amount of the collateralized loan.

Only an independent third party may provide the borrowed funds for collateralized loans. Seller, real estate agent or broker, lender or other interested party may not provide such funds.

Asset Requirements

General Asset Requirements

Loans

Unacceptable borrowed funds include

- Unsecured signature loans
- Cash advances on credit cards
- Borrowing against household goods/furniture
- Other similar unsecured financing

Any loan of the Borrowers MRI must also comply with the additional requirements discussed in Source Requirements for the Borrower's MRI

Required Documentation

The Mortgagee must verify and document the existence of the Borrower's assets used to collateralize the loan, the promissory note securing the asset, and the loan proceeds.

Asset Requirements

General Asset Requirements

Loans

Retirement Account Loans

Required Documentation

The Mortgagee must verify and document the existence and amounts in the Borrower's retirement accounts and outstanding loan balance.

Asset Requirements

General Asset Requirements

Loans, Continued

Disaster Relief Loans

Loans from a governmental entity that provide immediate housing assistance to individuals displaced due to natural disaster.

Secured or unsecured disaster relief loans administered by the small business administration may also be used. SBA loan must subordinate to FHA loan if subject property used to secure loan.

Monthly payment?

Required Documentation

The Mortgagee must verify and document the promissory note

Asset Requirements

General Asset Requirements

Grants

Disaster Relief Grants

Disaster relief grants may be used for the Borrower's MRI.

Required Documentation

Mortgagee must verify and document the Borrower's receipt of the grant and terms of use.

Federal Home Loan Bank Homeownership Set-Aside Grant Program (AHP)

AHP set-aside funds used for the Borrower's MRI must comply with the source requirements for the Borrower's MRI.

Asset Requirements

General Asset Requirements

Grants

Disaster Relief Grants

Disaster relief grants may be used for the Borrower's MRI.

Required Documentation

Mortgagee must verify and document the Borrower's receipt of the grant and terms of use.

Asset Requirements

General Asset Requirements

Grants

Federal Home Loan Bank Homeownership Set-Aside Grant Program (AHP)

AHP set-aside funds used for the Borrower's MRI must comply with the source requirements for the Borrower's MRI.

Required Documentation

Mortgagee must verify and document the Borrower's receipt of the grant and terms of use.

Mortgagee must verify and document that the retention agreement required by the FHLB is recorded against the property and results in a deed restriction, and not a second lien.

Asset Requirements

General Asset Requirements

Employer Assistance

Sale of Personal Property

Trade-In of Manufactured Housing

Sale of Real Property

Real Estate Commission from the sale of a subject property

Sweat Equity

Trade Equity