

FHA 203(k) Standard Submissions Quick Reference Guide

This checklist is provided as a quick reference guide of required documents when submitting FHA 203(k) Standard transactions to Homebridge; it is **not** required for submission

Documentation Requirements

Required at Submission

- FHA Transmittal Summary
- 1003 w/ NMLS ID signed by Emerging Banker/NDC: **Must include the Demographic Information Addendum**
- Credit Report (must be < 90 days old)
- Signed Borrower Certification and Authorization **or** Borrower Credit Authorization
- Non-borrowing spouse in community property states require the following:
 - Credit report (must be < 90 days old)
 - Signed Borrower Certification and Authorization
- Paystubs (30 days earnings and YTD)
- W-2s for 2 years
- Tax Returns/ all Schedules – 2 years
- Purchase Contract w/ Addendums (if applicable)
- Bank Statements (if purchase)
- AUS Findings
- 3.2 file required if submitted outside of Homebridge P.A.T.H.
- FHA Case Number Assignment
- Completed/signed 4506-C with Homebridge specific IVES information on Line 5a (prefilled version posted on Homebridge website Forms page)
- Service Provider List
- Affiliated Service Provider Fee Certification (if applicable)
- Loan Estimate (signed **if** the LE includes a signature line; if no signature line, signed not required)
- Notice of Intent to Proceed
- Change of Circumstance Form(s) (if applicable)

Recommended at Submission not Required

- (to avoid closing delays):
- State Specific Disclosures
 - Proof of appraisal delivery to the borrower (if appraisal available at submission)
 - Safe Harbor Certification
 - Signed Homeownership Counseling Disclosure

Manufactured Housing Recommended at Submission not Required:

- Engineer's Certification for Manufactured Housing Foundation (aka PFGMH Certification)
- Inspection Report or Certification of Structural Integrity (only required when an addition/alteration made to the home)
- HUD Certification Label verification
- HUD Data Plate

Completing the Loan Estimate

Fee	Section	Amount
Consultant Fee (see Consultant Fees chart)	B or C ¹	\$
Final Title Update Fee (\$95 – all states)	B	\$
Inspection Fees ² (one fee per draw; max 5)	B or C ¹	\$
Architectural Fee (if applicable)	H	\$
Engineering Fee (if applicable)	H	\$
Permit Fee(s) (if applicable)	H	\$
Feasibility Study (if applicable)	B or C ¹	\$
Contingency Reserve (10%-20% of rehab cost; 15% required if utilities not on)	N/A	\$
Financed Mortgage Payments (requires Homebridge RCD approval. Max 6 months)	N/A	\$

¹Include in B when **not listed** on Service Provider List; include in C if on SPL

² Inspection Fees (**Work Write-up not included in submission**):
Estimate 5 draws at \$250 per draw

² Inspection Fees (**Work Write-up included in submission**):
Fees per Write-Up; one fee per draw, maximum 5 draws

Required at Submission: 203(k) Specific Documents/Forms³

- 203(k) Maximum Mortgage Calculation Worksheet (MMW) ²
Calculator located at HUD.Gov 203(k) Calculator
- Final Work Write-Up

Recommended at Submission not Required: 203(k) Specific Disclosures/Forms³

- Consultant/Borrower Agreement (if not included in Work Write-Up)
- Consultant is not a Home Inspector Disclosure ¹
- Homeowner/Contractor Certification¹
- Standard Contractor Acknowledgement¹
- Borrower/Contractor Identity of Interest/Conflict of Interest Certification¹
- Consultant Identity of Interest Certification¹
- 203(k) Mortgage Payment Disclosure¹
- 203(k) Borrower's Acknowledgment (HUD 92700-A) ²
- Homebridge Initial Renovation Loan Acknowledgement ¹ Signed by contractor and borrower
- Homebridge Renovation Homeowner Contract ¹ Signed by borrower and contractor
- Draw Disbursement Check Waiver and Consent form ¹ signed by borrower
- Homeowner/Contractor Agreement-Standard²
- Appraisal (Eligible from any Homebridge approved AMC – refer to guidelines)
- Rehabilitation (Self-Help) Agreement (self-help only) ¹

NOTE: ¹ Denotes Homebridge form;

² Denotes HUD form;

³ Forms/ Disclosures /Documents provided at Submission are not required to be fully signed by all parties. Refer to the 203(k) Standard QRG for signature requirements

All forms are on the Homebridge website at www.homebridgewholesale.com

Additional Documents Required

- Engineer Inspection (if applicable)
- Architectural Plans and Specs (if applicable)

Contractor Specific Recommended at Submission not Required

- Contractor currently accepted by Homebridge requires **all the above**, as applicable **plus**:
 - License
 - Insurance
- Contractor **not** currently accepted by Homebridge requires **all the above**, as applicable, **plus**:
 - Contractor Profile Report (Fannie Mae Form 1202)
 - W-9

Consultant Fees			
Renovation Cost	Fee	Renovation Cost	Fee
\$5,000 - \$7500	\$400.00	\$50,001 - \$75,000	\$800.00
\$7501 - \$15,000	\$500.00	\$75,001 - \$100,000	\$900.00
\$15,001 - \$30,000	\$600.00	\$100,001 and up	\$1,000.00
\$30,001 - \$50,000	\$700.00	Addl. \$25 per unit if multiple units	
Additional Consultant Fees			
Feasibility Study (if requested)		\$100.00	
Draw Inspection Fee		\$100.00	
Change Order and Re-inspection Fees		\$50.00	
Mileage Fee		Per IRS if consultant office > 15 miles from property	

Questions? Refer to the [203\(k\) Standard Quick Reference Guide](#)

*If business income used to qualify, completed/signed 4506-C for business also required

Community Property States: Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, and Wisconsin