

Fannie Mae HomeStyle Submissions Quick Reference Guide

This checklist is provided as a quick reference guide of required documents when submitting Fannie Mae HomeStyle transactions to Homebridge; it is **not** required for submission

Documentation Requirements

Required at Submission

- 1008
- 1003 w/ NMLS ID signed by Emerging Banker/NDC: **Must include the Demographic Information Addendum**
- Credit report (must be < 90 days old) **Credit report must include trended credit data**
- Signed Borrower Certification and Authorization **or** Borrower Credit Authorization
- Paystubs (30 days earnings and YTD)
- W-2s per AUS
- Tax Returns/ all Schedules per AUS
- 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.
- Completed/Signed **4506-C with Homebridge specific IVES information on Line 5a (prefilled version posted on Homebridge website Forms page)**
- Service Provider List
- 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
- Business Purpose Use of Investment Property Borrower Certification (if applicable)
- Signed Homeownership Counseling Disclosure

Completing the Loan Estimate

Fee	Section	Amount
Final Title Update Fee (\$95 – all states)	B	\$
Inspection Fees ¹ (one fee per draw; max 5)	B	\$
Architectural/Engineering Fee (if applicable)	H	\$
Permit Fee(s) (if applicable)	H	\$
Feasibility Study (if applicable)	B or C ²	\$

¹ Inspection Fees:

- ❖ Feasibility Study **not required**: Estimate 3 draws @ \$200 per draw
- ❖ Feasibility Study **required**: Number of draws/fee per draw per Feasibility Study.

² Include in B when **not listed** on Service Provider List; include in C if on SPL

Required at Submission: HomeStyle Specific Disclosures/Forms

- Contractor Acknowledgment HomeStyle Renovation. ¹ Signed by contractor and borrower
- HomeStyle Renovation Consumer Tips ² (Fannie Mae form 1204). Signed by loan officer and borrower.
- Homebridge Initial Renovation Loan Acknowledgement¹ Signed by contractor and borrower
- Homebridge Renovation Homeowner Contract¹ Signed by contractor and borrower
- HomeStyle Renovation Mortgage Payment Disclosure, ¹ if applicable (owner-occupied transactions). Requires HUD consultant approval.
- HomeStyle Maximum Mortgage Worksheet Calculator ¹
- Contractor Bid(s)
- Feasibility Study (if applicable)

NOTE: 1 denotes Homebridge form; 2 denotes Fannie Mae form. All forms are posted on the Homebridge website at www.homebridgewholesale.com

Recommended at Submission not Required:

- Appraisal

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

*If business income used for qualifying a completed/signed **4506-C** for business returns also required)

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