

## Fannie Mae HomeReady Submissions Quick Reference Guide

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

### Documentation Requirements

#### Required at Submission

- 1008
- 1003 w/ NMLS ID signed by Broker: **Must include the Demographic Information Addendum**
- Credit report (must be < 90 days old) Loans **must have a credit report that includes trended credit data** (a credit report is **not** required for a non-borrower household member)
- 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
- Non-borrower household member income documentation per DU (if applicable)
- Purchase Contract w/ Addendums (if applicable)
- Bank Statements (if purchase)
- DU Findings ("Approve/Eligible" required)
- 3.4** file required if submitted outside of Homebridge P.A.T.H.
- Completed/Signed 4506-C\* with Homebridge specific IVES information on Line 5a (**not** required for a non-borrower household member)
  - HB Disclosed Transactions: Not required**
  - Broker Disclosed Transactions** (choose one option below):
    - Provide completed/signed at time of loan submission, **OR**
    - During the loan process provide Homebridge signed copy from HB's initial lender disclosures (**preferred method**)
- Completed and signed Homebridge Broker Compensation Election Form (non-approved Brokers **only**)
- 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

#### Recommended at Submission not Required (to avoid closing delays)

- State Specific Disclosures
- Certificate of Completion of counseling course or signed Certificate of Completion of Pre-purchase Housing Counseling (Fannie Mae form 1017)
- HomeReady Non-Borrower Household Income Worksheet and Certification (Fannie Mae form 1019)
- HOEPA Disclosure (if using broker version in lieu of HomeBridge version). Must be signed by the borrower, include specific counseling agencies located in the immediate area of the borrower's current zip code, and the content must include, at minimum, the wording contained in the Homebridge form

\* If business income used to qualify, completed/signed 4506-C with HB IVES information on Line 5a for each business required  
**Community Property States:** Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, and Wisconsin