

## 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 broker and borrower: **Must include the Demographic Information Addendum**
- Credit report (must be < 90 days old); **the 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 (purchase only)
- Bank Statements (if purchase)
- AUS Findings
- 3.4** file required if submitted outside of Homebridge P.A.T.H.
- Completed and Signed 4506-C\* with Homebridge specific IVES information on Line 5a:
  - 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
- Loan Estimate (signed **if** the LE includes a signature line; if no signature line, signed not required)
- Broker Compensation and Fee Certification
- Notice of Intent to Proceed

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

- State Specific Disclosures
- 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

#### HomeStyle Specific Disclosures/Forms

##### Required at Submission:

- HomeStyle Maximum Mortgage Worksheet Calculator <sup>1</sup>
- Contractor Bid(s)

**NOTE:** <sup>1</sup> denotes Homebridge form; all forms are posted on the Homebridge website at [www.homebridgewholesale.com](http://www.homebridgewholesale.com)

#### HomeStyle Specific Disclosures/Forms (cont.)

##### Recommended at Submission not Required

- Contractor Acknowledgment HomeStyle Renovation<sup>1</sup> Signed by contractor and borrower
- HomeStyle Renovation Consumer Tips<sup>2</sup> (Fannie Mae form 1204). Signed by loan officer and borrower
- Homebridge Initial Renovation Loan Acknowledgement<sup>1</sup> Signed by contractor and borrower
- Homebridge Renovation Homeowner Contract<sup>1</sup> Signed by contractor and borrower
- HomeStyle Renovation Mortgage Payment Disclosure<sup>1</sup> if applicable (owner-occupied transactions). Requires HUD consultant approval
- Draw Disbursement Check Waiver and Consent form<sup>1</sup> Signed by the borrower
- Feasibility Study (if applicable)
- Appraisal

**NOTE:** 1 denotes Homebridge form; 2 denotes Fannie Mae form. All forms are posted on the Homebridge website at [www.homebridgewholesale.com](http://www.homebridgewholesale.com)

##### Additional Documents as 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

##### Completing the Loan Estimate

Fee	Section	Amount
<b>Final Title Update Fee</b> (\$95 – all states)	B	\$
<b>Inspection Fees</b> <sup>1</sup> (one fee per draw; max 5)	B	\$
<b>Final Re-inspection Fee</b> (estimate at \$200)	B	\$
<b>Architectural/Engineering Fee</b> (if applicable)	H	\$
<b>Permit Fee(s)</b> (if applicable)	H	\$
<b>Feasibility Study</b> (if applicable)	B or C <sup>2</sup>	\$

<sup>1</sup> Inspection Fees:

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

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

\* 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