

## 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 broker: **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:
  - 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
- 3.4 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**)
- FHA Case Number Assignment (okay if not assigned to Homebridge)
- 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

- 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
- Broker Disclosed Transaction ONLY:**
  - Anti-Steering Loan Options Disclosure, signed and dated by the borrower and Broker within 3 days of Broker's application date (Homebridge version or Broker version from Broker LOS with same/similar wording)**
- 203(h) **only:** Evidence the borrower lived in the impacted area (driver's license, utility bill, etc.)

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

<sup>1</sup> Include in B when **not listed** on SPL; include in C if on SPL

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

<sup>2</sup> 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/Forms<sup>3</sup>

- 203(k) Maximum Mortgage Calculation Worksheet (MMW) <sup>2</sup>  
Calculator located at [HUD.Gov](http://HUD.Gov) 203(k) Calculator
- Final Work Write-Up

#### Recommended at Submission not Required: 203(k) Specific Disclosures/Forms<sup>3</sup>

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

**NOTE:** <sup>1</sup> Denotes Homebridge form; <sup>2</sup> Denotes HUD form;

<sup>3</sup> 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](http://www.homebridgewholesale.com) on the Forms page under Renovation Forms

#### 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)

| 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 (per draw)      |          | Reasonable and customary for area; not to exceed \$350 |            |
| 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](#)