

## Homebridge Quick Reference Guide

Minimum Submission Requirements (see applicable Submission QRG for specifics)	Title Commitment Requirements									
<p><b>Conventional/Jumbo Elite/Jumbo Gold</b></p> <ul style="list-style-type: none"> <li>Homebridge Submission Form</li> <li>1008</li> <li>1003 w/ NMLS ID signed by broker</li> <li>Credit Report</li> <li>Signed Borrower Credit Authorization</li> <li>Paystubs (30 days earning and YTD)</li> <li>W-2s per AUS (Jumbo/Jumbo Gold – previous 2-years)</li> <li>Tax Returns/ all Schedules (2 years for self-employed borrowers or borrowers with other real estate owned)</li> <li>Purchase Contract w/ Addendums (if applicable)</li> <li>Bank Statements/VOD (if purchase)</li> <li>Broker GFE/LE</li> <li>Broker Itemization of Amount Financed</li> <li>Broker Compensation and Fee Certification</li> <li>4506-C (with attestation box checked)</li> </ul> <p><b>FHA – Items under Conventional (no 1008) plus:</b></p> <ul style="list-style-type: none"> <li>92900 LT</li> <li>92900A</li> <li>CAIVRS Findings</li> <li>FHA Case Number Assignment print out</li> <li>Streamline requires current demand</li> </ul> <p><b>VA – Items under Conventional (no 1008) plus:</b></p> <ul style="list-style-type: none"> <li>VA Certificate of Eligibility</li> <li>VA Debt Questionnaire (VA Form 26-0551)</li> <li>Signed Homebridge VA Indebtedness Questionnaire (N/A for IRRRLs)</li> <li>IRRRL Worksheet</li> <li>IRRRL requires current demand</li> <li>CAIVRS Findings</li> </ul> <p><b>USDA – Items under Conventional plus:</b></p> <ul style="list-style-type: none"> <li>Rural Development Form 1980-21 Request for Single Family Housing Loan Guarantee completed by broker. <b>Borrower signature not required.</b></li> <li>Proof of property eligibility</li> <li>Proof of income eligibility</li> <li>Homebridge USDA Borrower Questionnaire and Income Eligibility Worksheet</li> </ul> <p><b>Access</b></p> <ul style="list-style-type: none"> <li>Submission requirements vary by program option. Refer to the Access Submission QRG for requirements</li> </ul> <p><b>Elite Access</b></p> <ul style="list-style-type: none"> <li>Submission requirements vary by program option. Refer to the Elite Access Submission QRG for requirements</li> </ul>	<ul style="list-style-type: none"> <li>A full preliminary Title Report or a Short Form policy is required.</li> <li>12 months chain of title</li> <li>Borrower name(s) must match loan documents</li> <li>Real estate taxes must be current</li> <li>Taxes must be paid if due on or before first payment date</li> </ul> <tr style="background-color: #00AEEF; color: white;"> <td colspan="2" style="padding: 5px;"><b>Insurance Requirements</b></td> </tr> <td style="vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <li>Premium amount and balance due must be reflected on the policy</li> <li>All premiums due must be paid at close; evidence of payment required</li> <li>Full homeowner insurance policy                             <ul style="list-style-type: none"> <li>- Purchase requires 10 months remaining coverage at close</li> <li>- Refinance require 60 days remaining coverage at close</li> </ul> </li> <li>Maximum deductible may not exceed 5% of dwelling coverage</li> <li>All condos require evidence of H0-6 insurance (aka walls-in) coverage except FHA Streamlines</li> <li>Coverage amount determined by insurer but must be sufficient to repair condo to its condition prior to loss claim event</li> <li>Flood insurance is required if property is in a designated flood zone</li> </ul> <tr style="background-color: #00AEEF; color: white;"> <td colspan="2" style="padding: 5px;"><b>Appraisal Requirements</b></td> </tr> <td style="vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <li>Broker is responsible for ordering the appraisal from a Homebridge approved AMC. Click here: <a href="https://www.homebridgewholesale.com">Homebridge Wholesale</a></li> <li>Desk review may be required on a case-by-case basis</li> <li><b>Fannie Mae:</b> Appraisal must be ≤ 4 months from Note date</li> <li><b>Freddie Mac &amp; FHA:</b> Appraisal must be ≤ 120 days old from Note date. FHA transactions: 30 day extension available with signed sales contract or borrower loan approval prior to appraisal expiration date</li> <li><b>USDA:</b> Appraisal must be ≤ 150 days old from Note date</li> <li><b>VA:</b> Appraisal must be ≤ 180 days old from Note date</li> <li><b>Jumbo Gold:</b> Appraisal must be ≤ 120 days as of the Note date. 2 appraisals required when &gt; \$2M loan amount</li> <li><b>Jumbo Elite:</b> Appraisal must be ≤ 120 days at funding. 2 appraisals required when &gt; \$2M purchase and &gt; \$1.5M refi. CDA required when only one appraisal required</li> <li><b>Access:</b> Appraisal must be ≤ 120 days at funding. 2 appraisals required &gt; \$2M. 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<b>Closing Requirements</b>										
<ul style="list-style-type: none"> <li>Closing packages must be returned within 24 hours of funding to: Post Closing</li> <li>New York CEMA and Texas closings: 48-72 hours for loan docs</li> <li>Wet state closings – documents are date sensitive</li> <li>Interest credits allow up to 5 days into the month</li> <li>Closing Protection Letters (CPL) must be issued by the title company, cannot be more than 90 days old at time of docs and must be loan specific.                             <ul style="list-style-type: none"> <li>- New York transactions: E&amp;O required in lieu of CPL</li> <li>- Texas transactions: E&amp;O or CPL accepted</li> </ul> </li> <li>Funds wired to insured title company/ attorney. Funds may be wired to the settlement agent with an acceptable CPL; a sub-escrow may be required.</li> <li>Notary must be a disinterested third party.</li> <li>QC deeds cannot be older than 12 months at funding (if applicable)</li> </ul>										
<p style="text-align: center;"><b>Mortgagee/Loss Payee Clause: Hazard, Flood, and Notice of Servicing Transfer</b></p> <p style="text-align: center;">ServiceMac, LLC ISAOA/ATIMA P.O. Box 29411 Phoenix, AZ 85038-9411</p>	<p style="text-align: center;"><b>Mortgagee/Loss Payee Clause: Title, CPL and E&amp;O</b></p> <p style="text-align: center;">Homebridge Financial Services, Inc. ISAOA/ATIMA <b>99 Wood Avenue South, Suite 301</b> Iselin, NJ 08830</p>									
<b>Specific Document Requirements</b>										
<p>The following documents must be in the name of Homebridge Financial Services:</p> <ul style="list-style-type: none"> <li>Appraisal</li> <li>Closing Disclosure/Final Closing Disclosure</li> <li>Subordination Agreement</li> </ul>										