

## 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>
	<b>Insurance Requirements</b>
	<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>
	<b>Appraisal Requirements</b>
	<ul style="list-style-type: none"><li>Broker is responsible for ordering the appraisal from a Homebridge approved AMC. Click here: <a href="#">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. <b>A Desk Review, completed by the Homebridge Appraisal Review Dept. may be required; see guides for details</b></li><li><b>Elite Access:</b> Appraisal must be ≤ 120 days as of the Note date. 2 appraisals required &gt; \$2M. <b>A Desk Review, completed by the Homebridge Appraisal Review Dept. may be required; see guides for details</b></li><li><b>Appraisal Forms:</b> FNMA Form 1004 - SFR/PUD; FNMA Form -1025; 2-4 units; FNMA Form 1073 – Condominium Conventional appraisals must use approved AMC which are assigned by state. Refer to the Homebridge website at <a href="#">Homebridge Wholesale</a></li></ul>
	<b>Age of Credit, Income and Asset Documents</b>
	<ul style="list-style-type: none"><li><b>Fannie:</b> All documents must be ≤ 4 months from Note date</li><li><b>Freddie Mac:</b> All documents must be dated within 120 days of Note date</li><li><b>FHA/Jumbo Elite/Jumbo Gold:</b> All documents must be ≤ 120 days at funding</li><li><b>VA/USDA:</b> All documents must be ≤ 120 days from the Note date</li><li><b>Access:</b> All documentation must be ≤ 120 days prior to the Note date</li><li><b>Elite Access:</b> Income/Credit: ≤ 120 days at funding; Asset: ≤ 90 days prior to Note date</li></ul>
<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>	
<b>Mortgagee/Loss Payee Clause: Hazard, Flood, and Notice of Servicing Transfer</b>	<b>Mortgagee/Loss Payee Clause: Title, CPL and E&amp;O</b>
ServiceMac, LLC ISAOA/ATIMA P.O. Box 29411 Phoenix, AZ 85038-9411	Homebridge Financial Services, Inc. ISAOA/ATIMA 99 Wood Avenue South, Suite 301 Iselin, NJ 08830
<b>Specific Document Requirements</b>	
The following documents must be in the name of Homebridge Financial Services: <ul style="list-style-type: none"><li>Appraisal</li><li>Closing Disclosure/Final Closing Disclosure</li><li>Subordination Agreement</li></ul>	