

Elite Access Submissions Quick Reference Guide

This QRG lists documents required when submitting Elite Access transactions to Homebridge; it is **not** required for submission

Documentation Requirements Vary by Option

Required - ALL Transactions

- ☐ 1008
- ☐ 1003 w/ NMLS ID signed by broker; **must include the Demographic Information Addendum**
- ☐ Credit report (**must be < 60 days old**)
- ☐ Signed Borrower Certification and Authorization **or** Borrower Credit Authorization
- ☐ 3.4 file required if submitted outside of P.A.T.H.
- ☐ Purchase Contract w/ Addendums (if applicable)
- ☐ Completed and signed Homebridge Broker Compensation Election Form (non-approved brokers **only**)
- ☐ Service Provider List
- ☐ Affiliated Service Provider Fee Certification (if applicable)
- ☐ Notice of Intent to Proceed
- ☐ Loan Estimate (signed **if** the LE includes a signature line; if no signature line, signed not required)
- ☐ Broker Disclosed Transactions **ONLY**: Your Home Loan Toolkit Delivery signed by borrower and certifying documents (as applicable) were provided **within 3 days of loan application** (available on Homebridge website; **must use** Elite Access version under Elite Access Specific on the Forms page)
- ☐ Homeownership Counseling Disclosure (broker version) signed and dated by the borrower **within 3 days of loan application**
- ☐ E-Sign Disclosure and Consent signed and dated by the borrower (if applicable)

Recommended not Required (to avoid closing delays):

- ☐ State Specific Disclosures
- ☐ **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)

Additional Requirements Based on Doc Option

In addition to the documentation listed under "Required – ALL Transactions" topic (above) the following is required **based on specific doc type**.

Items in **RED** are required at submission; others may follow

FULL DOC – Wage Earner/Salaried

- ☐ Paystubs w/ 30 days earnings & YTD, **and**
- ☐ W-2s w/ most recent 2 years
- ☐ Bank Statements most recent 2 months (all pages). **If purchase required at submission**; refis ok to follow
- ☐ Completed and Signed 4506-C* for most recent 2 years
 - ☐ **HB Disclosed Transactions: Not required**
 - ☐ **Broker Disclosed Transactions** (choose one option)
 - ☐ 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**)

FULL DOC –Salaried w/Commission/Bonus/OT

- ☐ Paystubs (30 days earnings and YTD), **and**
- ☐ W-2s (most recent 2 years), **and**
- ☐ 2-years tax returns (commission income **ONLY**)
- ☐ Bank Statements most recent 2 months (all pages). **If purchase required at submission**; refis ok to follow
- ☐ **Written** VOE
- ☐ Completed and Signed 4506-C* for most recent 2 years
 - ☐ **HB Disclosed Transactions: Not required**
 - ☐ **Broker Disclosed Transactions** (choose 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**)

FULL DOC – Self-Employed

- ☐ **Tax Returns w/all schedules (2 years most recent personal & business including all schedules), and**
- ☐ Bank Statements most recent 2 months (all pages). **If purchase required at submission**; refis ok to follow
- ☐ YTD P&L and balance sheet
- ☐ Completed and Signed 4506-C* for most recent 2 years for personal returns only; **not required for business**
 - ☐ **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**)

Bank Statement - Personal

- ☐ **Personal bank statements most recent consecutive for 12 or 24 months (all pages) Multiple accounts are acceptable**
- ☐ **3 months business bank statements (to verify income is coming from borrower's business) N/A if borrower does not have business acct**

Bank Statement – Business

- ☐ **Business bank statements most recent consecutive for 12 or 24 months (all pages) required for all qualifying methods. Multiple accounts are acceptable**

Additional documentation determined by qualifying method:

- ☐ **Method One: Uniform Expense Ratio**: No addl. documentation
- ☐ **Method Two: Profit and Loss**
 - ☐ P&L prepared by CPA/EA/CTEC/CTA** covering 12 or 24 months as applicable
- ☐ **Method Three: CPA Letter for Expense Ratio**
 - ☐ CPA/ EA/CTEC/CTA** Letter that includes the business expense ratio

Asset Utilization

- ☐ **Bank and/or Financial Account Statements (all pages) for most recent 6 months for all calculation methods (purchase and refinance)**

1099 Only

- ☐ **One or two years 1099s**
- ☐ **Paystub, check(s), or bank statement(s) showing YTD income**
- ☐ Written VOE, CPA letter, other documentation acceptable to Homebridge to document 2-year's employment history

Additional documentation determined by qualifying method

- ☐ **Method One**: Uniform Expense Factor-No addl. documentation
- ☐ **Method Two: Profit and Loss**
 - ☐ P&L prepared by CPA/EA/CTEC/CTA**
- ☐ **Method Three: CPA Letter for Expense Ratio**
 - ☐ Letter that includes the business expense ratio prepared by a CPA/EA/CTEC/CTA**
- ☐ Completed and Signed 4506-C* with Homebridge specific IVES information on Line 5a for most recent 1 or 2 years 1099 transcripts as applicable
 - ☐ **HB Disclosed Transactions: Not required**
 - ☐ **Broker Disclosed Transactions** (choose 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**)
 - ☐ During the loan process provide Homebridge signed copy from HB's initial lender disclosures (**preferred method**)

P&L Only

- ☐ Most recent 12 month unaudited P&L prepared by a CPA/EA/CTEC/CTA**
- ☐ Documentation confirming 2 yrs. self-employment (see guides for acceptable documentation)

* If business income used to qualify, completed/signed 4506-C for each business

Only individuals with a CPA/EA/CTEC/CTA license may provide the P&L; tax preparers with only a PTIN and not one of the noted designations **are not acceptable. Refer to the Elite Access guidelines for complete requirements