

Product Guidelines

CONVENTIONAL CONFORMING HIGH BALANCE PROGRAM

PROGRAM CODES: H15FCNF, H30FCNF

Version 1.9 –12/21/17



PURCHASE & RATE/TERM REFINANCE - FIXED RATE									
Occupancy		Max Loan Amount	Maximum LTV	Maximum CLTV	Min FICO	Max Ratios	Minimum Cash Investments	Mortgage/Rental History	Reserves
Primary	1 Unit	\$679,650	95%	95%	620	AUS Approved Eligible / Accept Eligible - Up to 50% Maximum DTI	Review the Minimum Down Payment section in the Income/Assets table below	Evaluated by AUS	Refer to minimum reserves section for requirements
Primary	2 Units	\$870,225	85%	85%	620				
Primary	3 Units	\$1,051,875	75%	75%	620				
Primary	4 Units	\$1,307,175	75%	75%	620				
2nd Homes	1 Unit	\$679,650	90%	90%	620**	AUS Approved Eligible / Accept Eligible	Review the Minimum Down Payment section in the Income/Assets table below	Evaluated by AUS	Refer to minimum reserves section for requirements
Non-Owner	1 Unit	\$679,650	85%	85%	620	AUS Approved Eligible / Accept Eligible - Up to 50% Maximum DTI	Entire Down Payment From Borrowers Own funds*	Evaluated by AUS	Refer to minimum reserves section for requirements
Non-Owner	2 Units	\$870,225	75%	75%	620				
Non-Owner	3 Units	\$1,051,875	75%	75%	620				
Non-Owner	4 Units	\$1,307,175	75%	75%	620				

*Does not apply to Rate/Term Refinance

**Second Home Florida Condo minimum credit score = 740

Alaska & Hawaii \$1,960,750

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CASH OUT - FIXED RATE

Occupancy		Max Loan Amount	Maximum LTV	Maximum CLTV	Min FICO	Max Ratios	Minimum Cash Investments	Mortgage/Rental History	Reserves
Primary	1 Unit	\$679,650	80%	80%	620	AUS Approved Eligible / Accept Eligible - Up to 50% Maximum DTI	NA	Evaluated by AUS	Refer to minimum reserves section for requirements
Primary	2 Units	\$870,225	75%	75%	620				
Primary	3 Units	\$1,051,875	75%	75%	620				
Primary	4 Units	\$1,307,175	75%	75%	620				
2nd Homes	1 Unit	\$679,650	75%	75%	620	AUS Approved Eligible / Accept Eligible - Up to 50% Maximum DTI	NA	Evaluated by AUS	Refer to minimum reserves section for requirements
Non-Owner	1 Unit	\$679,650	75%	75%	620	AUS Approved Eligible / Accept Eligible - Up to 50% Maximum DTI	NA	Evaluated by AUS	Refer to minimum reserve section for requirements
Non-Owner	2 Units	\$870,225	70%	70%	620				
Non-Owner	3 Units	\$1,051,875	70%	70%	620				
Non-Owner	4 Units	\$1,307,175	70%	70%	620				

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CONVENTIONAL Underwriting Guidelines Requirements (Loan MUST be submitted through AUS)

COLLATERAL

General	Property condition C5 or below is not eligible. Final condition rating must be C4 or better.
Appraisal	Follow FNMA Property Inspection Waiver (PIW). Transferred appraisals are permitted with proof the appraisals comply with Appraisal Independence Requirements (AIR). Re-use of an appraisal report is not permitted. HPML loans may require second appraisal. One-Unit Residential Appraisal Field Review Report (Form 2000) also is required if the property value is > \$1 million and LTV/CLTV/HCLTV > 75%. Use the lower of original appraised value, Field Review value, or sales price (for purchases) to calculate LTV. If the appraisal report is marked "subject-to" a final inspection 1004D will always be required, processor certifications will not be accepted in lieu of.
Appraisal Updates	Permitted. Follow guidelines and acceptable extension dates. The appraisal update must be completed before the appraisal expires.
Appraisal Acknowledgment	Borrowers must acknowledge that they received all appraisal reports 3 days prior to close.
Condo	<p>All condos must be warranted & must have completed warranty forms. Acceptable condo approvals are PERS approval, Lender Full Review completed by InterIsland, Limited Review (DU).</p> <p>Not eligible: Condotels, including projects that allow short-term rentals, vacation rentals, timeshares, or segmented ownership. Condo projects that have resort-type amenities such as restaurants, room service, maid service, central telephone or key systems, or share facilities with a hotel, Condo projects restricting owner's ability to occupy, Condo projects that do not contain full-sized kitchen appliances, Nonresidential use exceeding 25%, Pending litigation, Condo projects consisting of manufactured homes, Leasehold projects, Cooperative projects, Project with multi-dwelling units: A project in which an owner may hold a single deed evidencing ownership of more than one dwelling unit, Project with excessive commercial or non-residential space, Tenancy-in Common apartment project</p> <p>Limited Review: Primary Residence = LTV 90% or below Second Home = LTV 75% or below Investment Property = Not Permitted</p> <p>Full Review: All established projects not eligible for Limited Review. All new projects (see exceptions requiring PERS approval below). The standard PERS submission MUST be used for the following project types: New or newly converted condo projects consisting of attached units in Florida, Newly converted non-gut rehabilitation projects consisting of more than four attached units. Investment Property = ALL</p>

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COLLATERAL, continued

<p>Condo, continued</p>	<p>Florida Specific Limited Review: Primary Residence = LTV 75% or below Second Home = LTV 70% or below Must be an established project and FNMA warrantable, Must be arm's length transaction; no at-interest characteristics, Borrower does not live in immediate area or own property in immediate area (includes partial interest). Investment Property = Not Permitted Full Review: Primary Residence = LTV 75.01% and above. Second Home = LTV 70.01% and above Investment Property = Not Permitted Florida new construction, projects constructed within the previous 3 years and projects converted within the previous 3 years are not eligible regardless of LTV and review type.</p>
<p>Ineligible Properties</p>	<p>Manufactured homes (included properties with an ADU that is a manufactured home), Co-ops, Land Contracts, On-frame modular construction, Boarding houses, Bed and breakfast properties, Properties that are not suitable for year-round occupancy regardless of location, Agricultural properties, such as farms or ranches, Properties that are not readily accessible by roads that meet local standards, Vacant land or land development properties, properties serviced by hauled water, and State-approved medical marijuana producing properties, and water sourced by a river are not eligible, Hawaiian Properties in Lava Zones 1 and 2, Properties located in the Department of Hawaiian Home Lands Leasehold (DHHL). See complete ineligible property list in CMS CONV guidelines.</p>
<p>Resale/Deed Restrictions</p>	<p>Fannie Mae will purchase mortgages that are subject to one or more of the following types of resale restrictions (although some restrictions are likely to occur only in combination with others): income limits, age-related requirements (senior communities must comply with applicable laws), purchasers must be employed by the subsidy provider, principal residence requirements, as designated by the subsidy provider, properties that are group homes or that are principally used to serve disabled residents, and resale price limits.</p>
<p>Maximum Number of Financed Properties</p>	<p>For second home and investment property transactions - FNMA is the Agency that allows for up to 10 properties (financed means the # of properties not the number of loans on it), FNMA requires a 720 Fico for this feature. DU cannot count the number of properties so the lender must apply the 720 FICO restriction manually to the file.</p>
<p>Private Transfer Fee</p>	<p>Not permitted</p>
<p>Subordinate Financing</p>	<p>2nd liens permitted as long as they meet LTV/CLTV requirements of the property and transaction type. Seller Carry Back: If financing provided by the property seller is more than 2% below current standard rates for second mortgages, the subordinate financing must be considered a sales concession and the subordinate financing amount must be deducted from the sales price. (Run LPA if seller carry back rate is more than 2% below current standard rates for second mortgages)</p>
<p>Rent Loss Insurance</p>	<p>Not required</p>

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TYPES OF FINANCING

Rate & Term/ Limited Cash Out Refi	Final Closing Disclosures required from any transaction within past 6 months. If previous transaction was cash-out or if it combined a first and non-purchase money subordinate into a new first, loan to be coded cash out. If new transaction combines a 1st and non-purchase money 2nd into a new 1st loan, it is considered cash out. If a new transaction combines a purchase money 2nd used in whole to acquire the property, a copy of the Closing Disclosure must be obtained. Closing costs and prepaids may be financed into loan amount. Cash out is limited to the lesser of 2% or the new loan or \$2,000.
Listed for sale or purchase <6 months	Properties listed for sale are ineligible for refinance. Property must be taken off the market prior to the loan application date. C/O Refi not allowed if property purchased in prior 6 months. Max 70% LTV on cash out refinances, if property listed for sale within the last 6 months.
Cash-Out Refinance	No continuity of obligation - The property must have been purchased (or acquired) by the borrower at least six months prior to the disbursement date of the new mortgage loan except for the following: see FNMA guidelines properties listed in the last 6 months MAX LTV 70%. Follow AUS findings for Non Owner Occupant(s).
Delayed Financing	Permitted on cash-out transactions for borrowers who purchased the subject property within the previous six months. Refer to the CMS Conventional Lending Guide for additional requirements.
Non-Arm's Length/Identity of Interest	Non-arm's length transactions are purchase transactions in which there is a relationship or business affiliation between the seller and the buyer of the property. Fannie Mae allows non-arm's length transactions for the purchase of existing properties unless specifically forbidden for the particular scenario, such as delayed financing. Fannie Mae will not purchase mortgage loans on newly constructed homes secured by a second home or investment property if the borrower has a relationship or business affiliation with the builder, developer, or seller of the property.
Property Flip	Property flips less than 90 days are permitted. Underwriter must review for valid transaction, acceptable transfer/chain of title, and inflation of value or sales price is properly supported. CMS must confirm and document in the mortgage file that the property seller in a purchase money transaction or the borrower in a refinance transaction is the owner of the subject property when an appraisal is required. Examples of acceptable documentation include, but are not limited to: <ul style="list-style-type: none"> • the appraiser's analysis and conclusions in the appraisal report, • a copy of a recorded deed, mortgage, or deed of trust, • a recent property tax bill or tax assessment notice, • a title report, • a title commitment or binder, or • property sale history report. This documentation is especially important for transactions involving an assignment (or sale) of a contract for sale and back-to-back, simultaneous, double transaction closings, or double escrows to support the property acquisition, financing, and closing.

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TYPES OF FINANCING, continued

Texas Overlay	<p>Cash out permitted on Non Owner Occupied Properties only. Subject Property cannot be a Homestead.</p> <p>No Cash out permitted on Owner Occupied and Homestead Properties. If existing 1st & 2nd to be paid are Texas Section 50(a) (6), all subsequent financing is considered cash out and is not eligible. This rule applies whether or not the borrower is getting cash back. If the 1st mortgage is not (never was) a Texas Section 50 (a)(6) loan and the 2nd mortgage is a Texas Section 50(a)(6), the 2nd lien must subordinate. Borrower cannot receive any cash back from 1st mortgage refinance - not even \$1.</p> <p>Transactions with subordinate financing subject to Section 50(a)(6) provisions are limited to max LTV/TLTV/CLTV of lesser of 80% or max program allowed.</p>
All Refinances	Must have Net Tangible Benefit to Borrower.

CREDIT

Manual Underwrite	Not permitted. Must receive DU Approve/Eligible.
Bankruptcy	<p>Chapter 13: Must be discharged > 2 years prior to application. BK discharge must be > 2 years seasoned. BK dismissal must be >4 years seasoned.</p> <p>Chapter 7: Must be discharged > 4 years prior to application. BK discharge must be > 4 years seasoned. BK dismissal must be > 4 years seasoned.</p> <p>Multiple Bankruptcy filings within past 7 years must be discharged/dissolved > 5 years. <u>Loan MUST receive DU Approve/Eligible recommendation in order to be FNMA eligible.</u></p>
(with extenuating circumstances)	<p>BK7 or BK 11: A two-year waiting period is permitted if extenuating circumstances can be documented, and is measured from the discharge or dismissal date of the bankruptcy action.</p> <p>BK13: A two-year waiting period is permitted after a Chapter 13 dismissal, if extenuating circumstances can be documented. There are no exceptions permitted to the two-year waiting period after a Chapter 13 discharge. <u>Loan MUST receive DU Approve/Eligible recommendation in order to be FNMA eligible.</u></p>
Short Sale/Pre-Foreclosure/Deed in Lieu of Foreclosure	A four-year waiting period is required from the completion date of the deed-in-lieu of foreclosure, preforeclosure sale, or charge-off as reported on the credit report or other documents provided by the borrower. <u>Loan MUST receive DU Approve/Eligible recommendation in order to be FNMA eligible.</u>
(with extenuating circumstances)	A two-year waiting period is permitted if extenuating circumstances can be documented. Note: Deeds-in-lieu and preforeclosure sales may not be accurately or consistently reported in the same manner by all creditors or credit reporting agencies. See Identification of Significant Derogatory Credit Events in the Credit Report above for additional information. <u>Loan MUST receive DU Approve/Eligible recommendation in order to be FNMA eligible.</u>
Collections/Charge Offs	Refer to AUS stipulations
Judgments/Liens	Outstanding judgments and liens must be paid at or prior to loan closing. Documentation required.

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CREDIT, continued

Foreclosure	A seven-year waiting period is required, and is measured from the completion date of the foreclosure action as reported on the credit report or other foreclosure documents provided by the borrower. <u>Loan MUST receive DU Approve/Eligible recommendation in order to be FNMA eligible.</u>
(with extenuating circumstances)	A three-year waiting period is permitted if extenuating circumstances can be documented, and is measured from the completion date of the foreclosure action. Additional requirements apply between three and seven years, which include: Maximum LTV, CLTV, or HCLTV ratios of the lesser of 90% or the maximum LTV, CLTV, or HCLTV ratios for the transaction per the Eligibility Matrix. The purchase of a principal residence is permitted. Limited cash-out refinances are permitted for all occupancy types pursuant to the eligibility requirements in effect at that time. Note: The purchase of second homes or investment properties and cash-out refinances (any occupancy type) are not permitted until a seven-year waiting period has elapsed. <u>Loan MUST receive DU Approve/Eligible recommendation in order to be FNMA eligible.</u>
Inaccurately Reported Foreclosure	Enter in DU: "Confirmed CR FC Incorrect" when the foreclosure on the credit report is reporting inaccurately.
Minimum FICO	CMS requires a minimum of one (1) reported credit score for each borrower with a trimerge credit report. Non-traditional credit not permitted. Refer to the Mortgage Insurance section for additional requirements.
Debts/Minimum Payment	If the credit report does not show a required minimum payment amount and there is no supplemental documentation to support a payment of less than 5%, the lender must use 5% of the outstanding balance as the borrower's recurring monthly debt obligation. For DU loan casefiles, if a revolving debt is provided on the loan application without a monthly payment amount, DU will use the greater of \$10 or 5% of the outstanding balance as the monthly payment when calculating the total debt-to-income ratio. For all student loans, whether deferred, in forbearance, or in repayment (not deferred), the lender must use the greater of the following to determine the monthly payment to be used as the borrower's recurring monthly debt obligation: 1% of the outstanding balance; or the actual documented payment (documented in the credit report, in documentation obtained from the student loan lender, or in documentation supplied by the borrower). If the payment currently being made cannot be documented or verified, 1% of the outstanding balance must be used.
30-day Charge Accounts	Open 30–day charge accounts require the balance to be paid in full every month. Fannie Mae does not require open 30–day charge accounts to be included in the debt-to-income ratio.
Mortgage History	Mortgage History evaluated by AUS
Long Term Debts	<p>Revolving charge accounts and unsecured lines of credit are open-ended and should be treated as long-term debts and must be considered part of the borrower's recurring monthly debt obligations. The monthly payment on every revolving and open-end account with a balance must be included in ratio calculation. Payoff or paydown of debt solely to qualify must be carefully evaluated and considered in the overall loan analysis. The borrower's history of credit use should be a factor in determining whether the appropriate approach is to include or exclude debt for qualification. Generally</p> <ul style="list-style-type: none"> • Installment loans that are being paid off or paid down to 10 or fewer remaining monthly payments do not need to be included in the borrower's long-term debt. • If a revolving account balance is to be paid off at or prior to closing, a monthly payment on the current outstanding balance does not need to be included in the borrower's long-term debt, i.e., not included in the debt-to-income (DTI) ratio. Such accounts do not need to be closed as a condition of excluding the payment from the DTI ratio.

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CREDIT, continued

Court Ordered Debt	Court-Ordered Assignment of Debt: When a borrower has outstanding debt that was assigned to another party by court order (such as under a divorce decree or separation agreement) and the creditor does not release the borrower from liability, the borrower has a contingent liability. The lender is not required to count this contingent liability as part of the borrower's recurring monthly debt obligations. The lender is not required to evaluate the payment history for the assigned debt after the effective date of the assignment. The lender cannot disregard the borrower's payment history for the debt before its assignment.
Non-Occupant Co-borrowers and Blended Ratios	For DU loan casefiles, if the income of a guarantor, co-signer, or co-borrower is used for qualifying purposes, and that guarantor, co-signer, or co-borrower will not occupy the subject property, the maximum LTV, CLTV, and HCLTV ratio may not exceed 95%. The DTI ratio is calculated using the income and liabilities of all borrowers; there is no separate DTI ratio requirement for the occupant borrower.
Soft pull expiration	14 days
Disputed	<p>DU will issue the disputed tradeline message. If it is determined that the disputed tradeline information is accurate and complete, the lender must ensure the disputed tradelines are considered in the credit risk assessment by either obtaining a new credit report with the tradeline no longer reported as disputed and resubmitting the loan casefile to DU. If DU does not issue the disputed tradeline message, the lender is not required to:</p> <ul style="list-style-type: none"> • further investigate the disputed tradeline on the credit report, • obtain an updated credit report (with the undisputed tradeline).

INCOME/ASSETS

Debt Ratios	Max 50% regardless of AUS Findings.
Future Income	Permitted - borrower must provide a contract or employment offer prior to documents and a 30 day pay stub prior to funding.
Residual Income	Residual Income is required on HPML loans only.
Non-Taxable Income	Must verify and document source of income is non-taxable. Documentation includes award letters, policy agreements, account statements or any other documents that address the non-taxable status of the income. All disclosed, non-taxable income must be grossed-up even if not being used for qualification.
Rental Income from Other Real Estate Owned	At least 2 years complete taxes are required. 24-month average from Schedule E for calculation. The full amount of the mortgage payment (PITIA) must be included in the borrower's total monthly obligations when calculating the DTI ratio.
Tax Return Transcripts/W2 transcripts	<p>Fannie Mae's policy regarding use of the IRS Form 4506-T to validate borrower income documentation for underwriting and QC purposes requires the lender to have each borrower (regardless of income source) complete and sign a separate IRS Form 4506-T for each type of transcript required at or before closing and the execution of IRS Form 4506-T with the IRS to its written QC plan.</p> <p>Amended Returns: Silent.</p>

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INCOME/ASSETS, continued

Income from Departure Residence	<p>When the borrower owns mortgaged real estate, the status of the property determines how the existing property's PITIA must be considered in qualifying for the new mortgage transaction. If the mortgaged property owned by the borrower is a current principal residence converting to investment use, the borrower must be qualified in accordance with, but not limited to the following:</p> <ul style="list-style-type: none"> • Lease Agreements. When current lease agreements are used, the lender must calculate the rental income by multiplying the gross rent(s) by 75%. The remaining 25% of the gross rent will be absorbed by vacancy losses and ongoing maintenance expenses. • DU will determine the reserve requirements based on the overall risk assessment of the loan, the minimum reserve requirement that may be required for the transaction, and whether the borrower has multiple financed properties. • If the mortgage loan being delivered to Fannie Mae is secured by the borrower's principal residence, there are no limitations on the number of other properties that the borrower will have financed. • If the mortgage is secured by a second home or an investment property, the multiple financed properties policy applies.
Gift Equity	<p>A gift or a gift of equity from a related person that does not have to be repaid is an eligible source of borrower funds for a primary residence or second home, but is not eligible source of borrower funds for an investment property. For 2-4 unit primary AND second home transactions, if a gift from a related person is used for a mortgage with a LTV greater than 80%, the gift is permitted source of borrower funds only if the borrower has made a down payment of at least 5% from borrower personal funds.</p>
Minimum Down Payment	<ul style="list-style-type: none"> • Primary <80% LTV= None • Primary >80% LTV = None • Primary 2-4 Unit = 5% • Second <80% LTV = None • Second >80% LTV = 5% • Investment = entire downpayment
Verification of Deposits	<p>Not permitted as standalone documentation – must be accompanied by computer printout or other statements directly from the banking institution.</p>
Large Deposits	<p>Purchase Money Transactions Only: Deposits >50% of the borrower's qualifying monthly income are considered large deposits and must be sourced.</p>
Custodial Accounts for Minors	<p>These accounts are not an allowable asset for down payment, closing costs or reserves. Accounts that are in a minors name where the borrower is only the custodian of the funds are not eligible to be used for a transaction in closing costs, reserves or down payment.</p>
Gifts	<p>Follow FNMA Guidance:</p> <ul style="list-style-type: none"> • 1 Unit Primary Residences (including High Balance): no minimum borrower contribution is required • 2-4 Units, 2nd Homes: LTV's >80% require the borrower have a minimum 5% of their own funds in the transaction • Gifts are not permitted on Investment Properties. Gifts are not permitted on Non-Owner Properties. Donor must be immediate family member, fiancé or domestic partner. The donor may not be affiliated with any other interested party to the transaction.
Business Assets	<p>Business Assets are allowed for downpayment; however, the borrower must be the 100% owner of the Business. The effect on borrower's business must be established by the underwriter.</p>

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GENERAL

Age of Documents	Must be <120 days old at time of closing. Appraisal must be <120 days old.
Mortgage Insurance	Borrower-paid MI and lender-paid MI options are permitted, as are monthly, single, and split premium plan options. Borrower paid single premium must be refundable. Financed borrower-purchased mortgage insurance is permitted; however, the maximum gross LTV (after the inclusion of the financed premium) cannot exceed 95%. Two FICO scores required per MI provider guidelines. MI provider Credit Score guidelines prevail when MI coverage is required.
Ineligible Programs	Refi DU, Homestyle / Homepath Renovations, Temp Buydown, Interest Only Loan Programs
Loan Terms Available	10, 15, 20, & 30 Year Fixed
High Balance Loans DU Refi Plus	The eligibility parameters for DU Refi Plus supersede those for the high-balance feature. The new loan may have a high-balance feature, subject to current loan limits.