

Product Matrix						
Primary Residence						
Transaction Type	# of Units	Minimum Credit Score	Maximum LTV/CLTV <sup>1</sup>	Reserves <sup>2</sup>		
			11143411141111 21 17 021 1			

Minimum LTV is 80.01%

#### <sup>2</sup> Reserve overlays:

- Reserves must include 3 months of liquid assets.
- Additional three (3) months reserves required for self-employed borrower(s)
- Additional six (6) months reserves required for each additional property
- 15 months reserves for loans with DTI ≤ 38%
- Business funds may not be used for reserves.

tradeline requirement.

cancelled checks as proof of payment.

#### Notes:

- MI is not required.
- Secondary financing is not permitted.

Terms  • 30, 25 or 20 Year Fixed only; Encompass Product Code = "Platinum 90"  • 43.0% for Non-First-Time Homebuyers  • 38.0% for First-Time Homebuyers			
DTI I	• 30, 25 or 20 Year Fixed only; Encompass Product Code = "Platinum 90"		
• 38.0% for First-Time Homehuvers			
5 38.0% for thist-time Homebuyers			
Loan Amount • Max Loan amount up to 1.5 million (Must be \$1 over the current 1-unit con	Max Loan amount up to 1.5 million (Must be \$1 over the current 1-unit conforming loan limit)		
Age of Documentation  • All credit documents including title commitment must be within 120 days or	All credit documents including title commitment must be within 120 days of the Note date.		
Interested Party Contributions  • Maximum interested party contribution = 3%			
<ul> <li>Ineligible Product         Types</li> <li>Higher Priced Mortgages (HPML)</li> <li>Higher Priced Covered Transactions (HPCT)</li> <li>High cost loans</li> </ul>			
<ul> <li>A Fannie Mae DU must be run on all files with an Approve/Ineligible decisio "Approve/Ineligible" findings would be the result of any of the following: Loan amounts allowable in accordance with these jumbo underwriting guidelines, ar resulting from non-purchase money second lien payoffs as a rate and term refi documentation is required. May not follow DU documentation waivers.</li> </ul>	amount, LTV, cash out nd cash-out amounts		
• US Citizens			
Permanent Resident Alien - Must be employed in the US for the past twent:	y-four (24) mos.		
<ul> <li>Non-Permanent Resident Alien</li> <li>Non-Revocable Trusts</li> <li>Ineligible Borrowers</li> <li>Non-occupying co-borrower</li> <li>LLC's, Corporations and partnerships</li> <li>Life Estates</li> </ul>			
A minimum of 2 credit scores for all borrowers is required. The lowest mid-scores for all borrowers is required.	core will be used. If a		
Credit borrower only has 2 scores, the lower of the two will be used.  • Rescored credit reports are ineligible.			
Rescored credit reports are ineligible.  Credit reports with bureaus identified as "frozen" are required to be unfrozen a report with all bureaus unfrozen is required.	and a current credit		
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• Authorized User accounts may not be considered unless the borrower can provide 12 month



#### Housing Payment History

#### Mortgage/Rental History:

Borrower(s) housing payment history in past 24 months must 0 X 30

#### Rental History:

• If the borrower(s) has a rental history in the most recent twelve (12) months, a VOR must be obtained reflecting 0X30 in the last twelve (12) months.

(Applies to all borrowers on the loan.)

- If renting from a private landlord, cancelled checks must be provided.
- Satisfactory explanation for any delinquent credit which occurred in the previous 12 months is required.

#### Forbearance:

- A forbearance that results in a loan modification (moving payments to the end of the mortgage) is a credit event and will be considered "due to hardship."
- Allowable six months after the end of the forbearance period, and only if the borrower made all the monthly payments during forbearance and did not utilize the forbearance terms to skip or miss any payments.

#### Waiting periods for significant derogatory credit:

- Chapter 7, 11 or 13 Bankruptcy = Not Allowed
- Foreclosure, Notice of Default (NOD) and short sale = Not Allowed
- Short payoffs, loan modifications due to hardship = Not Allowed

## Significant Derogatory Credit

#### Collections, Charge-offs and past due accounts:

- All past due accounts must be brought current.
- All Tax liens, judgments, collections, charge-offs and past due accounts must be satisfied or brought current. Cash-out proceeds from the transaction may not be used.
- Medical collections allowed to remain outstanding if the balance is than \$10,000 in aggregate.

#### IRS Tax Liens and payment plans:

• Payment plans on tax liens/liabilities are not permitted

#### **Disputed Tradelines:**

- All disputed accounts should be handled in line with Agency guidelines.
- All disputed accounts that belong to the borrower must be taken into consideration.
- Disputed accounts with a zero balance and no late payments may be disregarded.

#### Installment Debt:

- Lease payments, regardless of months remaining must be included in the qualifying ratio.
- Installment debts lasting ten (10) months or more must be included in the DTI

#### Student Loans:

- If a monthly payment is provided on the credit report, the amount indicated for the monthly payment may be used to qualify
- If the credit report does not provide a monthly payment or shows \$0:
  - ▶ Use 1% of the outstanding loan balance, or
  - ▶ Use fully amortizing payment based on documented repayment terms.

#### 30 Day Open Accounts:

• The outstanding balance owing must be subtracted from the liquid assets.

#### Co-Signed Loans:

• The monthly payment on a co-signed loan may be excluded from the DTI if evidence of timely payments made by the primary obligor (other than the borrower) is provided for the most recent twelve (12) months and there are no late payments reporting on the account.

#### Liabilities

- Alimony / Child Support: Alimony and Child Support are to be treated as a liability
- Debts Paid by Others: Follow Fannie Mae/Selling Guide

#### **Debts Paid by Business:**

- Account may have no history of delinquency
- Evidence the obligation was paid out of company or business funds.
- Not permitted for schedule -C self-employment.
- Tax returns or cash flow analysis to reflect the business making said payment.

#### Paying off Debt:

- Installment and revolving debts may be paid off in order to qualify.
- Evidence the account has been paid in full.
- Source of funds to pay off the debt must be documented.
- Lease payments may not be paid down or paid off for qualifying purposes.
- Revolving debt must be documented as paid in full and account closed in order for the monthly obligation to be removed from the qualifying DTI.



	Maximum DTI 38%		
	24 months rental history with no late payments.		
First Time	Maximum loan amount of \$1,000,000		
Homebuyer	Any borrower who has not owned a residential property during the prior 3 years is considered a		
	First Time Homebuyer. This does not apply when at least 1 borrower has owned a property within		
	the past 3 years.		
	Borrowers may own a total of two (2) financed 1-4 unit residential properties including the		
Multiple Owned	subject property		
Multiple Owned Properties	Borrowers with other properties in addition to the subject property are required to have an		
rioperties	additional six months reserves for each property, based on the individual properties PITIA.		
	Properties owned free and clear require 6 mos of taxes, ins. and HOA dues for reserves.		
Gifts	Gift funds not permitted.		
	All funds must be documented with a minimum of two months bank statements or most recent		
	quarterly statement.		
	Asset verification by a Fannie Mae approved asset validation provider is allowed in lieu of 2		
	months statements provided by the borrower. The asset verification must provide 60 days of		
	account activity and include all items normally indicated on bank statements.		
Asset	All funds from accounts opened for 90 calendar days or less, must be sourced if used for down		
Documentation	payment, closing costs, or reserves.		
	Large deposits inconsistent with monthly income or deposits must be verified if using for down		
	payment, reserves or closing costs. Verification is required that large deposits did not		
	result in any new undisclosed debt		
	Cash deposits are ineligible funds in a transaction and should be reduced from the amount of		
	available funds		
	All funds must come from the borrower's own demonstrated savings.		
	Borrowers using accounts in which their funds are co-mingled with a non-borrowing party or      Borrowers using accounts in which their funds are co-mingled with a non-borrowing party or      Borrowers using accounts in which their funds are co-mingled with a non-borrowing party or      Borrowers using accounts in which their funds are co-mingled with a non-borrowing party or		
Co Minaled Founds	parties, have the burden of proving funds in those accounts are a result of their earnings/savings. In		
Co-Mingled Funds	addition, the file must also contain appropriate authorization letters from all additional account owners.		
	<ul> <li>Funds from co-owned accounts that appear to have no connection to, or ownership by the borrower, will not be considered the borrower's own funds for use in the transaction.</li> </ul>		
	Business assets are permitted for down payment/closing costs.		
	If business funds may not be used for reserves.		
	Business bank statements must not reflect any NSFs or overdrafts		
	Borrower must have at least 51% owner of the business		
	Evidence supporting the borrower has full access to their percentage of the funds.		
<b>.</b>	A letter from an accountant verifying the following is also required:		
Business Assets	► The amount of business assets that can be used must correspond to the borrower's		
	percentage of ownership in the business.		
	► The funds are not a loan.		
	Withdrawal of the funds will not negatively impact the business.		
	Cash flow analysis required using the most recent 3 month business bank statements must be		
	analyzed to determine no negative impact on business		
	Anticipated Savings     Cash on hand		
	Community Savings plans     Pension Funds		
Ineligible Assets	Pooled funds     Custodial accounts for minors		
	Gifts of equity     New Simultaneous Financing on Subject Property  New Simultaneous Financing on Subject Property		
	Non-Vested Stock Units/Stock Options		
	Cryptocurrency is digital assets exchanged over the internet. Bitcoin is the oldest and most well-		
	known type of cryptocurrency although now there are over 1,300 different types of cryptocurrency.		
	Allowed for down payment and closing costs:		
	► Full paper trail of ownership of cryptocurrency and liquidation must be provided		
Cryptocurrency	<ul> <li>Must be seasoned 60 days from date purchased to date liquidated.</li> </ul>		
	► If seasoned less than 60 days, evidence source of funds used to purchase and the		
	original source used to purchase must be an acceptable source of funds.		
	<ul> <li>Allowed for reserves but only if seasoned and liquidated (same as above) and put in an allowable</li> </ul>		
	account, such as stocks, mutual funds, money market, checking or savings.		
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#### Retirement Accounts

- Retirement accounts are an eligible source of funds for closing, down payment and reserves. When accessing retirement funds for assets to close, evidence of liquidation and reduction of any applicable penalties must be fully documented.
- Any existing loans secured by a retirement asset must be deducted from the discounted value of the vested balance.
- If using funds from a retirement account for reserves, a discounted value of 60% of the vested balance must be used for qualifying based on market volatility. 70% of the vested balance may be used for borrowers 60 years or older.
- Terms of withdrawal from the account program administrator should be provided when using the account for reserves.
- All Verbal VOE's must be within 10 business days of the Note date.
- Verification of borrower's self-employment no later than 20 calendar days prior to Note date
- A stable two (2) year history of verifiable income must be documented
- Employment gaps of more than 30 days within the most recent two (2) year period require a satisfactory letter of explanation and borrower must be employed with current employer for a minimum of six (6) months

#### **Employment**

- Extended gaps of six (6) months or greater require a documented two (2) year work history prior to the absence and they have been in their current employment for a minimum of six months.
- Part-time income can be used for qualification if the borrower has worked the part-time job uninterrupted for the past two (2) years
- Future/project income is not eligible

#### Residual Income Requirements

Residual Income Calculation is required. All Platinum 90 Jumbo loans must meet the residual income requirements below. Residual income equals Gross Qualifying Income less Monthly Debt (as included in the debt-to-income ratio).

# in Household	1	2	3	4	5
Required Residual	\$1,550	\$2,600	\$3,150	\$3,550	\$3,700
Add \$150 for additional family members					

#### Salaried:

- Paystubs covering the most 30 days with year to date income. (Must be computer generated.)
- 2 years W2's

<u>Commission:</u> (A borrower who receives 25% or more from commissions must have a minimum 2 year history of commission earnings and at least 18 months with current employer.)

- 2 years 1040's and W2's
- Current year-to-date paystub

#### Overtime & Bonus:

- Overtime and bonus income can be used to qualify the borrower if he/she has received this income for the past two years, and documentation submitted for the loan does not indicate this income will likely cease.
- The Seller must establish and document an earnings trend for overtime and bonus income. If either type of income shows a continual decline, the Seller must document in writing a sound rationalization for including the income when qualifying the borrower

#### Income

#### Social Security:

• Social Security income must be verified by a Social Security Administration benefit verification letter. Benefits must not expire within the first three (3) years of the loan.

(If the Social Security Admin benefit letter does not indicate a defined expiration date within three years of loan origination, the income should be considered likely to continue)

• Copies of the most recent two (2) months bank statements evidencing regular deposit.

#### **Employed by family business:**

- YTD Paystub
- Two (2) years W2's
- Personal tax returns two (2) years with two (2) years transcripts
- A signed copy of the corporate tax return showing ownership percentage

(Income must be amortized over 24 months. )

#### **Alimony / Child Support:**

- Div. decree or court ordered separation agreement. Income to continue for at least (3) yrs
- Evidence of receipt of full, regular and timely payments for the most recent twelve (12) mos



**Self-employment:** Income from self-employment is considered stable, and effective, if the borrower has been self-employed for two or more years

- Most recent 2 years, signed and dated, personal returns
- Evidence the business is currently operating within 20 days of the Note date is required. Third-party verification evidencing borrower's business is currently operating includes:
  - ▶ Evidence of current work (executed contracts or signed invoices that indicate the business is operating on the day the lender verifies self-employment).
  - ► Evidence of current business receipts within 20 days of the Note date (payment for services performed);
  - ► Business website demonstrating activity supporting current business operations (timely appointments for estimates or service can be scheduled) or
  - ▶ Lender certification the business is open and operating. If the lender opts to provide a lender certification (lender confirmed through a phone call or other means); the certification must be provided by an arm's length third-party source, must include contact information and is ineligible when provided by the borrower(s).
- "S" corporation, or partnership, signed copies of Federal business income tax returns for the last two years, with all applicable tax schedules; and
- Year-to-date profit and loss (P&L) statement and balance sheet. Income cannot decline by 20% or more from the prior tax period.
- The lender must review the three most recent business bank statements to support and/or not conflict with the information presented in the current year-to-date P&L. Otherwise, the lender must obtain additional documentation to support the current P&L.

## NOTE: Documentation is required regardless of whether the income us being considered for qualifying purposes.

- ▶ If the borrower's earnings trend for the previous two years is downward and the most recent tax return or P&L is less than the prior year's tax return, the borrower's most recent year's tax return or P&L must be used to calculate his/her income.
- ▶ The Seller must consider the business's financial strength by examining annual earnings. Annual earnings that are stable or increasing are acceptable, while businesses that show a significant decline in income over the analysis period are not acceptable

#### Retiremen

- If any retirement income will cease within the first three (3) years of the loan, the income may not be used
- Distribution income must have been set up at least six (6) months prior to the Note date.
- Distributions cannot be set up or changed solely for loan qualification purposes.
- Distribution of assets from an IRA, 401k or similar retirement asset must be sufficient to continue for a minimum of three (3) years. 70% of the value of the account(s) is to be used
  - ▶ A letter from the Account Custodian confirming the amount, frequency and start date of the distribution is required.
  - ► Evidence of receipt of 2 months receipt is required.
- Document regular and continued receipt of income as verified by any of the following:
  - ▶ Letters from the organizations providing the income
  - ► Copies of retirement award letters
  - ► Copies of federal income tax returns signed and dated
  - ► Most recent IRS W-2 or 1099 forms
- Copies of the most recent two (2) months bank statements evidencing regular deposit.

#### Trust Income:

- Irrevocable Trust Income
  - ► Guaranteed and regular payments must be documented to continue for the next three (3) years
  - ► Regular receipt of trust income for the most recent twelve (12) months must be documented
- Copy of the trust agreement or trustee statement showing:
  - ► Total amount of borrower designated funds
  - ► Terms of payment
  - ▶ Duration of trust
  - ► Evidence that the trust is irrevocable
- If trust assets are being used for down payment or closing costs, the file must contain documentation to indicate the withdrawal of the assets will not negatively affect income

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Income

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#### **Rental Income:**

- Current leases are required for all properties where rental income is being used to qualify.
- Two (2) years' 1040's with Schedule E's required. (One-year tax returns with schedule E will be considered when rental history is less than 24-months) **AND**
- Properties with expired leases that have converted to month to month per the terms of the lease will require bank statements for the lesser of 12 months or the time period after the lease expired.
- Income from short-term rentals or e-commerce rental properties (e.g. Airbnb) is ineligible.
- Commercial properties owned on schedule E must be documented with commercial leases and evidence that the primary use and zoning of the property is commercial.

#### **Rental Income from Departing Primary Residence:**

If the borrower is converting their current primary residence to a rental property and using rental income to qualify or offset the payment, the following requirements must be met:

- Copy of current executed 12 month lease agreement to an unrelated arm's length third party and must be effective as of the first payment due date of the subject mortgage loan.
- Copy of security deposit and evidence of deposit to borrower's account
- Six (6) months reserves must be documented in addition to the req'd reserves for the primary
- Have sufficient equity in the vacated property. Borrower must have a LTV ratio of 75% or less, as determined by:
  - ▶ as determined either by a current (no more than six months old) Residential Appraisal (for Single-Family units on form Fannie Mae 1004/Freddie Mac 70 or for Condominium units on form Fannie Mae 1073/Freddie Mac 465). OR,
  - ► Equity may be evidenced by the original sales price and the current unpaid principal balance.

Income

#### **Dividends and Interest Income:**

- Verify the borrower's current ownership of the assets on which the interest or dividend income
- Document a 2 year history of income with two (2) years Personal Tax returns with two (2) years tax transcripts.
- Subtract any assets used for down payment or closing costs from the borrower's total assets before calculating expected future interest or dividend income.

#### **Asset Depletion:**

- Eligible assets must be held in US account.
- Business funds are not allowed for income calculation.
- Calculate the depletion of assets using a 3% rate of return over the life of the loan; the same as calculating a P & I payment for a mortgage.
  - ▶ For borrowers < 59 ½, all post-closing liquid (non-retirement) assets can be included in the calculation. Minimum liquid postclosing assets of \$500,000 required to include asset depletion for qualifying income.
  - ► For borrowers > 59 1/2, all post-closing retirement and liquid assets may be used in the calculation if the assets are fully vested and unrestricted.

#### • Eligible Types of assets:

- ▶ Liquid assets include Checking, Savings, Money Market, Certificates of Deposit, Publicly traded stocks, bonds and mutual funds (non-retirement).
- ▶ Retirement accounts including 401(k), 403(B), IRA (SEP, Simple, Roth or traditional.

#### **Tax Transcripts**

- Tax transcripts are required when personal tax returns are used to document borrowers income.
- W2 transcript are required if transcripts are not provided and the borrower does not have any other income source or loss. The following W2 type income will require tax transcripts:

#### ▶ Borrowers with commission income that is greater than 25% of total pay

- ▶ Borrowers with 2106 expenses. (2106 expenses must deducted from income)
- ► Borrower employed by family
- ▶ Borrower with ownership in country



## Properties Listed For Sale

- Properties listed for sale at time of application are not eligible for refinance transactions
- Properties listed for sale within past 6 months of application are as follows:
  - ► Rate and Term refinance only.
    - ► Primary residence only.
    - ▶ Documentation provided to show cancellation of listing.
  - ► Acceptable letter of explanation from the borrower detailing the rationale for cancelling the listing.
- Properties listed for sale within past 12 months are not eligible for cash-out refinance

## All refinances require 2 Full Appraisals. Loans requiring 2 appraisals do not need a CDA/Thirds Party Appraisal Review. See Appraisal Requirements below.

Title to the subject property must be in the borrower's name at the time of application for a refinance transaction. Must meet continuity of obligation.

#### **Continuity Of Obligation:**

- At least one borrower on the new loan must also be obligated on the current lien; or
- Borrower has been on title to the subject property for the previous 12 months; occupied the subject property for the previous 12 months; and can demonstrate having made the payments in the previous 12 months.

#### **Exceptions:**

- The borrower on the new refinance was added to title at least twenty-four (24) months prior to the disbursement date of the new transaction
- The borrower on the refinance inherited or was legally awarded the property by a court as in the case of a divorce, separation or dissolution of a domestic partnership. Rate & term only.

#### Value:

#### Refinances

- When the subject property has been purchased in the past 12 months, the lesser of the current appraised value or the purchase price will be used to calculate the LTV/HCLTV. Ownership date is measured from the date of acquisition (or HUD or Closing Disclosure closing date) to the Note date of the subject transaction.
- When the subject property has been owned more than twelve (12) months, the LTV/CLTV is based on the current appraised value.

#### Rate & Term Refinances:

- A minimum of 6 months seasoning is required if the previous mortgage was a cash-out refinance
- Paying off current first mortgage and any "seasoned" non-first lien mortgages, closing costs and prepaid items. (First mortgage lien may not be a HELOC).
  - ► A seasoned non-first lien mortgage is a purchase money mortgage that has been in place for twelve months.
  - ► A seasoned HELOC equity line is a mortgage that has been in place for a minimum of 12 months and not having draws totaling \$2,000 in the past 12 months. Withdrawal activity must be documented with a transaction history.
- Maximum cash back at closing is limited to 1% of the new loan amount

# Appraisal requirements based on transaction type: Transaction Type Purchase 1 Full Appraisal Rate & Term Refinance 2 Full Appraisals

#### Appraisal Requirements

- When two (2) appraisals are required, the following applies:
  - A third party appraisal review (CDA) is not required when 2 appraisals are used.
  - Appraisals must be completed by two (2) independent companies.
  - The LTV will be determined by the lower of the two (2) appraised values if the lower appraisal supports the value conclusion.
  - Both appraisal reports must be reviewed and address any inconsistencies between the two (2) reports and all discrepancies must be reconciled
  - If the two (2) appraisals are done "subject to" and 1004Ds are required, it is allowable to provide one (1) 1004D. If only one (1) 1004D is provided, it should be for the appraisal that the value of the transaction is being based upon.
- All appraisals must be prepared for EMM. No transfers or assignments are permitted.



Appraisal Review Requirements	A Collateral Desktop Analysis (CDA) with accompanying MLS sheets ordered from Clear Capital is				
	required to support the value of the appraisal on all loans. (See separate instructions on how to				
	order a Clear Capital CDA.				
	• If the CDA is ≤ 10% of the appraised value the LTV would be based on the original appraised				
	value.				
	• If the CDA is "indeterminate" or lower by > 10% of the appraised value the LTV than a third				
	valuation report must be ordered.				
	Third Valuation (if applicable):				
	Field Review or second full appraisal.				
	Appraisal Condition rating of C5/C6 or 0	Appraisal Condition rating of C5/C6 or Quality rating of Q6: Not permitted			
	Eligible Property Types:				
	Single Family Detached and Attached				
	• PUD's				
	Condominium				
	<ul> <li>Must be Fannie Mae warrantable. (CPM full Review required). New condominiums</li> </ul>				
	may not be subject to additional phasing or annexation.				
	<ul><li>Limited project review is not permitted.</li></ul>				
	2-4 unit condominiums do not require review or warranty.				
Properties	► PERS approval is not permitted				
	Leaseholds must meet Fannie Mae requirements.				
	Properties with leased solar panels must meet Fannie Mae requirements				
	Ineligible Property Types:				
	_	Cooperatives			
		<ul> <li>Condotels and Timeshares</li> </ul>			
	-	Unique homes			
	·	<ul> <li>Properties with more than 10 acres</li> </ul>			
		Hobby farms, ranches or orchards			
		Condo's in litigation			
	· · · · · · · · · · · · · · · · · · ·	• Properties owned by the seller less than 180 calendar days from the date of the purchase contract			
Property Flips	and the new sales price is higher than the price paid by the seller to acquire the property, the				
	transaction would be ineligible.				