

Correspondent Product and Overlay Policy

Underwriting Standards

Towne Mortgage relies on its correspondents to underwrite all loans in accordance with Agency Guidelines, state and federal regulation and Towne Mortgage's specific guidelines by product.

Underwriting Guidelines:

Towne Mortgage follows all agency guidelines as posted unless otherwise notated within the Seller Guide, Product Manual and/or via bulletins

Agency Guidelines can be located as follows:

Conventional:

www.efanniemae.com

www.freddiemac.com

FHA:

www.hud.gov

RD:

<http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>

VA:

http://benefits.va.gov/warms/pam26_7.asp

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Overlays to Agency Guidelines				
	CONVENTIONAL	FHA	RD	VA
CREDIT				
Credit Score Requirements	<ul style="list-style-type: none"> ▪ At least one credit score required for all borrowers ▪ Minimum 620; however must receive AUS approval 	<ul style="list-style-type: none"> ▪ At least one credit score required for all borrowers ▪ 620 FHA Streamline ▪ All other NO Minimum - FHA minimum is 500 	<ul style="list-style-type: none"> ▪ At least one credit score required for all borrowers ▪ NO Minimum 	<ul style="list-style-type: none"> ▪ At least one credit score required for all borrowers <p><u>620- Primary</u></p> <ul style="list-style-type: none"> ▪ Purchase ▪ LCOR ▪ IRRRL (with appraisal to 100% LTV) <p><u>640- Primary</u></p> <ul style="list-style-type: none"> ▪ IRRRL no appraisal ▪ Cash-Out Refinance <p><u>640- 2nd Home/Investment</u></p> <ul style="list-style-type: none"> ▪ IRRRL(with appraisal to 100% LTV) <p>*LCOR defined as maximum cash back to borrower as less than or equal to \$500</p>
FHA Streamline Refinances	N/A	<ul style="list-style-type: none"> ▪ Tri-merge Credit Report required ▪ All Sections of 1003 must be complete (i.e., employments, liabilities, etc.) * with the exception of income which can be left blank ▪ Verbal VOE is required for all borrowers 	N/A	N/A
Manual Underwrite Available	N/A	<p>Yes. Please refer to FHA "Manual" Underwriting Guidelines</p> <p>**Manual UW not allowed on 203K loans**</p>	<p>Yes. Must Meet RD Manual Underwriting Guidelines</p>	<p>Yes. Must Meet VA Manual Underwriting Guidelines</p>

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	CONVENTIONAL	FHA	RD	VA
CREDIT (Continued)				
Ineligible Programs	<ul style="list-style-type: none"> ▪ MCC Loans ▪ Fannie Homestyle Renovation ▪ FNMA Refi Plus ▪ FHLMC Relief 	<ul style="list-style-type: none"> ▪ Section 184 	None	None
INCOME				
Tax Transcripts	<ul style="list-style-type: none"> ▪ W/2 transcripts are not required when all income information used to decision a loan is made up exclusively of wage earner income reported on a W-2 and/or fixed income reported on a 1099 (e.g., social security or VA benefits). ▪ Either one or two years of the most recent 1040 IRS tax return transcript for the following (depending on the AUS requirements for Conv, FHA, and VA): <ul style="list-style-type: none"> ➤ Borrowers with non-W-2 income used to qualify ➤ Self- employed borrowers (including business returns, if required) ➤ Commission income representing 25% or more of income used to qualify ➤ Borrowers with rental properties ➤ Borrowers employed by family members <p>Note USDA - 4506-t and transcripts are required for all adult household members not on the loan effective October 2018.</p>			
Income/Debt Worksheet	Income/debt calculation worksheets required.			
Documentation	Fraud Detection Tool, Evidence of Credit Monitoring and All federal, state, agency and local compliance/high tests, Underwriter Income Calculation Worksheet and Industry Exclusionary lists, including LDP/GSA are required to be delivered in Loan Package.			

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PROPERTY				
LLC's as Sellers	Following documentation is required when seller is a LLC: <ul style="list-style-type: none"> ▪ Evidence of authorized signers ▪ The appraisal must clearly reflect all rehab done by the LLC and level of rehab must justify any large increase between cost of acquisition and selling price. ▪ Must meet all agency/product Guidelines 			
Trusts as Sellers	If property has been deeded to a trust within the preceding 12 months the following is required: <ul style="list-style-type: none"> ▪ Copy of the trust agreement ▪ Must meet all agency/product Guidelines 			
Loans Currently in Redemption on Purchases	Will accept loans where property is currently in redemption as long as the title insurer will add the full language in its commitment to evidence a specific exception for the unexpired right of redemption. <ul style="list-style-type: none"> ▪ Title insurer will affirmatively insure the mortgage against all loss arising out of the exercise of any outstanding right of redemption; without qualification 			
Leaseholds	Not Allowed			
Co-Ops	Not Allowed			
Life Estate Interest	Not Allowed			
Manufactured Housing	Not Allowed	Allowed – Double Wide Only	Not Allowed	Not Allowed
Condition of Property	<ul style="list-style-type: none"> ▪ We do not purchase loans where condition of property is rated as C6 ▪ C5 Only acceptable if appraisal is done subject to repairs and escrow funds are held for the repairs(must refer to Towne Mortgage Repair Escrow Policy) ▪ SSR OVF flag acceptable documentation to be provided to support acceptance of value 			
Ineligible Property Types	<ul style="list-style-type: none"> ▪ Co-operatives ▪ Earth Homes, Geothermal, geodesic domes or homes built into or underground either fully or partially ▪ Leaseholds ▪ Single Wide Mobile/Manufactured Homes 			

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OTHER				
Seasoning for Cash out Refinances	N/A	N/A	N/A	N/A
Net Tangible Benefit	<p>For any refinance transaction, our policy is that the borrower receives a net tangible benefit. Simply put, the benefit of doing the transaction outweighs any costs associated with the loan. A net tangible benefit may be in the form of comparing the COST of doing the loan against the benefit of: a reduced interest rate, a reduced monthly mortgage premium, a shorter term, going from an ARM to a fixed rate or in the instance of a cash out refinance determining if the borrower could raise the same amount of money elsewhere at a much lower cost.</p> <p>We have the option to request a net tangible benefit disclosure form at any time subject to our internal review of the loan and/or if mandated by any state/city/federal/agency guideline.</p>			
Closing in a Trust	Trust Cert or Attorney Opinion Letter required.			
Fraud Detection Tool	Fraud Detection Tool (such as Fraudguard, DataVerify, etc.), must include Liens and Judgement Search, Bankruptcy Search, Ownership & Occupancy, and Associated Business Search (needed for Freddie loans),			
Texas 50(a)6	<ul style="list-style-type: none"> ▪ Non occupying Co-Borrower or Co-Signers not allowed on loan or title ▪ Trust not allowed ▪ Power of Attorney not allowed 			
Foreign National and DACA	Not Allowed			
Mortgage Insurance	Only Borrower Paid Monthly, Single Premium Borrower Paid and Single Premium Lender Paid Allowed Approved MI companies are: ARCH, Essent Guarantee, Genworth, MGIC, National MI, Radian and United Guarantee	N/A	N/A	Must have minimum 25% Guarantee

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	CONVENTIONAL	FHA	RD	VA
OTHER (continued)				
Maximum LTV/CLTV	N/A	N/A	N/A	<p><u>620- Primary 100%</u></p> <ul style="list-style-type: none"> ▪ Purchase ▪ LCOR ▪ IRRRL (with appraisal to 100% LTV) <p><u>640- Primary</u></p> <ul style="list-style-type: none"> ▪ IRRRL no appraisal- Unlimited LTV ▪ Cash-Out Refinance-90%LTV <p><u>640- 2nd Home/Investment</u></p> <ul style="list-style-type: none"> ▪ IRRRL (with appraisal to 100% LTV) COR defined as maximum cash back to borrower as less than or equal to \$500)
Escrow Waiver	<ul style="list-style-type: none"> ▪ Max 80% LTV ▪ Must underwrite and approve in accordance to agency guides. ▪ Flood Insurance must be escrowed 	N/A	N/A	N/A
Repair Escrows	See specific guidelines for Repair Escrows	See specific guidelines for Repair Escrows	See specific guidelines for Repair Escrows	See specific guidelines for Repair Escrows
Buy Downs	Not allowed			
Minimum Loan Size	\$50,000			
Maximum # of Loans to 1 borrower	Maximum of 4 loans with a max cumulative dollar amount of \$1,500,000			

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OTHER (continued)				
Maximum Loan Amount	Max Loan amount for Conventional, FHA and RD is per agency guidelines. On VA Loans, the maximum allowed for Loans over \$424,100 and less than max loan amount of \$1 Million will be the Entitlement plus Available Equity (appraised value-new loan amount) must be greater than or equal to 30% of the new loan amount.			
Higher-Priced Mortgage Loans (HPML)	<ul style="list-style-type: none"> Loans must meet Residual Income requirements. 			