

## Did You Know?



## DYK – Volume 4 – May 17, 2018 Program Documentation Requirements

### DID YOU KNOW!

Most product offerings have documentation requirements that are specific to the loan program. Here are some examples for the 203K and Manufactured Housing programs that we offer.

**Helpful tip:**

As mentioned in our introductory DYK? 1<sup>st</sup> Edition on April 27, 2018, you can access Resources on TPO Connect for all of the useful information contained within the DYK? Publications.

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### 203K PROGRAM DOCUMENTATION *(not a comprehensive list)*

Here is the link to the [FHA 203K Limited Guidelines](#). Refer to the guidelines posted under Resources on TPO Connect for further requirements.

1. Written Work Plan detailing the proposed repairs or improvements
2. Written proposal and cost estimate
3. Completed Contractor Profile Report ([Contractor Profile Report](#))
4. Copy - current license General Contractor
5. Completed Homeowner Agreement signed by borrowers and contractor(s)
6. Copy - contractors liability policy
7. Completed and signed W/9 forms for each contractor
8. Sales contract to include 203k specific financing provision, per guidelines

Please also refer to the Contractors Not Permitted for 203k list posted here: [FHA Contractors Not Permitted for 203k](#)

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### MANUFACTURED HOME DOCUMENTATION *(not a comprehensive list)*

Manufactured homes are eligible for Conventional, FHA, USDA and VA financing, subject to our guidelines and [Underwriting Standard Agency Overlays](#).

Here is the link to our [FHA 203B Manufactured Summary Guide](#). Refer to the guidelines posted under Resources on TPO Connect for further requirements.

1. **FHA requires** a Structural Engineer Certification to ensure that the foundation is properly anchored/installed and meets HUD guidelines.
2. AUS must identify the property as a Manufactured Home
3. Manufactured Home Appraisal Report on Form 1004C

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**If you need additional training on Program Documentation Requirements, please contact your Account Executive or Client Relations Representative.**

**If you have a suggestion for a DYK, please let us know via email,  
[Training@homeownersmortgage.com](mailto:Training@homeownersmortgage.com)**