



Documentation Requirements	All loans must meet standard VA loan documentation and qualification requirements VA Lender Handbook is located at this link: https://benefits.va.gov/warms/pam26_7.asp		
Exceptions	Exceptions to guideline requirements will be made on a case-by-case basis w/Sr. management approval		
Owner Occupied Only 600 Purchase and IRRRL 600 90% C/O	Property Type	Purchase	Cash Out LTV's/CLTV's
	1-4 Unit	Purchase 100%	90%
	1-4 Unit	Purchase 100%	90%
	Manufactured- 650 score	Purchase 100%	N/A
Terms/Product	<ul style="list-style-type: none"> Fixed: 30 year - Max Loan Amount \$1,000,000.00 		
3rd Party Processing Svcs	<ul style="list-style-type: none"> If utilizing a 3rd party for processing services- The loan must be locked and submitted under the Retained Product 		
Underwriting	<ul style="list-style-type: none"> All loans are run through DU or LP with AUS approval Manual Underwrite requires management review (when AUS is Approve/Ineligible or refer. DTI 41 All loans require a signed 4506t CNC will require a VOE - (required on most/all VA loans) Most recent 2 months bank statements required. Verify a minimum of 2 years employment. If the applicant has been employed by the present employer less than 2 years: <ul style="list-style-type: none"> Verify prior employment plus present employment covering a total of 2 years, Provide an explanation of why 2 years employment could not be verified, Compare any different types of employment verifications obtained (such as, Verification of Employment (VOE), pay stubs, and tax returns for consistency), and Clarify any substantial differences in the data that would have a bearing on the qualification of the applicant. Verbal Verification of employment is required prior to closing Cash out loans are not permitted in Texas (FHA) Resale-deed restrictions are not permitted Borrower spouse is the only co-borrower allowed Non-traditional (no score-exception basis only – loan needs to be submitted on the retained product) We will need 2 months bank statements showing savings pattern and reserves after close, cancelled rent checks for past 12 months and minimum of 2 additional alternative trade lines reporting for 12 months or more with no late pays reported on Residential Mortgage Credit Report. If rent payments can't be verified, we will not be able to entertain a no score loan. 		
Credit Score	<ul style="list-style-type: none"> 600 - Lower of 2 or Middle of 3 repositories. 600 – Purchase and IRRRL 600 – 90% Cash out No Score possible- On Exception basis. 		
Retention of Current Principal residence	<ul style="list-style-type: none"> Borrower must provide an executed lease, evidence of market rent is required, and evidence of deposit of first month's rent or security deposit evidencing validity of lease is required. Borrower must have 6-months (PITI) cash reserves. (documenting equity of departure residence is not required) If reserves cannot be evidenced then a 30% equity position in departure residence is required. Rent can only offset the departing residence PITI 		



Seasoning for a Refinance	<ul style="list-style-type: none"> • Effective with commitments issued on or after March 1, 2018, Click n' Close is aligning with Ginnie Mae's seasoning requirements announced in Ginnie Mae APM 17-06 and VA Circular 26-19-22 • Calculating Loan Seasoning. The due date of the first payment is used to determine loan seasoning. A loan is considered seasoned if both of the following conditions are met as of the date of loan closing: <ul style="list-style-type: none"> ○ The due date of the first monthly payment of the loan being refinanced is 210 days or more prior to the closing date of the refinance loan; and ○ Six consecutive monthly payments have been made on the loan being refinanced. • Example: The loan being refinanced closed on March 8, 2019. The first payment is due May 1, 2019. If the Veteran makes six consecutive monthly payments, the loan being refinanced will be seasoned on November 27, 2019.
Seller Contributions	<ul style="list-style-type: none"> • Seller Contributions limited to maximum 4% of the lower of the sales price or appraised value. • Seller can pay 100% of the buyers Closing Costs
Certificate of Eligibility	<ul style="list-style-type: none"> • 25% minimum coverage • GNMA coverage must be in force from VA eligibility on COE or additional principal payment must be made to equal 25% coverage
Subordinate Financing	<ul style="list-style-type: none"> • DAP's permitted
Down Payment and Reserves	<ul style="list-style-type: none"> • The applicant or spouse must have sufficient cash to cover: <ul style="list-style-type: none"> ▪ any closing costs or points which are the applicant's responsibility and are not financed in the loan ▪ the down payment, if a GPM, and ▪ The difference between the sales price and the loan amount, if the sales price exceeds the reasonable value established by VA. • VA does not require the applicant to have additional cash to cover a certain number of mortgage payments, unplanned expenses, or other contingencies. • However, the applicant's ability to accumulate liquid assets and the current availability of liquid assets for unplanned expenses should be considered in the overall credit analysis. • Verification requirement <ul style="list-style-type: none"> ▪ Verify all liquid assets owned by the applicant or spouse to the extent they are needed to close the loan. In addition, verify any liquid assets that may have a bearing on the overall credit analysis; that is, significant assets. ▪ Use VA Form 268497a, Request for Verification of Deposit, as appropriate, OR ▪ original or certified true copies of the applicant's last two bank statements, OR ▪ The borrower's bank statements available to them by Internet or Faxed from the depository directly to the lender. In cases where the lending institution uses Internet based verifications, ensure the URL appears on the document. ▪ Verifications must be no more than 120 days old (180 days for new construction). ▪ For automatically closed loans, this means the date of the deposit verification is within 120 days of the date the note is signed (180 days for new construction).
Mortgage/Rent History	<ul style="list-style-type: none"> • Follow AUS findings – 12 month VOR/Rent History required on manual underwrite
Occupancy	<ul style="list-style-type: none"> • Owner Occupied Primary residence only 1-4 unit



Debt to Income Ratio	<ul style="list-style-type: none"> Follow AUS findings. VA REQUIREMENT – Regardless of FICO and AUS findings. The loan must meet the residual income requirement per VA for any DTI exceeding 41%. The residual income should be reflected on the AUS findings with family size accurately entered. Fourteen cents (\$ 14 cents) a square foot is the current accurate calculation for maintenance / utilities to be entered into the AUS findings.
Bankruptcy	<ul style="list-style-type: none"> Minimum 2 Years
Foreclosure	<ul style="list-style-type: none"> Minimum 3 Years completed. Seasoning based off the property transfer date
Property Types	<ul style="list-style-type: none"> Single Family Attached and Detached, Condo, PUD and Manufactured Homes Manufactured properties are limited to 10 acres
Condominium	<ul style="list-style-type: none"> Condominium must be currently approved by VA
Funding Fee	<ul style="list-style-type: none"> Current Funding Fee table- please click on this link below- page 21 https://benefits.va.gov/WARMS/docs/admin26/handbook/ChapterLendersHanbookChapter8.pdf Exempt Veterans: A Veteran may be exempt from paying a VA Funding fee under certain circumstances: To document this exemption, a Verification of VA Benefits (26-8937) must be completed by the VA, or disability award letter. Veteran is receiving VA compensation for a service-connected disability of at least 10%. Surviving spouse of a Veteran who dies in service from a service connected disability.
Cash out	<ul style="list-style-type: none"> 90 % (minimum FICO of 600 to 90% required and AUS approval)
Appraisal	<ul style="list-style-type: none"> VA LAPP 1004 Appraisal is required. Approved VA clients should request a VA LAPP appraisal through the VA Portal (webLG)
Escrows	<ul style="list-style-type: none"> Escrow of Tax, Insurance and MIP are required on all loans.
Property Flips	<ul style="list-style-type: none"> Flip transactions are eligible.
Number of Financed Properties	<ul style="list-style-type: none"> Borrower may own additional property however the other property must be deemed inadequate (increased family size, family needs, and safety hazards) or other property must be more than 50 miles away from the subject
Non Arm's Length Transactions	<ul style="list-style-type: none"> Allowed – must be noted on sales contract and appraisal
IRS Tax Transcript and W2 Transcript Policy	<ul style="list-style-type: none"> No Transcripts are required when all income information used to decision a loan is made exclusively of wage earner income reported on a W-2 and /or fixed income reported on a 1099 (Ex. Social Security or VA benefits), unless required by AUS. Self-employed, commissioned and rental income will require tax transcripts Instances where Tax Transcripts would be required regardless of income and employment sources. <ul style="list-style-type: none"> Handwritten paystubs are used as verification of income Borrower(s) is employed by a family member Relationship between the parties Borrower and Seller are related Borrower is employed by the Third Party Originator Company the underwriter's or QC discretion, if needed to verify income calculations or to address red flags If Tax returns are delivered with the file at time of application



VA IRRRL Guidelines

- Verbal VOE is required
- AVM required and must be used to determine value (NO EXCEPTIONS) below 620
- Prior loan validation printout from web LGY application on VA Information Portal
- VA Request for Determination of Eligibility (VA 26-1880)-COE (only if simultaneous restoration of eligibility)
- VA Verification of Benefit-Related Indebtedness (VA 26-8937)
- VA Interest Rate & Discount Disclosure Statement
- VA Counseling Checklist for Military Homebuyers (VA 26-0592) (if applicant is active duty)
- HUD/VA Addendum to URLA (VA 26-1802a)
- VA Debt Questionnaire (VA 26-0551)
- VA Federal Debt Policy Notice (VA 26-0503)
- VA Assumability Disclosure (VA 26-8978)
- VA Statement of Nearest Living Relative
- Interest Rate Reduction Refinancing Loan Worksheet (VA 26-8923) NOTE: This form must be used to calculate the maximum loan amount; the maximum loan amount is the existing VA loan balance(s) plus the following:
 - Including any late payments and late charges, plus
 - Allowable fees and charges (includes up to two discount points), plus
 - The cost of any energy efficiency improvements, and
 - The VA Funding Fee
 - **Any IRRRL that includes delinquent payments in the loan amount must be submitted for prior approval, even when a lender has automatic authority**
- VA Rate Reduction Certification
- Clear CAIVRS
- Copy of Note being refinanced
- Payoff demand for previous VA loan being refinanced
- VA Loan Comparison – Old vs. New
- Current Payment Coupon
- Photo ID and Social Security Card (all parties)
- LDP/GSA for all parties
- The maximum loan term is the original term of the VA loan being refinanced plus 10 years, but not to exceed 30 years and 32 days. (EXAMPLE: old loan was made with a 15 year term; term of the new loan cannot exceed 25 years)
- The principal and interest payment on the IRRRL must be less than the principal and interest payment on the loan being refinanced unless one of the following exceptions apply:
 - The IRRRL is refinancing an ARM;
 - The term of the IRRRL is shorter than the term of the loan being refinanced; or
 - Energy efficient improvements are included in the IRRRL
- A significant increase in the veteran's monthly payment may occur with any of the following three exceptions, especially if combined with one or more:
 - Financing of closing costs;
 - Financing of up to two discount points; or
 - Financing of the funding fee and/or higher interest rate when an ARM is being refinanced



<p>VA IRRRL Guidelines Cont.</p>	<ul style="list-style-type: none"> • IF the monthly payment (PITI) increases by 20% or more, the lender must: <ul style="list-style-type: none"> ▪ Determine that the veteran qualifies for the new payment from an underwriting standpoint; such as determine whether the veteran can support the proposed shelter expense and other recurring monthly obligations in light of income established as stable and reliable; and include a certification that the veteran qualifies for the new monthly payment which exceeds the previous payment by 20% or more • The IRRRL must replace the existing VA loan as the first lien on the same property. Any second lien-holder would have to agree to subordinate to the first lien holder • Veteran cannot pay off liens other than existing VA loan from IRRRL proceeds • Veteran or surviving co-obligor spouse must still own the property • Generally, the party or parties obligated on the original loan must be the same on the new loan unless divorce or deceased. • At time of loan application, the veteran/borrower must have made at least 6 payments on the VA guaranteed mortgage being refinanced with no late payment • Borrower/Veteran cannot be in bankruptcy • Collections/Charge-offs not required to be paid off unless they affect lien position • Outstanding judgments and liens must be paid if they affect title • Underwriter must verify that borrower is employed and has income at time of application • Verbal VOE required at time of underwriting • Signed and Dated IRS 4506T will be requested prior to closing – do not order transcripts <p>Veteran MUST sign a statement (VA Loan Comparison worksheet) acknowledging the effect of the refinancing loan on the veteran’s loan payments and interest rate; the statement must show the interest rate and monthly payments for the new loan versus the old loan. The statement must also include how long it would take to recoup ALL closing costs (both those included in the loan and those paid outside of closing)</p>
<p>FAQ’s</p>	