

## FHA Standard Refinance (Cash Out)

This matrix is intended as an aid to help determine whether a property/loan qualifies for certain financing. It is not intended as a replacement for FHA guidelines. Users are expected to know and comply with FHA requirements. **FHA requirements are found in HUD Handbook 4000.1 which is effective for case numbers assigned on or after September 14, 2015.**

**NOTE:** This matrix includes overlays, which may be **more restrictive** than FHA requirements. A thorough reading of this matrix is recommended.

### Program Qualifications

- Impac's FHA Standard Refinance (Cash Out) is designed for the cash out refinance of owner occupied single family residences using an FHA insured home loan. Borrower may refinance any existing mortgage or withdraw equity where no mortgage currently exists, and the mortgage proceeds are not limited to specific purposes.

### Eligibility Matrix Loan Amount & LTV Limitations

#### FHA – Equity Cash-Out Refinance

Maximum base mortgage amount cannot exceed the statutory county limit for the area. The combined mortgage amount of the first mortgage and any subordinate liens cannot exceed the Nationwide Mortgage limit described in National Housing Act's Statutory Limits.

- Maximum 85% CLTV**

Minimum Credit Score	Units	Length of Ownership <sup>1</sup>	Maximum Base LTV	Total LTV including UFMIP	Max CLTV
580	1-4	≥ 12 mos	85% of Adjusted Value <sup>2</sup>	Maximum Base LTV plus the amount of the UFMIP	85% of Adjusted Value <sup>2</sup>

#### Footnotes:

- Number of months the borrower has owned the property as principal residence preceding the date of loan application.
- The Adjusted Value is the determined value of the property used for making an FHA-insured mortgage loan. For properties acquired by the borrower within 12 months of the case number assignment date the Adjusted Value is the lesser of:
  - The borrower's purchase price, plus any documented improvements made after the purchase; or
  - The property value
 Properties acquired by the borrower within 12 months of application by inheritance or through a gift from a family member may:
  - Utilize the calculation of Adjusted Value for properties purchased 12 months or greater
 For properties acquired by the borrower greater than or equal to 12 months prior to the case assignment date, the Adjusted Value is the property value.

### Maximum Loan Amount

Continental US	Conforming		High Balance	
	Lowest Maximum (floor)	Highest Maximum (ceiling)	Lowest Maximum (floor)	Highest Maximum (ceiling)
Units				
1	\$271,050	\$417,000	\$417,001	\$625,500
2	\$347,000	\$533,850	\$533,851	\$800,775
3	\$419,400	\$645,300	\$645,301	\$967,950
4	\$521,250	\$801,950	\$801,951	\$1,202,925

Maximum Base Loan Amount cannot exceed the Statutory County Limits <https://entp.hud.gov/idapp/html/hicostlook.cfm> for each county and under no circumstances will a county's mortgage limit be less than the floor or greater than the ceiling as outlined in the matrix above.

The lowest minimum "floor" loan amounts for the FHA High Balance products will be based on the Base Loan amount and not the Total Loan Amount that includes financed Up-Front Mortgage Insurance (UFMIP).

### Product Description

- Fixed Rate 15 and 30 year term; fully amortized, including High Balance
- 3/1 and 5/1 ARM, 30 year fully amortized, including High Balance

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### Product Codes

Fixed	Product Code	
15 Years	FF15	FHA FRM 15 year
15 Years	FF15HB	FHA FRM 15 year High Balance
30 Years	FF30	FHA FRM 30 year
30 Years	FF30HB	FHA FRM 30 year High Balance
<b>Hybrid ARM</b>		
3/1 ARM	FA31	FHA 3/1 ARM
3/1 ARM	FA31HB	FHA 3/1 ARM High Balance
5/1 ARM	FA51	FHA 5/1 ARM
5/1 ARM	FA51HB	FHA 5/1 ARM High Balance

### Eligibility Requirements

<b>Adjustable Rate Details</b>	<table border="1"> <tr> <td>Interest rate adjustment caps</td> <td>3/1 and 5/1 ARM = 1/1/5 Initial – 1% up/down; Subsequent – 1% up/down; Lifetime – 5% up</td> </tr> <tr> <td>Margin*</td> <td>2.00%</td> </tr> <tr> <td>Index</td> <td>1-Year Constant Maturity Treasury (CMT), defined as the weekly average yield on U.S. Treasury securities adjusted to a constant maturity of one year</td> </tr> <tr> <td>Interest rate Floor</td> <td>Same as Margin</td> </tr> <tr> <td>Change dates</td> <td>3/1 - Initial interest rate change date will occur within 36 to 42 months, depending on disbursement date. Interest rate will adjust every 12 months thereafter. 5/1 - Initial interest rate change date will occur within 60 to 66 months, depending on disbursement date. Interest rate will adjust every 12 months thereafter. Must meet GNMA requirements. FHA initial change dates are the first day of January, April, July, or October, depending on disbursement date.</td> </tr> <tr> <td>Conversion Option</td> <td>None</td> </tr> <tr> <td>Assumption</td> <td>Allowed for qualified borrowers</td> </tr> <tr> <td>Temporary Buydowns</td> <td>Temporary interest rate buydowns are not permitted with FHA refinance transactions. In addition, they are not permitted with ARMs.</td> </tr> <tr> <td>Qualification</td> <td>Borrowers qualify at the Note Rate</td> </tr> </table> <p>*see <a href="#">rate sheet</a> to confirm current information, subject to change</p> <table border="1" style="margin-top: 10px;"> <thead> <tr> <th colspan="2">ARM Suffix Codes</th> </tr> <tr> <th>Loan Type</th> <th>ADP Code</th> </tr> </thead> <tbody> <tr> <td>203(b) ARM</td> <td>729</td> </tr> <tr> <td>234(c) Condo ARM</td> <td>731</td> </tr> </tbody> </table>	Interest rate adjustment caps	3/1 and 5/1 ARM = 1/1/5 Initial – 1% up/down; Subsequent – 1% up/down; Lifetime – 5% up	Margin*	2.00%	Index	1-Year Constant Maturity Treasury (CMT), defined as the weekly average yield on U.S. Treasury securities adjusted to a constant maturity of one year	Interest rate Floor	Same as Margin	Change dates	3/1 - Initial interest rate change date will occur within 36 to 42 months, depending on disbursement date. Interest rate will adjust every 12 months thereafter. 5/1 - Initial interest rate change date will occur within 60 to 66 months, depending on disbursement date. Interest rate will adjust every 12 months thereafter. Must meet GNMA requirements. FHA initial change dates are the first day of January, April, July, or October, depending on disbursement date.	Conversion Option	None	Assumption	Allowed for qualified borrowers	Temporary Buydowns	Temporary interest rate buydowns are not permitted with FHA refinance transactions. In addition, they are not permitted with ARMs.	Qualification	Borrowers qualify at the Note Rate	ARM Suffix Codes		Loan Type	ADP Code	203(b) ARM	729	234(c) Condo ARM	731
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<b>Appraisal Requirements</b>	<p>A new FHA appraisal is always required All property conditions must be satisfied prior to closing No termite certification is required unless appraiser notes a problem Termite related repairs are considered health and safety issues</p> <p>All valuation conditions, including repairs, alterations and/or required inspections, will be reported within the appropriate section of the applicable Fannie Mae appraisal reporting form.</p> <p><b>Appraisal Validity</b> <u>Initial Appraisal Validity</u></p> <ul style="list-style-type: none"> <li>The initial appraisal is valid for 120 days on all mortgages—including new construction—from the effective date of the appraisal</li> <li>The <b>Effective Date</b> of the appraisal report is the date the appraiser inspected the property</li> </ul> <p><u>Initial Appraisal Validity 30-Day Extension</u> The 120-day validity period of an appraisal may be extended for 30 days at the option of the Mortgagee if:</p> <ul style="list-style-type: none"> <li>The mortgagee loan approval or HUD-issued Firm Commitment is issued prior to the expiration of the original appraisal; or</li> <li>The borrower signed a valid sales contract prior to the expiration date of the appraisal</li> </ul> <p><u>Appraisal Update</u></p> <ul style="list-style-type: none"> <li>Appraisal update must be performed before the initial appraisal has expired.</li> <li>An appraisal cannot be updated if an appraisal extension has been issued.</li> <li>The valid period for an updated appraisal is 240 days after the Effective Date of the initial appraisal report.</li> </ul>																										

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	<p><u>Appraisal Integrity</u></p> <ul style="list-style-type: none"> <li>• The appraisal report <b>must</b> list FHA as an Intended User of the appraisal</li> </ul> <p><u>Case Numbers</u></p> <ul style="list-style-type: none"> <li>▪ FHA case number is <b>assigned to the property</b>, not to the borrower.</li> <li>▪ The original mortgagee must assign the case number to the new mortgagee <b>immediately</b> upon the borrower's request <ul style="list-style-type: none"> <li>○ The original mortgagee may provide processing documents but is not required to do so.</li> </ul> </li> </ul> <p><u>Transferring Existing Appraisals</u></p> <ul style="list-style-type: none"> <li>▪ The mortgagee, at the borrower's request, must transfer the appraisal to the second mortgagee within 5 business days.</li> <li>▪ The original mortgagee may not charge the borrower a fee for the transfer of any documents.</li> <li>▪ A fee may be negotiated between the original mortgagee and the new mortgagee. However, a fee for the transfer of documents for Streamline Refinance transactions is not permitted.</li> </ul> <p><u>Transferring Existing Appraisal – New Borrower</u></p> <ul style="list-style-type: none"> <li>▪ When an existing appraisal is being used for a different borrower, the mortgagee must: <ul style="list-style-type: none"> <li>○ Enter the new borrower's information in FHA Connection</li> <li>○ Collect the appraisal fee from the new borrower and refund the fee to the original borrower</li> <li>○ Have the appraiser review the purchase contract and revise the appraisal report for value adjustments accordingly.</li> </ul> </li> </ul> <p><u>Communications with third parties</u></p> <ul style="list-style-type: none"> <li>▪ Mortgagees may not discuss the contents of the appraisal with anyone other than the borrow. This includes real estate agents.</li> </ul> <p><u>Mixed Use</u></p> <ul style="list-style-type: none"> <li>• A minimum of 51% of the entire building square footage must be residential use</li> </ul> <p><u>Shared Wells</u></p> <ul style="list-style-type: none"> <li>• Shared wells are allowed only when the lender evidences the connection to public or community water system is not feasible and the property is not located in an area where local officials have determined public connection to be feasible.</li> </ul> <p>For 2-4 unit properties - appraiser to use FNMA 1025 Small Residential Income Property Appraisal Report Form</p> <p>Appraisal must comply with the FHA Appraisal Independence Policy</p> <p>Note: The ECOA Valuations Rule requires copies of appraisals and other written valuations be delivered to borrower promptly upon completion, or three (3) business days before consummation, whichever is earlier.</p>
<p><b>Appraiser Requirements</b></p>	<p>Appraisers must be on FHA's approved list on the FHA Connection with State Certification designation of Certified General or Certified Residential</p> <p>The assigned appraiser must perform the physical inspection of the property. He/she may not sign the appraisal performed by another appraiser</p> <p><u>Information Required before Commencement of Appraisal</u></p> <p>The Appraiser must obtain all of the following from the Mortgagee before beginning an appraisal:</p> <ul style="list-style-type: none"> <li>• the land lease, if applicable;</li> <li>• surveys or legal descriptions, if available;</li> <li>• any other legal documents contained in the loan file; and</li> <li>• <b>a point of contact and contact information for the Mortgagee so that the Appraiser can communicate any noncompliance issues.</b></li> </ul> <p>Appraiser must comply with the FHA Appraisal Independence Policy</p>
<p><b>Assets</b></p>	<p>If assets are needed to close, verification of the assets is required regardless of the amount needed to close. The following documents are required:</p> <ul style="list-style-type: none"> <li>• Verification of Deposit and</li> <li>• Most recent bank statement</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Two months bank statements</li> </ul> <p>Reduced documentation eligible if an Approve recommendation is issued by Total Scorecard</p>

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	<p><b>Reserves</b></p> <ul style="list-style-type: none"> <li>• 1 - 2 units – None</li> <li>• 3 - 4 units – 3 months PITI</li> </ul> <p><b>New Accounts / Large Deposits</b> For <u>recently opened accounts</u> and <u>recent individual deposits</u> of <u>more than 1 percent of the Adjusted Value</u>, the mortgagee must obtain documentation of the deposits.</p> <p><b>Joint Accounts</b> If the borrower does not hold the deposit account solely, all non-borrower parties on the account must provide a written statement that the borrower has full access and use of the funds.</p> <p><b>Liquid Assets for Cash to Close and Reserves</b> Retirement Accounts (TOTAL)</p> <ul style="list-style-type: none"> <li>• Mortgagee may include up to <u>60 percent</u> of the value of assets, less any existing loans, from the borrower's retirement accounts, such as IRAs, thrift savings plans, 401(k) plan, and Keogh accounts, unless the borrower provides conclusive evidence that a higher percentage may be withdrawn after subtracting any federal income tax and withdrawal penalties.</li> <li>• The portion of the assets not used to meet closing requirements, after adjusting for taxes and penalties, may be counted as reserves.</li> <li>• If any portion of the asset is required for funds to close, evidence of liquidation is required.</li> </ul>
<b>Assumptions</b>	Permitted – Creditworthy borrowers only
<b>Borrower Eligibility</b>	<p>At least one borrower on the refinancing mortgage must hold title to the property being refinanced prior to case number assignment.</p> <p>U.S. citizenship is not required</p> <ul style="list-style-type: none"> <li>▪ Mortgagee must determine the U.S. residency status of the borrower based on information provided on the mortgage application and other application documentation</li> <li>▪ <b>In no case is a Social Security card sufficient to prove immigration or work status</b></li> </ul> <p><b>Eligible</b> All Borrowers, including permanent resident aliens must have a valid social security number. Validate the social security number using any one of the following.</p> <ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• Pay stub</li> <li>• W-2</li> <li>• Tax Transcripts</li> <li>• Validation from SSA</li> </ul> <p>Permanent Resident Aliens</p> <ul style="list-style-type: none"> <li>• Same eligibility requirements as US Citizens</li> <li>• Evidence of lawful, permanent residency issued by the Bureau of Citizenship and Immigration Services (BCIS), formerly the INS.</li> <li>• Copy of the Alien Registration Receipt Card (Resident Alien card), I-551</li> </ul> <p><u>Non-Permanent Resident Aliens</u></p> <ul style="list-style-type: none"> <li>• Property will be borrower's principal residence</li> <li>• Borrower has a valid SSN</li> <li>• Borrower is eligible to work in the United States, as evidenced by the Employment Authorization Document issued by the USCIS</li> <li>• Borrower satisfies the same requirements, terms and conditions as those for U.S. citizens</li> </ul> <p><u>Inter Vivos Revocable Trust</u> The mortgagee may originate a mortgage for a living trust for a property held by the living trust, provided:</p> <ul style="list-style-type: none"> <li>• The beneficiary of the living trust is a cosigner</li> <li>• The beneficiary will occupy the property as their principal residence</li> <li>• The trust provides reasonable means to assure that the mortgagee will be notified of any changes to the trust, including transfer of beneficial interest and any changes in occupancy status of the property</li> <li>• The mortgagee must obtain a copy of the trust documentation</li> </ul> <p><b>Ineligible</b></p> <ul style="list-style-type: none"> <li>• Foreign Nationals</li> <li>• Land Trusts</li> <li>• Nonprofit agencies / corporations</li> <li>• State and local government agencies</li> <li>• Instrumentalities of government</li> </ul>

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<b>Co-Borrowers</b>	<p><b><u>Co-Borrower</u></b></p> <ul style="list-style-type: none"> <li>• Co-borrower <b>must take title</b> to the property</li> <li>• Co-borrower must sign all documents including the Loan Application, Note and the Mortgage/Deed of Trust</li> <li>• Income, assets and debts from all borrowers (including co-borrowers) are used in qualifying</li> <li>• Co-borrower must have a principal residence in the U.S.</li> </ul> <p><b><u>Non-occupant Co-Borrower</u></b></p> <ul style="list-style-type: none"> <li>• Income from a non-occupant co-borrower may not be used to qualify for a cash-out refinance.</li> </ul> <p><b>Co-signers</b> - ineligible</p>
<b>Calculating the New Mortgage Amount</b>	<p>The property securing the cash-out refinance must have been owned and occupied by the borrower as their principal residence for the 12 months prior to the date of case number assignment.</p> <p><b><u>Maximum Loan-to-Value</u></b> The maximum <u>LTV</u> is 85% of the Adjusted Value</p> <p><b><u>Maximum Combined Loan-to-Value</u></b> The maximum <u>CLTV</u> is 85% of the Adjusted Value</p> <p><b><u>Nationwide Mortgage Limit</u></b> The <u>combined mortgage amount</u> of the first mortgage and any subordinate liens cannot exceed the Nationwide Mortgage Limit (i.e., the FHA county/MSA loan limit).</p>
<b>Credit</b>	<p><b><u>Payoff Statement Requirements</u></b> The mortgagee must obtain the payoff statement for all existing mortgages.</p> <p>Valid Social Security Number</p> <ul style="list-style-type: none"> <li>▪ The mortgagee must document and validate for each borrower their valid social security number.</li> </ul> <p><b><u>Borrower Ineligibility Due to Delinquent Federal Non-Tax Debt</u></b> Mortgagees are prohibited from processing an application for an FHA-insured Mortgage for Borrowers with delinquent federal non-tax debt, including deficiencies and other debt associated with past FHA-insured Mortgages. Mortgagees may obtain information on delinquent Federal Debts from public records, credit reports or equivalent, and must check all Borrowers against the Credit Alert Verification Reporting System (CAIVRS).</p> <ul style="list-style-type: none"> <li>• If a delinquent Federal Debt is reflected in a public record, credit report or equivalent, or CAIVRS or an Equivalent System, the Mortgagee must verify the validity and delinquency status of the debt by contacting the creditor agency to whom the debt is owed. If the debt was identified through CAIVRS, the Mortgagee must contact the creditor agency using the contact phone number and debt reference number reflected in the Borrower's CAIVRS report.</li> <li>• If the creditor agency confirms that the debt is valid and in delinquent status as defined by the <a href="#">Debt Collection Improvement Act</a>, then the Borrower is ineligible for an FHA-insured Mortgage until the Borrower resolves the debt with the creditor agency.</li> <li>• The Mortgagee may not deny a Mortgage solely on the basis of CAIVRS information that <u>has not been verified</u> by the Mortgagee. If resolved either by determining that the information in CAIVRS is no longer valid or by resolving the delinquent status as stated above, the Mortgagee may continue to process the mortgage application. <u>Verified</u> delinquent federal non-tax debt makes the borrower ineligible.</li> <li>• In order for a Borrower with verified delinquent Federal Debt to become eligible, the Borrower must resolve their federal non-tax debt in accordance with the <a href="#">Debt Collection Improvement Act</a>. The creditor agency that is owed the debt can verify that the debt has been resolved in accordance with the Debt Collection Improvement Act.</li> <li>• The Mortgagee must include documentation from the creditor agency to support the verification and resolution of the debt. For debt reported through CAIVRS, the Mortgagee may obtain evidence of resolution by obtaining a clear CAIVRS report.</li> </ul> <p><b><u>Mortgage Payment History Requirements</u></b> The mortgagee must document that the borrower:</p> <ul style="list-style-type: none"> <li>• Has made all payments for all their mortgages within the month due for the previous 12 months or since the borrower obtained the mortgages, whichever is less.</li> <li>• The payments for all mortgages secured by the subject property must have been paid within the month due for the month prior to mortgage disbursement.</li> <li>• Properties with mortgages must have a minimum of six months of mortgage payments</li> <li>• If the mortgage on the subject property is not reported in the borrower's credit report or is not in the name of the borrower, the mortgagee must obtain a verification of mortgage, bank statements or other documentation to evidence that all payments have been made by the borrower in the month due for the previous 12 months.</li> <li>• Properties owned free and clear may be refinanced as cash-out transactions.</li> <li>• The mortgage must be <u>downgraded to a Refer</u> and <u>manually underwritten</u> if any mortgage trade line, including mortgage line-of-credit payments, reflects:</li> </ul>

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- A current delinquency; or
  - Any delinquency within 12 months of the case number assignment date.
- A mortgage that has been modified must utilize the payment history in accordance with the modification agreement for the time period of modification in determining late housing payments.

### Minimum Credit Score Requirements (see *Loan Amount & LTV Limitations*)

- **580** for both AUS TOTAL Scorecard approvals and manual underwrite
- Non-traditional credit is ineligible

### A loan where one or more borrowers have “no score” is ineligible.

### Waiting Periods after Significant Derogatory Credit Events

The waiting period commences on the completion, discharge or dismissal date (as applicable) of the derogatory credit event and ends on the credit report date of the credit report used to approve the new loan. Impac follows standard FHA Waiting Period Requirements. Reduced waiting periods “with Extenuating Circumstances” are allowed at underwriter discretion with appropriate documentation.

### Collections, Judgments, Disputed Accounts

Collections, Judgments, and Disputed Accounts should be handled in accordance with HUD Manual 4155.1 and Mortgagee Letters 13-24 and 13-25, and updates if any.

- Collections are not required to be paid off however unpaid collections could affect borrower’s ability to repay the mortgage. If the total amount of non-medical collections is  $\geq$  \$2,000, the underwriter must perform a capacity analysis
  - Unless excluded by state law, collections of non-borrowing spouses in community property states are included in the balance
- Capacity analysis includes **any** of the following actions:
  - At or prior to closing, account is paid in full (verification of acceptable source of funds used is required)
  - Borrower makes payment arrangements with creditor
    - Must be verified through credit report or letter from creditor
    - Monthly payment must be included in DTI ratio
  - If evidence of a payment arrangement is not available, lender must calculate a monthly payment using 5% of the outstanding balance of each collection, and include in the DTI ratio.

### Authorized User (TOTAL)

Accounts for which the borrower is an authorized user must be included in a borrower’s DTI ratio unless the mortgagee can document that the primary account holder has made all required payments on the account for the previous 12 months. If less than three payments have been required on the account in the previous 12 months, the payment amount must be included in the borrower’s DTI.

### Non-Borrowing Spouse (see also *Documentation*)

The mortgagee must obtain a credit report for a non-borrowing spouse who resides in a community property state, or if the subject property is located in a community property state. The credit report must indicate the non-borrowing spouse’s SSN, where an SSN exists, was matched with the SSA, or the mortgagee must either provide separate documentation indicating that the SSN was matched with the SSA or provide a statement that the non-borrowing spouse does not have an SSN. Where an SSN does not exist for a non-borrowing spouse, the credit report must contain, at a minimum, the non-borrowing spouse’s full name, date of birth, and previous addresses for the last two years.

### Deferred Obligations (TOTAL)

Deferred Obligations refer to liabilities that have been incurred but where payment is deferred or has not yet commenced, including accounts in forbearance. The Mortgagee must include deferred obligations in the Borrower’s liabilities.

- Documentation - The Mortgagee must obtain written documentation of the deferral of the liability from the creditor and evidence of the outstanding balance and terms of the deferred liability. The Mortgagee must obtain evidence of the anticipated monthly payment obligation, if available.
- Calculation of Monthly Payment
  - The Mortgagee must use the actual monthly payment to be paid on a deferred liability, whenever available.
  - If the actual monthly payment is not available for installment debt, the Mortgagee must utilize the terms of the debt or 5 percent of the outstanding balance to establish the monthly payment.
  - For a **student loan**, if the actual monthly payment is zero or is not available, the Mortgagee must utilize 2 percent of the outstanding balance to establish the monthly payment.

### Installment Loans (TOTAL and Manual)

Installment loans refer to loans, not secured by real estate, that require the periodic payment of P&I. A loan secured by an interest in a timeshare must be considered an installment loan. The mortgagee must include the monthly payment shown on the credit report, loan agreement or payment statement to calculate the borrower’s debts. If the monthly payment shown on the credit report is utilized to calculate the monthly debts, no further documentation is required. If the credit report does not include a monthly payment for the loan, the mortgagee must use the amount of

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the monthly payment shown in the loan agreement or payment statement and enter it into TOTAL Mortgage Scorecard.

### Closed-End Debt Paid Off Within 10 Months (TOTAL and Manual)

Closed-end debts do not have to be included in the qualifying ratio if they will be paid off within 10 months and the cumulative payments of all such debts are less than or equal to 5 percent of the borrower's gross monthly income. The borrower may not pay down the balance in order to meet the 10-month requirement.

### Waiting Periods after Significant Derogatory Credit Events – How to Measure

The waiting period commences on the completion, discharge or dismissal date (as applicable) of the derogatory credit event (event date) and ends on the date of case number assignment. Impac follows standard FHA Waiting Period Requirements. Reduced waiting periods "with Extenuating Circumstances" are allowed at underwriter discretion with appropriate documentation.

### Reduced Waiting Periods After Derogatory Events – Extenuating Circumstances

**Reduced waiting periods due to extenuating circumstances may only be applied via Manual Underwriting.**

### Bankruptcy (TOTAL)

The mortgagee must document the passage of two years since the discharge date of any bankruptcy. If the bankruptcy was discharged within two years from the date of case number assignment, the mortgage must be downgraded to a REFER and manually underwritten.

### Bankruptcy (Manual)

- Chapter 7 bankruptcy (liquidation) does not disqualify a borrower if, at the time of case number assignment, at least two years have elapsed since the date of the bankruptcy discharge. During this time the borrower must have:
  - Re-established good credit; or
  - Chosen not to incur new credit obligations
 An elapsed period of less than two years, but not less than 12 months, may be acceptable, if the borrower:
  - Can show that the bankruptcy was caused by extenuating circumstances beyond the borrower's control; and
  - Has since exhibited a documented ability to manage their financial affairs in a responsible manner
- Chapter 13 bankruptcy does not disqualify a borrower if, at the time of case number assignment, at least 12 months of the pay-out period under the bankruptcy has elapsed
  - Borrower's payment performance must be satisfactory and all required payments have been made on time; and
  - Borrower has received written permission from the bankruptcy court to enter into the mortgage transaction
  - Mortgagee must document that borrower's current situation indicates that the events which led to the bankruptcy are not likely to recur

### Collections, Charge Offs, Accounts with Late Payments in the Previous 24 Months, Judgments (TOTAL)

Borrower is not required to obtain an **explanation** of collection accounts, charge off accounts, accounts with late payments, judgments or other derogatory information.

### Collection Accounts (TOTAL)

If the credit reports used in the TOTAL Mortgage Scorecard analysis show cumulative outstanding collection account balances of \$2,000 or greater, the mortgagee must:

- Verify that the debt is paid in full at the time of or prior to settlement using acceptable sources of funds;
- Verify that the borrower had made payment arrangements with the creditor and include the monthly payment in the borrower's DTI; or
- If a payment arrangement is not available, calculate the monthly payment using 5 percent of the outstanding balance of each collection and include the monthly payment in the borrower's DTI.

Collection accounts of a non-borrowing spouse in a community property state must be included in the \$2,000 cumulative balance and analyzed as part of the borrower's ability to pay all collection accounts, unless excluded by state law.

- Documentation: The mortgagee must provide the following documentation:
  - Evidence of payment in full, if paid prior to settlement; or
  - The payoff statement, if paid at settlement; or
  - The payment arrangement with creditor, if not paid prior to or at settlement.
 If the mortgagee uses 5% of the outstanding balance, no documentation is required.
- Medical collections are excluded and are not considered debt

### Charge Off Accounts (TOTAL)

Charge off accounts do not need to be included in the borrower's liabilities or debt.

### Collection Accounts, Charge Off Accounts (Manual)

Mortgagee must document reasons for approving a mortgage when the borrower has any collection accounts or charge off accounts. The borrower must provide a letter of explanation, which is supported by documentation, for

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each outstanding collection or charge off account. The explanation and supporting documentation must be consistent with other credit information in the file.

### Judgments (TOTAL and Manual)

Mortgagee must verify that court-ordered judgments are resolved or paid off prior to or at closing.

Judgments of a non-borrowing spouse in a community property state must be resolved or paid in full, with the exception of obligations excluded by state law.

- Exception: A judgment is considered resolved if the borrower has entered into a valid agreement with the creditor to make regular payments on the debt, the borrower has made timely payments for at least three months of scheduled payments and the judgment will not supersede the FHA-insured mortgage lien. The borrower cannot prepay scheduled payments in order to meet the required minimum of three months of payments. Mortgagee must include the payment amount in the agreement in the borrower's monthly liabilities and debt.
  - Mortgagee must obtain a copy of the agreement and evidence that payments were made on time in accordance with agreement
- Mortgagee must provide the following documentation :
  - Evidence of payment in full, if paid prior to settlement;
  - The payoff statement, if paid at settlement; or
  - The payment arrangement with creditor, if not paid prior to or at settlement, and a subordination agreement for any liens existing on title

### Foreclosure and Deed-in-Lieu of Foreclosure (TOTAL)

The mortgagee must manually downgrade to a REFER if the borrower had a foreclosure or deed-in-lieu of foreclosure in which title transferred from the borrower within three years of case number assignment.

### Foreclosure and Deed-in-Lieu (DIL) of Foreclosure (Manual)

Borrower is not eligible if borrower had a foreclosure or a DIL of foreclosure in the three-year period prior to the date of case number assignment. This three-year period begins on the date of the DIL or the date that the borrower transferred ownership of the property to the foreclosing entity/designee.

- Exception: An exception to the three-year requirement is allowed if the foreclosure was the result of documented extenuating circumstances that were beyond the control of the borrower, such as a serious illness or death of a wage earner, and the borrower has re-established good credit since the foreclosure
  - Divorce is not considered an extenuating circumstance. An exception may, however, be granted where a borrower's mortgage was current at the time of the borrower's divorce, the ex-spouse received the property, and the mortgage was later foreclosed
  - The inability to sell the property due to a job transfer or relocation to another area does not qualify as an extenuating circumstance
  - Mortgagee must obtain an explanation of the circumstance and document that the circumstance was beyond the borrower's control

### Pre-Foreclosure Sale (Short Sales) (TOTAL)

The mortgagee must document the passage of three years since the date of the short sale. If the short sale occurred within three years of the case number assignment date, the mortgage must be downgraded to a REFER and manually underwritten. This three-year period begins on date of transfer of title by short sale.

### Pre-Foreclosure Sales (Short Sales) (Manual)

Borrower is not eligible if they relinquished a property through a short sale within three years from the date of case number assignment. This three-year period begins on the date of transfer of title by Short Sale.

- Exception for Borrower Current at the Time of Short Sale: An exception to the three-year requirement is allowed if, from the date of case number assignment for the new mortgage:
  - All mortgage payments on the prior mortgage were made within the month due for the 12-month period preceding the short sale; and
  - Installment debt payments for the same time period were also made within the month due
- Exception for Extenuating Circumstances: An exception to the three-year requirements is allowed if the short sale was the result of documented extenuating circumstances that were beyond the control of the borrower, such as a serious illness or death of a wage earner, and the borrower has re-established good credit since the short sale
  - Divorce is not considered an extenuating circumstance. An exception may, however, be granted where a borrower's mortgage was current at the time of the borrower's divorce, the ex-spouse received the property, and the mortgage was later foreclosed
  - The inability to sell the property due to a job transfer or relocation to another area does not qualify as an extenuating circumstance
  - Mortgagee must obtain an explanation of the circumstance and document that the circumstance was beyond the borrower's control

### Tax Liens (TOTAL and Manual)

Tax liens may remain unpaid if the borrower has entered into a valid repayment agreement with the lien holder to make regular payments on the debt and the borrower has made timely payments for at least three months of scheduled payments. The borrower cannot prepay scheduled payments in order to meet the required minimum of three months of payments. The payment amount in the agreement must be included in the borrower's DTI. The lien



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holder must subordinate the tax lien to the FHA-insured mortgage.

### Credit Counseling/Payment Plan (TOTAL)

Participating in a consumer credit counseling program does not require a downgrade to a manual underwrite. No explanation or other documentation is needed.

### Credit Counseling/Payment Plan (Manual)

Participating in a consumer credit counseling program does not disqualify a borrower, provided the mortgagee documents that:

- One year of the pay-out period has elapsed under the plan;
- The borrower's payment performance has been satisfactory and all required payments have been made on time; and
- The borrower has received written permission from the counseling agency to enter in to the mortgage transaction

### Business Debt in Borrower's Name (TOTAL and Manual)

When business debt is reported on the borrower's personal credit report, the debt must be included in the DTI calculation, unless the mortgagee can document that the debt is being paid by the borrower's business, and the debt was considered in the cash flow analysis of the borrower's business. The debt is considered in the cash flow analysis where the borrower's business tax returns reflect a business expense related to the obligation, equal to or greater than the amount of payments documented as paid out of company funds. Where the borrower's business tax returns show an interest expense related to the obligation, only the interest portion of the debt is considered in the cash flow analysis.

- Mortgagee must document that the debt is paid out of company funds (e.g., 12 months cancelled checks) and that the debt was considered in the cash flow analysis of the borrower's business.

### 30-Day Accounts (TOTAL and Manual)

The mortgagee must verify the borrower paid the outstanding balance in full on every 30-Day Account each month for the past 12 months. 30-Day Accounts that are paid monthly are not included in the borrower's DTI. If the credit report reflects any late payments in the last 12 months, the mortgagee must utilize 5 percent of the outstanding balance as the borrower's monthly debt to be included in the DTI.

- Use the credit report to document the balance and document that funds are available to pay off the balance in excess of the funds and reserves required to close the mortgage.

### Payment History on Housing Obligations (Manual)

The Mortgagee must determine the Borrower's Housing Obligation payment history through:

- the credit report;
- verification of rent received directly from the landlord (for landlords with no Identity of Interest with the Borrower);
- verification of Mortgage received directly from the mortgage servicer; or
- a review of canceled checks that cover the most recent 12-month period.

The Mortgagee must verify and document the previous 12 months' housing history:

- For Borrowers who indicate they are living rent-free, the Mortgagee must obtain verification from the property owner where they are residing that the Borrower has been living rent-free and the amount of time the Borrower has been living rent free.
- A Mortgage that has been modified must utilize the payment history in accordance with the modification agreement for the time period of modification in determining late housing payments.

### Liabilities

- True co-signed (guarantor) accounts do not have to be included in the debt if underwriter verifies both 12 month history and that the payments are being made by the primary obligor.
- If the credit report does not reflect a monthly payment on any open revolving account then mortgagee must use the payment shown on the current account statement or 5% of the outstanding balance.
- Lease payments (particularly auto leases) should typically be included in the DTI regardless of the remaining term

Manual Downgrade – See *Underwriting* for conditions that require a manual downgrade.

### Delinquent Federal Tax Debt

Borrowers with delinquent Federal Tax Debt are ineligible.

- Tax liens may remain unpaid if the borrower has entered into a valid repayment agreement with the federal agency owed to make regular payments on the debt
- The borrower has made timely payments for at least three months of scheduled payments
- The borrower cannot prepay scheduled payments in order to meet the required minimum of three months of payments
- Mortgagee must include the payment amount in the agreement in the calculation of the borrower's DTI ratio
- Mortgagee must include documentation from the IRS evidencing the repayment agreement and verification of payments made, if applicable

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<b>Documentation</b>	<p>Document as determined by AUS findings, FHA Manual and Impac guidelines.</p> <p>The mortgagee must obtain a Refinance Authorization Number from FHA Connection (FHAC) for all FHA-to-FHA refinances.</p> <p><u>Maximum Age of Documents</u>          General Document Age:</p> <ul style="list-style-type: none"> <li>Documents used in origination and underwriting a mortgage may not be more than <b>120 days old at the Disbursement Date.</b></li> </ul> <p>Counting of Days</p> <ul style="list-style-type: none"> <li>Day one is the Day after the effective or issue date of the document, whichever is later.</li> </ul> <p>Disbursement Date – definition</p> <ul style="list-style-type: none"> <li>The <b>Disbursement Date</b> refers to the date the proceeds of the mortgage are made available to the borrower.</li> </ul> <p><u>Handling of Documents</u></p> <ul style="list-style-type: none"> <li>Mortgagees may not accept or use any third party verifications that have been handled by, or transmitted from or through any interested party, or the borrower.</li> <li>This policy includes asset documentation</li> </ul> <p><u>Mortgage Application</u></p> <ul style="list-style-type: none"> <li>The mortgagee must have a licensed party identified on the URLA and is held accountable for the mortgage loan origination. This includes borrower self-completed mortgage applications.</li> <li>Non-Borrowing Spouse Community Property State:             <ul style="list-style-type: none"> <li>The debt of a Non-Borrowing Spouse <b>must also be included on the URLA</b> if the borrower resides in or the property to be purchased is located in a community property state.</li> <li>The mortgagee must obtain a non-borrowing spouse's consent and authorization where necessary to :                 <ul style="list-style-type: none"> <li>Verify specific information required to process the mortgage application, including the consent to verify their SSN with the Social Security Administration (SSA).</li> </ul> </li> </ul> </li> <li>Mortgage loan applications must be executed in the legal names of all parties, including the:             <ul style="list-style-type: none"> <li>Borrower(s)</li> <li>Loan Originator</li> </ul> </li> <li>Mortgage applications must be executed in the name of one or more <b>individuals</b>. <u>This includes trusts.</u></li> <li>Government-issued Photo ID:             <ul style="list-style-type: none"> <li>The mortgagee must include a statement that they have verified the borrower's identity using a valid government-issued photo identification prior to endorsement of the mortgage; or</li> <li>The mortgagee may choose to include a copy of such photo identification in the case binder.</li> </ul> </li> </ul> <p><u>Consent of Non-Borrowing Spouse</u></p> <ul style="list-style-type: none"> <li>To perfect a valid first lien under state law, the mortgagee must require a non-borrowing spouse to execute either the security instrument or documentation indicating that they are relinquishing all rights to the property.</li> </ul> <p><u>Living Trusts and Security Instruments</u></p> <ul style="list-style-type: none"> <li>The name of the living trust must appear on the security instrument, such as the mortgage, deed of trust, or security deed.</li> <li>The name of the individual borrower must appear on the security instrument when required to create a valid lien under state law. The names of the owner-occupant and other borrowers, if any, must also appear on the Note with the trust</li> <li>The name of the individual borrower <b>is not required to appear on the property deed or title</b></li> </ul> <p>Impac does not allow electronic signatures on any closing documents. All documents provided at closing for signature must have original signatures.</p> <p>A copy of the divorce decree is required when the loan file indicates income or liability due to divorce.</p>
<b>Employment / Income</b>	<p>Verification of Employment</p> <ul style="list-style-type: none"> <li>Verbal Verification of Employment</li> <li>Most recent pay stubs covering 30 consecutive days</li> <li>Two years W2s</li> <li>IRS form 4506T</li> </ul> <p>Reduced documentation eligible if an Approve recommendation is issued by Total Scorecard</p>
<b>Escrow Holdback</b>	<p>Ineligible</p> <p>All repairs must be complete prior to sale of the loan to Impac.</p>
<b>Escrow Waivers</b>	<p>Ineligible</p>

## FHA Standard Refinance (Cash Out)

<p><b>Financing Types</b></p>	<p>Cash Out Refinance</p> <ul style="list-style-type: none"> <li>Borrowers who are delinquent, in arrears, or who have suffered any mortgage delinquencies within the most recent 12 month period under the terms and conditions of their mortgages are not eligible for cash out refinances.</li> </ul> <p>If a property is encumbered by a mortgage, the refinancing lender must document that the borrower has an acceptable payment history. The payment history is acceptable if the borrower</p> <ul style="list-style-type: none"> <li>is current, and</li> <li>has made all payments on the mortgage being refinanced within the month due for the previous 12 months</li> </ul> <p>For mortgages with more than six months and fewer than 12 months of payment history, the borrower must have made all payments when due. Mortgages with fewer than six months of payment history are not eligible for cash out refinances..</p> <ul style="list-style-type: none"> <li>Properties owned free and clear may be financed as cash-out transactions</li> <li>Obtain a copy of the Deed to verify date of ownership</li> <li>Term of new loan may be up to 30 years</li> <li>Payment may increase without restrictions</li> <li>May subordinate existing junior liens; refer to <i>Loan Amount &amp; LTV/CLTV Limitations</i> provided the homeowner qualifies for making scheduled payments on all liens.</li> <li>If the junior lien is a home equity line of credit, the maximum CLTV is based on the full credit line amount</li> <li>Modified Subordinate Lien: FHA understands that many subordinate lien holders have been requesting modifications to the terms of the lien (typically a reduction in the amount of the lien) in exchange for remaining in a subordinate position. Modifying the subordinate lien in this manner often results in re-executing it at closing, which is acceptable and is not considered a new subordinate lien.</li> <li>Equity Refinance ineligible in Texas</li> </ul> <p><u>New York Consolidation, Extension &amp; Modification Agreement (NY CEMA)</u>  For all Impac refinance products, property located in the state of New York may be structured as a Consolidation, Extension, and Modification Agreement (CEMA) transaction. The most current version of Fannie Mae/Freddie Mac Uniform Instrument (Form 3172) must be used. The following documentation must be provided:</p> <ul style="list-style-type: none"> <li>NY Consolidation, Extension and Modification Agreement (Form 3172)</li> <li>Original Note(s) – Original documents signed by the borrower</li> <li>Gap Note and Gap Mortgage, if applicable</li> <li>Consolidated Note – Original documents signed by the borrower</li> <li>Exhibit A – Listing of all Notes &amp; Mortgages being consolidated, extended and modified</li> <li>Exhibit B – Legal description of the subject property</li> <li>Exhibit C – Copy of the consolidated Note</li> <li>Exhibit D – Copy of the consolidated Mortgage</li> </ul> <p>Lost Note Affidavits are not an acceptable substitute for any of the required documents. If original documentation cannot be provided per above, then a CEMA is not allowed.</p>
<p><b>Geographic Locations/ Restrictions</b></p>	<p>Eligible states are as follows:</p> <ul style="list-style-type: none"> <li><b>Correspondent: All states allowed</b></li> </ul> <p>See <u>New York Consolidation, Extension &amp; Modification Agreement (NY CEMA)</u> in <i>Financing Types</i> section above.</p> <p>Additional restrictions as follows:  Texas Cash-out 50(a)(6) is ineligible  State specific regulatory requirements supersede all underwriting guidelines set forth by Impac.</p>
<p><b>High-Cost Mortgage Loans</b></p>	<p>Impac does not originate or purchase high-cost mortgage loans (12 CFR 1026.32)</p>
<p><b>Income</b></p>	<p>Income from a non-occupant co-borrower may not be used to qualify for a cash-out refinance.</p> <p><u>Self-Employment Income (TOTAL and Manual)</u></p> <ul style="list-style-type: none"> <li>Self-Employment Income refers to income generated by a business in which the Borrower has a 25 percent or greater ownership interest. There are four basic types of business structures. They include: <ul style="list-style-type: none"> <li>sole proprietorships;</li> <li>corporations;</li> <li>limited liability or "S" corporations; and</li> <li>partnerships.</li> </ul> </li> <li>Minimum Length of Self-Employment <ul style="list-style-type: none"> <li>The Mortgagee may consider Self-Employment Income if the Borrower has been self-employed for at least <u>two years</u>.</li> <li>If the Borrower has been self-employed <u>between one and two years</u>, the Mortgagee may only consider the income as Effective Income if the Borrower was previously employed in the same line of work in which the Borrower is self-employed or in a related occupation for at least two years.</li> </ul> </li> <li>Stability of Self-Employment Income</li> </ul>

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- Income obtained from businesses with annual earnings that are stable or increasing is acceptable. If the income from businesses shows a greater than 20 percent decline in Effective Income over the analysis period, the Mortgagee must downgrade and manually underwrite.
  - **For a Manual Underwrite**, if the income from businesses shows a greater than 20 percent decline in Effective Income over the analysis period, the mortgagee must document that the business income is now stable. A Mortgagee may consider income as stable after a 20 percent reduction if the Mortgagee can document the reduction in income was the result of an extenuating circumstance, the Borrower can demonstrate the income has been stable or increasing for a minimum of 12 months, and the Borrower qualifies utilizing the reduced income.
- **Required Documentation**
  - **(TOTAL) Individual and Business Tax Returns** - The Mortgagee must obtain complete individual federal income tax returns for the most recent two years, including all schedules. The Mortgagee must obtain the Borrower's business tax returns for the most recent two years unless the following criteria are met:
    - individual federal income tax returns show increasing Self-Employment Income over the past two years;
    - funds to close are not coming from business accounts; and
    - the Mortgage to be insured is not a cash-out refinance.

In lieu of signed individual or business tax returns from the Borrower, the Mortgagee may obtain a signed [IRS Form 4506](#), *Request for Copy of Tax Return*, [IRS Form 4506-T](#), *Request for Transcript of Tax Return*, or [IRS Form 8821](#), *Tax Information Authorization*, and tax transcripts directly from the IRS.
  - **(Manual) Individual and Business Tax Returns** - The Mortgagee must obtain signed, completed individual and business federal income tax returns for the most recent two years, including all schedules. In lieu of signed individual or business tax returns from the Borrower, the Mortgagee may obtain a signed [IRS Form 4506](#), *Request for Copy of Tax Return*, [IRS Form 4506-T](#), *Request for Transcript of Tax Return*, or [IRS Form 8821](#), *Tax Information Authorization*, and tax transcripts directly from the IRS.
  - **(TOTAL and Manual) Profit & Loss Statements and Balance Sheets** - The Mortgagee must obtain a year-to-date Profit and Loss (P&L) statement and balance sheet if more than a calendar quarter has elapsed since date of most recent calendar or fiscal year-end tax return was filed by the Borrower. **A balance sheet is not required for self-employed Borrowers filing Schedule C income.**
    - If income used to qualify the Borrower exceeds the two year average of tax returns, an audited P&L or signed quarterly tax return must be obtained from the IRS.
- **Calculation of Effective Income** - The Mortgagee must analyze the Borrower's tax returns to determine gross Self-Employment Income. Requirements for analyzing self-employment documentation are found in HUD Manual 4000.1, Appendix 2.0 – *Analyzing IRS Forms*.
  - The Mortgagee must calculate gross Self-Employment Income by using the lesser of:
    - the average gross Self-Employment Income earned over the previous two years; or
    - the average gross Self-Employment Income earned over the previous one year.

**Question:** If a loan application is dated May 1st and the last tax filing was for the previous calendar year, do we need a year-to-date Profit and Loss statement for a self-employed borrower?

**Answer:** Yes, no more than one calendar quarter may elapse without income documentation.

Mortgage Credit Certificates (MCC) are not allowed for qualifying income.

### **Frequent Changes in Employment (TOTAL and Manual)**

If the Borrower has changed jobs more than three times (i.e., more than 4 jobs) in the previous 12-month period, or has changed lines of work, the Mortgagee must take additional steps to verify and document the stability of the Borrower's Employment Income. The Mortgagee must obtain:

- transcripts of training and education demonstrating qualification for a new position; or
- employment documentation evidencing continual increases in income and/or benefits.

### **Gaps in Employment (TOTAL and Manual)**

For Borrowers with gaps in employment of six months or more (an extended absence), the Mortgagee may consider the Borrower's current income as Effective Income if it can verify and document:

- the Borrower has been employed in the current job for at least six months at the time of case number assignment; and
- a two year work history prior to the absence from employment using standard or alternative employment verification.

### **Addressing Temporary Reduction in Income (TOTAL and Manual)**

For Borrowers with a temporary reduction of income due to a short-term disability or similar temporary leave, the Mortgagee may consider the Borrower's current income as Effective Income, if it can verify and document that:

- the Borrower intends to return to work;

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- the Borrower has the right to return to work; and
- the Borrower qualifies for the Mortgage taking into account any reduction of income due to the circumstance.

For Borrowers returning to work before or at the time of the first Mortgage Payment due date, the Mortgagee may use the Borrower's pre-leave income.

For Borrowers returning to work after the first Mortgage Payment due date, the Mortgagee may use the Borrower's current income plus available surplus liquid asset Reserves, above and beyond any required Reserves, as an income supplement up to the amount of the Borrower's pre-leave income. The amount of the monthly income supplement is the total amount of surplus Reserves divided by the number of months between the first payment due date and the Borrower's intended date of return to work.

**Required Documentation** - The Mortgagee must provide the following documentation for Borrowers on temporary leave:

- a written statement from the Borrower confirming the Borrower's intent to return to work, and the intended date of return;
- documentation generated by current employer confirming the Borrower's eligibility to return to current employer after temporary leave; and
- documentation of sufficient liquid assets, in accordance with FHA guidelines, used to supplement the Borrower's income through intended date of return to work with current employer.

### **Overtime and Bonus Income (TOTAL and Manual)**

- The Mortgagee may use Overtime and Bonus Income as Effective Income if the Borrower has received this income for the past two years and it is reasonably likely to continue.
- Periods of Overtime and Bonus Income less than two years may be considered Effective Income if the Mortgagee documents that the Overtime and Bonus Income has been consistently earned over a period of not less than one year and is reasonably likely to continue.
- For employees with Overtime or Bonus Income, the Mortgagee must average the income earned over the previous two years to calculate Effective Income. However, if the Overtime or Bonus Income from the current year decreases by 20 percent or more from the previous year, the Mortgagee must use the current year's income.

### **Part-Time Employment (TOTAL)**

Part-Time Employment refers to employment that is not the Borrower's primary employment and is generally performed for less than 40 hours per week.

- The Mortgagee may use Employment Income from Part-Time Employment as Effective Income if the Borrower has worked a part-time job uninterrupted for the past two years and the current position is reasonably likely to continue.
- The Mortgagee must average the income over the previous two years. If the Mortgagee can document an increase in pay rate the Mortgagee may use a 12-month average of hours at the current pay rate.

### **Disability Benefits (TOTAL and Manual)**

- The Mortgagee must verify and document the Borrower's receipt of benefits from the SSA, VA, or private disability insurance provider. The Mortgagee must obtain documentation that establishes award benefits to the Borrower.
- If any disability income is due to expire within three years from the date of mortgage application, that income cannot be used as Effective Income.
- If the Notice of Award or equivalent document does not have a defined expiration date, the Mortgagee may consider the income effective and reasonably likely to continue. The Mortgagee may not rely upon a pending or current re-evaluation of medical eligibility for benefit payments as evidence that the benefit payment is not reasonably likely to continue.
- **Under no circumstance may the Mortgagee inquire into or request documentation concerning the nature of the disability or the medical condition of the Borrower.**

### **Social Security Disability (TOTAL and Manual)**

- For Social Security Disability income, including Supplemental Security Income (SSI), the Mortgagee must obtain a copy of the last Notice of Award letter, or an equivalent document that establishes award benefits to the Borrower, and one of the following documents:
  - federal tax returns;
  - the most recent bank statement evidencing receipt of income from the SSA;
  - a Proof of Income Letter, also known as a "Budget Letter" or "Benefits Letter" that evidences income from the SSA; or
  - a copy of the Borrower's [form SSA-1099/1042S](#), *Social Security Benefit Statement*.

### **VA Disability - Form 26-8937 is not required – Temporary Waiver (TOTAL and Manual)**

- FHA is **temporarily waiving its requirement** for mortgagees to obtain VA Form 26-8937, *Verification of*

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	<p>VA Benefits, when documenting a borrower's VA disability benefits. The waiver will remain in place until FHA communicates any changes in the waiver's status in the future. FHA still requires proof from one of the following documents:</p> <ul style="list-style-type: none"> <li>o federal tax returns; or</li> <li>o the most recent bank statement evidencing receipt of income from the VA.</li> </ul> <p><b>Private Disability (TOTAL and Manual)</b></p> <ul style="list-style-type: none"> <li>• For private disability benefits, the Mortgagee must obtain documentation from the private disability insurance provider showing the amount of the assistance and the expiration date of the benefits, if any, and one of the following documents: <ul style="list-style-type: none"> <li>o federal tax returns; or</li> <li>o the most recent bank statement evidencing receipt of income from the insurance provider.</li> </ul> </li> </ul> <p><b>Alimony, Child Support, and Maintenance Income (TOTAL and Manual)</b></p> <p>The Mortgagee must obtain a <u>fully executed copy</u> of the Borrower's final divorce decree, legal separation agreement, court order, or voluntary payment agreement with documented receipt.</p> <ul style="list-style-type: none"> <li>• When using a final divorce decree, legal separation agreement or court order, the Mortgagee must obtain evidence of receipt using deposits on bank statements; canceled checks; or documentation from the child support agency for the most recent three months that supports the amount used in qualifying.</li> <li>• The Mortgagee must document the voluntary payment agreement with 12 months of cancelled checks, deposit slips, or tax returns.</li> <li>• The Mortgagee must provide evidence that the claimed income will continue for at least three years.</li> <li>• The Mortgagee may use the front and pertinent pages of the divorce decree/settlement agreement and/or court order showing the financial details.</li> <li>• When using a final divorce decree, legal separation agreement or court order, if the Borrower has received consistent Alimony, Child Support and Maintenance Income for the <u>most recent three months</u>, the Mortgagee may use the current payment to calculate Effective Income.</li> <li>• When using evidence of <u>voluntary payments</u>, if the Borrower has received consistent Alimony, Child Support and Maintenance Income for the <u>most recent six months</u>, the Mortgagee may use the current payment to calculate Effective Income. <ul style="list-style-type: none"> <li>o If the Alimony, Child Support and Maintenance Income have not been consistently received for the most recent six months, the Mortgagee must use the average of the income received over the previous two years to calculate Effective Income. If Alimony, Child Support and Maintenance Income have been received for less than two years, the Mortgagee must use the average over the time of receipt.</li> </ul> </li> </ul> <p><b>Military Income (TOTAL and Manual)</b></p> <p>Military Income refers to income received by military personnel during their period of active, Reserve, or National Guard service, including:</p> <ul style="list-style-type: none"> <li>• base pay</li> <li>• Basic Allowance for Housing</li> <li>• clothing allowances</li> <li>• flight or hazard pay</li> <li>• Basic Allowance for Subsistence</li> <li>• proficiency pay</li> </ul> <p>The Mortgagee <b>may not use military education benefits</b> as Effective Income.</p> <p>The Mortgagee must obtain a copy of the Borrower's military Leave and Earnings Statement (LES). The Mortgagee must verify the Expiration Term of Service date on the LES. If the Expiration Term of Service date is <u>within the first 12 months of the Mortgage</u>, Military Income may only be considered Effective Income if the Borrower represents their intent to continue military service.</p> <p><b>Non-Taxable Income (Grossing Up) (TOTAL and Manual)</b></p> <p>Non-Taxable Income refers to types of income not subject to federal taxes, which includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• some portion of Social Security Income;</li> <li>• some federal government employee Retirement Income;</li> <li>• Railroad Retirement benefits;</li> <li>• some state government Retirement Income;</li> <li>• certain types of disability and Public Assistance payments;</li> <li>• Child Support;</li> <li>• military allowances; and</li> <li>• other income that is documented as being exempt from federal income taxes.</li> </ul> <p>The Mortgagee must document and support the amount of income to be Grossed Up for any Non-Taxable Income source and the current tax rate applicable to the Borrower's income that is being Grossed Up.</p> <ul style="list-style-type: none"> <li>• The amount of continuing tax savings attributed to Non-Taxable Income may be added to the Borrower's gross income.</li> <li>• The percentage of Non-Taxable Income that may be added <b>cannot exceed the greater of 15 percent or</b></li> </ul>
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## FHA Standard Refinance (Cash Out)

the appropriate tax rate for the income amount, based on the Borrower's tax rate for the previous year. If the Borrower was not required to file a federal tax return for the previous tax reporting period, the Mortgagee may Gross Up the Non-Taxable Income by 15 percent.

- The Mortgagee may not make any additional adjustments or allowances based on the number of the Borrower's dependents.

### **Rental Income – Property Being Vacated by the Borrower (TOTAL and Manual)**

If Rental Income is being derived from the Property being vacated by the Borrower, the Borrower must be relocating to an area more than 100 miles from the Borrower's current Principal Residence. The Mortgagee must obtain:

- **A lease agreement of at least one year's duration after the Mortgage is closed**
- Evidence of the payment of the security deposit or first month's rent
- An appraisal evidencing market rent and that the borrower has at least 25 percent equity in the property
  - The appraisal is not required to be completed by an FHA Roster Appraiser

### **Rental Income – HOC Vacancy and Maintenance Factor**

Note: FHA no longer uses a variable HOC-specific vacancy and maintenance factor. It is now fixed at 25%.

### **Rental Income Received from Subject Property (TOTAL)**

#### **Rental Income Two- to Four-Units**

The Mortgagee must verify and document the proposed Rental Income by obtaining an appraisal showing fair market rent (use [Fannie Mae Form 1025/Freddie Mac Form 72](#), *Small Residential Income Property Appraisal Report*) and, if available, the prospective leases.

- **Calculation of Effective Income** - The Mortgagee must add the net subject property Rental Income to the Borrower's gross income. The Mortgagee may not reduce the Borrower's total Mortgage Payment by the net subject property Rental Income. To calculate the effective income the Mortgagee must use:
  - the monthly operating income reported on Freddie Mac Form 998; **or**
  - 75 percent of the **lesser of**:
    - fair market rent reported by the Appraiser; or
    - the rent reflected in the lease or other rental agreement.

**See Property Types / Eligible 3-4 Units / Self-Sufficiency Rental Income Eligibility for loan restrictions on 3-4 unit properties.**

### **Rental Income from Other Real Estate Holdings (TOTAL)**

#### **Limited or No History of Rental Income**

Where the Borrower does not have a history of Rental Income for the Property since previous tax filing, including Property being vacated by the Borrower, the Mortgagee must obtain an appraisal evidencing market rent and that the Borrower has at least 25 percent equity in the Property. The appraisal is not required to be completed by an FHA Roster Appraiser.

- **Two- to Four-Units**  
The Mortgagee must verify and document the proposed Rental Income by obtaining an appraisal showing fair market rent (use [Fannie Mae Form 1025/Freddie Mac Form 72](#), *Small Residential Income Property Appraisal Report*) and, if available, the prospective leases.
- **One Unit**  
The Mortgagee must verify and document the proposed Rental Income by obtaining a [Fannie Mae Form 1004/Freddie Mac Form 70](#), *Uniform Residential Appraisal Report*, [Fannie Mae Form 1007/Freddie Mac Form 1000](#), *Single Family Comparable Rent Schedule*, and [Fannie Mae Form 216/Freddie Mac Form 998](#), *Operating Income Statement*, showing fair market rent and, if available, the prospective lease.

#### **Calculation of Effective Net Rental Income (limited or no history)**

To calculate the effective net Rental Income from other real estate holdings where the Borrower does not have a history of Rental Income since the previous tax filing, the Mortgagee must deduct the Principal, Interest, Taxes, and Insurance (PITI) from the lesser of:

- the monthly operating income reported on Freddie Mac Form 998; or
  - 75 percent of the lesser of fair market rent reported by the Appraiser; or
  - the rent reflected in the lease or other rental agreement.

### **History of Rental Income**

The Mortgagee must obtain the Borrower's last two years' tax returns with Schedule E.

#### **Calculation of Effective Net Rental Income (with history of net rental income)**

- The Mortgagee must calculate the net Rental Income by averaging the amount shown on the Schedule E provided the Borrower continues to own all Properties included on the Schedule E.
- Depreciation shown on Schedule E may be added back to the net income or loss.
- If the Property has been owned for less than two years, the Mortgagee must annualize the Rental Income for the length of time the Property has been owned.
- For Properties with less than two years of Rental Income history, the Mortgagee must document the date of acquisition by providing the deed, Settlement Statement or similar legal document.

## FHA Standard Refinance (Cash Out)

- Positive net Rental Income must be added to the Borrower's Effective Income. Negative net Rental Income must be included as a debt/liability.

### **Retirement Income (TOTAL)**

#### **Social Security Income (TOTAL)**

Social Security Income or Supplemental Security Income (SSI) refers to income received from the SSA other than disability income.

- **Required Documentation** - The Mortgagee must verify and document the Borrower's receipt of income from the SSA and that it is likely to continue for at least a three year period from the date of case number assignment. For SSI, the Mortgagee must obtain any one of the following documents:
  - federal tax returns;
  - the most recent bank statement evidencing receipt of income from the SSA;
  - a Proof of Income Letter, also known as a "Budget Letter" or "Benefits Letter" that evidences income from the SSA; or
  - a copy of the Borrower's [form SSA-1099/1042S](#), *Social Security Benefit Statement*.

In addition to verification of income, the Mortgagee must document the continuance of this income by obtaining from the Borrower

- (1) a copy of the last Notice of Award letter which states the SSA's determination on the Borrower's eligibility for SSA income or
- (2) an equivalent document that establishes award benefits to the Borrower (equivalent document).
- (3) If any income from the SSA is due to expire within three years from the date of case number assignment, that income may not be used for qualifying.

If the Notice of Award or equivalent document does not have a defined expiration date, the Mortgagee must consider the income effective and reasonably likely to continue. The Mortgagee may not request additional documentation from the Borrower to demonstrate continuance of Social Security Administration income.

If the Notice of Award letter or equivalent document specifies a future start date for receipt of income, this income may only be considered effective on the specified start date.

The Mortgagee must use the current amount of Social Security Income received to calculate Effective Income.

#### **Pension (TOTAL and Manual)**

Pension refers to income received from the Borrower's former employer(s).

- **Required Documentation** - The Mortgagee must verify and document the Borrower's receipt of periodic payments from the Borrower's Pension and that the payments are likely to continue for at least three years. The Mortgagee must obtain any one of the following documents:
  - federal tax returns;
  - the most recent bank statement evidencing receipt of income from the former employer; or
  - a copy of the Borrower's Pension/retirement letter from the former employer.
- The Mortgagee must use the current amount of Pension income received to calculate Effective Income.

#### **Individual Retirement Account and 401(k) (TOTAL and Manual)**

Individual Retirement Account (IRA)/401(k) Income refers to income received from an IRA/401(k).

- **Required Documentation** - The Mortgagee must verify and document the Borrower's receipt of recurring IRA/401(k) distribution Income and that it is reasonably likely to continue for three years. The Mortgagee must obtain the most recent IRA/401(k) statement and any one of the following documents:
  - federal tax returns; or
  - the most recent bank statement evidencing receipt of income.
- For Borrowers with IRA/401(k) Income that has been and will be consistently received, the Mortgagee must use the current amount of IRA Income received to calculate Effective Income. For Borrowers with fluctuating IRA/401(k) Income, the Mortgagee must use the average of the IRA/401(k) Income received over the previous two years to calculate Effective Income. If IRA/401(k) Income has been received for less than two years, the Mortgagee must use the average over the time of receipt.

#### **Capital Gains and Losses (TOTAL and Manual)**

Capital gains or losses must be considered when determining Effective Income, when the individual has a constant turnover of assets resulting in gains or losses.

- **Required Documentation** - Three years' tax returns are required to evaluate an earnings trend. If the trend:
  - results in a gain, it may be added as Effective Income; or
  - consistently shows a loss, it must be deducted from the total income.

#### **Commission Income (TOTAL and Manual)**

The Mortgagee may use Commission Income as Effective Income if the Borrower earned the income for at least one year in the same or similar line of work and it is reasonably likely to continue.

- **Required Documentation**
  - For Commission Income less than or equal to 25 percent of the Borrower's total earnings, the



## FHA Standard Refinance (Cash Out)

	<p>Mortgagee must use traditional or alternative employment documentation.</p> <ul style="list-style-type: none"> <li>○ For Commission Income greater than 25 percent of the Borrower's total earnings, the Mortgagee must obtain signed tax returns, including all applicable schedules, for the last two years. In lieu of signed tax returns from the Borrower, the Mortgagee may obtain a signed <a href="#">IRS Form 4506</a>, <a href="#">Request for Copy of Tax Return</a>, <a href="#">IRS Form 4506-T</a>, <a href="#">Request for Transcript of Tax Return</a>, or <a href="#">IRS Form 8821</a>, <a href="#">Tax Information Authorization</a>, and tax transcripts directly from the IRS.</li> </ul> <ul style="list-style-type: none"> <li>• The Mortgagee must calculate Effective Income for commission by using the lesser of             <ul style="list-style-type: none"> <li>○ the average net Commission Income earned over the previous two years, or the length of time Commission Income has been earned if less than two years; or</li> <li>○ the average net Commission Income earned over the previous one year.</li> </ul> </li> </ul> <p>The Mortgagee must calculate net Commission Income by subtracting the unreimbursed business expenses from the gross Commission Income.</p> <p>The Mortgagee must reduce the Effective Income by the amount of any unreimbursed employee business expenses, as shown on the Borrower's Schedule A. For information on analyzing the Borrower's 1040, review HUD Manual 4000.1, Appendix 2.0 – <i>Analyzing IRS Forms</i>.</p> <p><b><u>Expected Income (TOTAL and Manual)</u></b>          Expected Income refers to income from cost-of-living adjustments, performance raises, a new job, or retirement that has not been, but will be received within 60 Days of mortgage closing.</p> <ul style="list-style-type: none"> <li>• The Mortgagee may consider Expected Income as Effective Income except when Expected Income is to be derived from a family-owned business.</li> <li>• Required Documentation - The Mortgagee must verify and document the <u>existence and amount</u> of Expected Income with the employer in writing and that it is <u>guaranteed to begin within 60 Days of mortgage closing</u>.              For expected Retirement Income, the Mortgagee must verify the amount and that it is guaranteed to begin within 60 Days of the mortgage closing.</li> <li>• Income is calculated in accordance with the standards for the type of income being received. The Mortgagee must also verify that the Borrower will have sufficient income or cash Reserves to support the Mortgage Payment and any other obligations between mortgage closing and the beginning of the receipt of the income.</li> </ul> <p><b><u>Employment Gaps (TOTAL and Manual)</u></b>          For borrowers with gaps in employment of six months or more (an extended absence), the mortgagee may consider the borrower's current income as effective income if it can verify and document that:</p> <ul style="list-style-type: none"> <li>• The borrower has been employed in the current job for at least six months at the time of case number assignment; <u>and</u></li> <li>• A two year work history prior to the absence from employment using standard or alternative employment verification</li> </ul>				
<p><b>Internet Links</b></p>	<p>To access Mortgagee Letters, Handbooks, Webinars, and multiple resources, go to FHA Lenders page: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender">http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender</a></p> <p>FHA FAQs may be accessed at: <a href="http://portal.hud.gov/hudportal/HUD?src=/FHAFQAQ">http://portal.hud.gov/hudportal/HUD?src=/FHAFQAQ</a></p>				
<p><b>Manufactured Home Criteria</b></p>	<p>The following table contains overlays, clarifications, and additions to existing guidelines regarding manufactured homes.</p> <table border="1" data-bbox="407 1383 1523 1917"> <tr> <td data-bbox="407 1383 711 1633"> <p>Appraisal</p> </td> <td data-bbox="711 1383 1523 1633"> <p>Full interior and exterior appraisal must be completed (Form 1004C)                      All comparables should be sales of manufactured homes on permanent foundation similar to subject (e.g., similar configuration and quality)                      Distance of the comparable sales must be reasonable                      The following are ineligible:</p> <ul style="list-style-type: none"> <li>• If the site or manufactured home is substantially non-conforming with the neighborhood it is ineligible</li> <li>• Creating comparable sales by combining vacant land sales with the contract purchase price of the home is prohibited</li> </ul> </td> </tr> <tr> <td data-bbox="407 1633 711 1917"> <p>Construction Status</p> </td> <td data-bbox="711 1633 1523 1917"> <p>Construction status is determined at time of appraisal. <u>New Construction</u> refers to properties that are <u>proposed</u>, <u>under construction</u>, or were <u>completed within one year</u> as defined below:</p> <ul style="list-style-type: none"> <li>• <u>Proposed</u> – no concrete or permanent material placed. Digging of footing and placement of re-bar is not considered permanent</li> <li>• <u>Under construction</u> – Refers to the period from first placement of permanent material to 100% completion (finalized and ready to occupy, with no certificate of occupancy (CO) issued)</li> <li>• <u>Existing (completed) for less than one year</u> – Refers to properties which are 100% complete, legally occupiable (CO issued), but never occupied. The one year new construction period runs from the date the CO is issued for up to 12</li> </ul> </td> </tr> </table>	<p>Appraisal</p>	<p>Full interior and exterior appraisal must be completed (Form 1004C)                      All comparables should be sales of manufactured homes on permanent foundation similar to subject (e.g., similar configuration and quality)                      Distance of the comparable sales must be reasonable                      The following are ineligible:</p> <ul style="list-style-type: none"> <li>• If the site or manufactured home is substantially non-conforming with the neighborhood it is ineligible</li> <li>• Creating comparable sales by combining vacant land sales with the contract purchase price of the home is prohibited</li> </ul>	<p>Construction Status</p>	<p>Construction status is determined at time of appraisal. <u>New Construction</u> refers to properties that are <u>proposed</u>, <u>under construction</u>, or were <u>completed within one year</u> as defined below:</p> <ul style="list-style-type: none"> <li>• <u>Proposed</u> – no concrete or permanent material placed. Digging of footing and placement of re-bar is not considered permanent</li> <li>• <u>Under construction</u> – Refers to the period from first placement of permanent material to 100% completion (finalized and ready to occupy, with no certificate of occupancy (CO) issued)</li> <li>• <u>Existing (completed) for less than one year</u> – Refers to properties which are 100% complete, legally occupiable (CO issued), but never occupied. The one year new construction period runs from the date the CO is issued for up to 12</li> </ul>
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		months
Credit		Major Derogatories - Follow FHA and Impac guidelines herein
Documentation		<p>Evidence of surrender of certificate of title or that no certificate was issued, refer to individual state requirements.</p> <ul style="list-style-type: none"> <li>• Confirm property is legally classified and taxed as real property, on a permanent foundation, and owner owns both land and MFH</li> <li>• ALTA Endorsement 7, 7.1, or 7.2 or any other endorsement required for manufactured homes to be treated as real property</li> <li>• Deed of Trust (or other security instrument) must include a comprehensive description of the manufactured home and the land in the property description section or on a separate attached rider. The description must include the serial or VIN number for each unit/section; make, model, size, and any other information required by applicable law to definitively identify the manufactured home.</li> <li>• Affidavit of Affixture/Affixation – Borrower and Lender must sign and notarize acknowledging their mutual intent that the manufactured home be a permanent part of the real property securing the mortgage.</li> <li>• Limited Power of Attorney pertaining to title issues and foreclosure must be signed with closing documents</li> </ul>
Financing Types		<p>Cash Out</p> <p>The property securing the cash out refinance must have been owned by the borrower and served as the borrower's principal residence for the 12 months prior to the date of the loan application</p> <ul style="list-style-type: none"> <li>• See <i>Construction Status</i> above for New Construction definition</li> <li>• An existing (<u>not new construction</u>) manufactured home must have been permanently attached to its foundation for a minimum of 12 months prior to the <b>FHA case assignment</b> date</li> </ul>
MFH Property Requirements		<p>Minimum 400 square feet of gross living area  Multi-width only, no single wide  The land where the manufactured home rests must be fee simple  The MFH must be a one-unit dwelling legally classified as real property  The towing hitch, wheels, and axles must be removed  The MFH must assume the same characteristics of a site-built housing  The MFH must have sufficient square footage and room dimensions to be acceptable to purchasers in the subject market area  The MFH must be located on an all-weather accessible road</p> <p>The MFH must have been built in compliance with Federal Manufactured Home Construction and Safety Standards that were established June 15, 1976 as amended and in force at the time the home is manufactured, and additional requirements that appear in HUD regulations at 24 C.F.R. Part 3280 as evidenced by:</p> <ul style="list-style-type: none"> <li>• HUD Data Plate/Compliance Certificate – A paper document located on the interior of the subject property that contains, among other things, the manufacturer's name and trade/model number. In addition the data plate includes pertinent information about the unit including a list of factory-installed equipment; and</li> <li>• HUD Certification Label (sometimes referred to as a HUD "seal" or "tag") – A metal plate located on the exterior of each section of the home</li> </ul> <p>The appraisal form 1004C must indicate evidence of both the HUD Data Plate/Compliance Certificate and the HUD Certification Label  The MFH must be attached to a permanent foundation system  The MFH must be permanently connected to the septic or sewage system  The MFH must be permanently connected to all necessary utilities (water, electricity, gas service, etc.)  The MFH must not have been installed or occupied previously at any other location or site (re-siting)  The MFH must not have any additions or structural modifications to the original structure</p> <ul style="list-style-type: none"> <li>• This includes additional room count or additional living area square footage or penetrations through the shell of the property</li> <li>• This includes <b>attached</b> porches, decks, carports, garages, etc.</li> </ul> <p><b>Impac will only allow minimal additions such as porches, decks, carports</b></p>

## FHA Standard Refinance (Cash Out)

		<p><b>and garages (Impac overlay).</b> Any such additions must be inspected by the local agency in charge of inspecting and permitting manufactured homes. If no agency exists, then a structural engineer must certify that the addition/attachment has no negative effect on the structural integrity of the manufactured home.</p> <p><u>Foundation Certification</u> File must contain an Engineer's Certification on Foundation Compliance attesting to compliance with the current PFGMH (4930.3), that must be:</p> <ul style="list-style-type: none"> <li>• Completed by a licensed professional engineer or registered architect licensed/registered in the state where the manufactured home is located</li> <li>• Site-specific, and</li> <li>• Included in both the lender's loan file and the insuring binder submitted to FHA</li> </ul> <p>Note: The certification must contain the engineer's or registered architect's signature, seal, and/or state license/certification number. In states where seals are issued, the seal must be on the certification.</p> <p>A copy of the foundation certification, showing that the foundation met the PFGMH guidelines that were in effect at the time of certification, is acceptable for future FHA loans, provided there are no alterations and/or observable damage to the foundation.</p> <p>A copy of the foundation certification is <u>not required</u> in the loan file or insuring binder for any FHA-to-FHA transaction, provided that</p> <ul style="list-style-type: none"> <li>• no modifications have been made to the foundation or structure from the date of the effective certification, or</li> <li>• FHA/HUD Real Estate Owned (REO) Division sales</li> </ul>
FHA References		4145.1 3-4; 4150.2 8, & Appendix D-2; 4155.1 3, 4; HUD Handbook 4000.1 4930.3 – <i>Permanent Foundations Guide for HUD Manufactured Housing</i> FHA FAQ site: <a href="http://portal.hud.gov/hudportal/HUD?src=/FHFAQ">http://portal.hud.gov/hudportal/HUD?src=/FHFAQ</a>
Other Information		<p>Properties that are under construction or existing for less than one year are limited to 90% LTV unless:</p> <ul style="list-style-type: none"> <li>○ The mortgagee issued an Early Start Letter;</li> <li>○ A building permit and CO were issued by the local jurisdiction; or</li> <li>○ The property has a 10-year warranty</li> </ul> <p>Proposed construction may not exceed 90% LTV</p>
Restrictions		<ul style="list-style-type: none"> <li>• The following are ineligible: <ul style="list-style-type: none"> <li>○ Non-traditional credit</li> <li>○ ARMs</li> <li>○ High Balance loans</li> <li>○ Re-siting of manufactured home</li> <li>○ Single Width manufactured home</li> <li>○ Manufactured home in condominium project</li> <li>○ Manufactured home on leasehold</li> <li>○ MFH properties within SFHA (Special Flood Hazard Area) or any property that requires flood insurance</li> </ul> </li> </ul>
Termite Control		<p>The steel chassis under a newly-constructed manufactured home unit is not an effective termite barrier. Any one, or a combination of the following methods is required for maximum protection against termites, including</p> <ul style="list-style-type: none"> <li>• Chemical soil treatment</li> <li>• EPA-registered bait treatments</li> <li>• Pressure preservative-treated wood, or</li> <li>• Naturally termite-resistant wood.</li> </ul> <p>Termite protection policies for existing manufactured homes are handled in the same manner as stick-built homes. State or local requirements are to be followed.</p>
<b>Mortgage Insurance</b>	Mortgage Insurance is required on all loans.	<ul style="list-style-type: none"> <li>• The section of the Act under which the loan will be insured determines the mortgage insurance to be used.</li> </ul> <p><b>Sections 203b, and 234c (Condos)</b></p> <ul style="list-style-type: none"> <li>• Up Front MIP (UFMIP) is required</li> <li>• Monthly MIP is required</li> <li>• Refer to the <i>FHA Mortgage Insurance Premium Chart</i> (attached) for details on UFMIP and monthly MIP</li> </ul> <p><b>Upfront Mortgage Insurance Premium (UFMIP) Refunds</b></p>

## FHA Standard Refinance (Cash Out)

	<p>If the Borrower is refinancing their current FHA-insured Mortgage to another FHA-insured Mortgage within 3 years, a refund credit is applied to reduce the amount of the Upfront Mortgage Insurance Premium (UFMIP) paid on the refinanced Mortgage, according to the refund schedule shown in the table below:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="13" style="text-align: center;">Upfront Mortgage Insurance Premium Refund Percentages</th> </tr> <tr> <th rowspan="2" style="text-align: center;">Year</th> <th colspan="12" style="text-align: center;">Month of Year</th> </tr> <tr> <th style="text-align: center;">1</th> <th style="text-align: center;">2</th> <th style="text-align: center;">3</th> <th style="text-align: center;">4</th> <th style="text-align: center;">5</th> <th style="text-align: center;">6</th> <th style="text-align: center;">7</th> <th style="text-align: center;">8</th> <th style="text-align: center;">9</th> <th style="text-align: center;">10</th> <th style="text-align: center;">11</th> <th style="text-align: center;">12</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">80</td> <td style="text-align: center;">78</td> <td style="text-align: center;">76</td> <td style="text-align: center;">74</td> <td style="text-align: center;">72</td> <td style="text-align: center;">70</td> <td style="text-align: center;">68</td> <td style="text-align: center;">66</td> <td style="text-align: center;">64</td> <td style="text-align: center;">62</td> <td style="text-align: center;">60</td> <td style="text-align: center;">58</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">56</td> <td style="text-align: center;">54</td> <td style="text-align: center;">52</td> <td style="text-align: center;">50</td> <td style="text-align: center;">48</td> <td style="text-align: center;">46</td> <td style="text-align: center;">44</td> <td style="text-align: center;">42</td> <td style="text-align: center;">40</td> <td style="text-align: center;">38</td> <td style="text-align: center;">36</td> <td style="text-align: center;">34</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">32</td> <td style="text-align: center;">30</td> <td style="text-align: center;">28</td> <td style="text-align: center;">26</td> <td style="text-align: center;">24</td> <td style="text-align: center;">22</td> <td style="text-align: center;">20</td> <td style="text-align: center;">18</td> <td style="text-align: center;">16</td> <td style="text-align: center;">14</td> <td style="text-align: center;">12</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Upfront Mortgage Insurance Premium Refund Percentages													Year	Month of Year												1	2	3	4	5	6	7	8	9	10	11	12	1	80	78	76	74	72	70	68	66	64	62	60	58	2	56	54	52	50	48	46	44	42	40	38	36	34	3	32	30	28	26	24	22	20	18	16	14	12	10
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<b>Occupancy</b>	<p>Primary Residence Only</p> <ul style="list-style-type: none"> <li>• Cash-out refinance transactions are only permitted on owner-occupied Principal Residences.</li> <li>• The property securing the cash-out refinance must have been owned and occupied by the borrower as their principal residence for the 12 months prior to the date of case number assignment.</li> </ul> <p>The mortgagee must review the borrower's employment documentation or obtain utility bills to evidence the borrower currently occupies the property and determine the length of time the borrower has occupied the subject property as their principal residence.</p> <p><b>Exception: Inheritance</b> – A borrower is not required to occupy the property for a minimum period of time before applying for a cash-out refinance, provided the borrower has not treated the subject property as an investment property <b>at any point since inheritance</b> of the property</p> <p>If the borrower rents the property following inheritance, the borrower is not eligible for cash-out refinance until the borrower has occupied the property as a principal residence for at least 12 months.</p>																																																																													
<b>Prepayment Penalty</b>	Not permitted.																																																																													
<b>Program Exclusions</b>	<p>HUD Section 184 Indian Home Loan Guarantee Program          HUD Section 247 Hawaiian Home Lands          HUD Section 248 Mortgages on Indian Land          Assumptions of existing FHA loans          Energy Efficient Mortgage Program          PACE (Property Assessed Clean Energy) loans (aka HERO loans, etc)</p> <ul style="list-style-type: none"> <li>○ New Purchase loans or refinance of loans with existing HERO/PACE liens (unless those liens are completely paid off at closing)</li> </ul> <p>Mortgage Credit Certificates – may not be used for qualifying income          Back to Work – Extenuating Circumstances Policy – not allowed          Refinance of Borrowers in Negative Equity Positions (aka Short Refinance)          Refinance of existing Section 235 Mortgage</p>																																																																													
<b>Property Types</b>	<p>Eligible</p> <ul style="list-style-type: none"> <li>• 1 - 2 units</li> <li>• 3 – 4 units</li> <li>• <u>Self-Sufficiency Rental Income Eligibility</u>              Net Self-Sufficiency Rental Income refers to the Rental Income produced by the subject Property over and above the <u>Principal, Interest, Taxes, and Insurance (PITI)</u>.             <ul style="list-style-type: none"> <li>○ The <u>PITI</u> divided by the monthly <u>Net Self-Sufficiency Rental Income</u> may not exceed <u>100 percent</u> for three- to four-unit Properties.</li> <li>○ Net Self-Sufficiency Rental Income is calculated by using the Appraiser's estimate of fair market rent from all units, including the unit the Borrower chooses for occupancy, and subtracting the <u>greater of the Appraiser's estimate for vacancies and maintenance, or 25 percent of the fair market rent.</u></li> </ul> </li> <li>• PUDs</li> <li>• Modular Pre-Cut/Panelized housing</li> <li>• Condos             <ul style="list-style-type: none"> <li>○ Must be on FHA approved list and meet the guidelines as determined by the Loan-level certification for Individual Unit Financing process</li> <li>○ Subject project must be reviewed for project approval. See HUD Review and Approval Process (HRAP) and Direct Endorsement Lender Review and Approval Process (DELRAP),</li> <li>○ If not approved, loan is only eligible for streamline refinance transactions per FHA</li> <li>○ Site Condos do not require condominium project approval</li> </ul> </li> <li>• Manufactured Housing (see separate <i>Manufactured Home Criteria</i> section)</li> </ul> <p><b>Ineligible</b></p> <ul style="list-style-type: none"> <li>• Condo Hotels</li> <li>• Co-ops</li> <li>• Leasehold</li> </ul>																																																																													

## FHA Standard Refinance (Cash Out)

	<ul style="list-style-type: none"> <li>• Properties located within designated Coastal Barrier Resource System (CBRS) areas</li> <li>• Properties with greater than 25 acres</li> <li>• Uniquely designed properties such as dome homes, log cabins, earth berms, and underground homes</li> </ul>
<b>Qualifying Rate and Ratios</b>	<p>Qualify at the note rate (fixed rate loans and hybrid ARMs, including 3/1 and 5/1)</p> <p><b>Ratios</b>  AUS approved – ratios evaluated by AUS  AUS Refer may be manually underwritten so long as loan is “eligible” (e.g., Refer/Eligible)</p>
<b>Special Requirements/Restrictions</b>	<p>Properties owned free &amp; clear are eligible for cash out refinance transactions.</p> <p>Properties encumbered by one or more mortgage transactions in the last 12 months are eligible for cash out refinance provided 12 months (or life of loan) satisfactory payment history is verified. If a mortgage refinance took place within the last 12 months and there is a skipped month due to the refinance, it will be necessary to review the payment history on the previous transaction in order to satisfy the 12 full months payment history</p> <p><b>Adding Co-borrowers</b></p> <ul style="list-style-type: none"> <li>• All borrowers <b>must occupy</b> subject property</li> <li>• May add a co-borrower or co-signer provided he/she occupies the subject property as his/her primary residence.</li> <li>• The addition of an occupant-borrower is <b>not</b> limited to the <b>original</b> borrower’s spouse. However, the additional borrower must occupy the property as his or her primary residence. (i.e. son/daughter of <b>original</b> borrower)</li> <li>• The <b>original</b> borrower / property owner must be in title for a minimum of 6 months and must be on the original note and mortgage. <b>There are no exceptions.</b></li> <li>• An additional occupant-borrower who has been on title at least 6 months may be added at any time after the original borrower purchases the property, up to and including the closing of the new loan. (The <b>original</b> borrower must always meet the 6-month requirement for title and mortgage).</li> </ul> <p><b>Non-Occupying Co-borrowers</b></p> <ul style="list-style-type: none"> <li>• Permitted only if the non-occupant co-borrower has been on title and on the mortgage note as a non-occupant co-borrower since the original financing of the purchase mortgage.</li> <li>• Documents must be provided to evidence non-occupant co-borrower was on the purchase transaction (copy of purchase HUD-1 and copy of original note)</li> <li>• Adding a non-occupant co-borrower or co-signer in order to meet credit underwriting guidelines is not allowed.</li> </ul>
<b>Temporary Interest Rate Buydowns</b>	<p>Temporary interest rate buydowns are not permitted with refinance transactions</p>
<b>Underwriting</b>	<p>Loans must be underwritten by a DE Underwriter</p> <p>The mortgagee must obtain <b>the borrower’s initial completed signed URLA</b> (Fannie Mae Form 1003/Freddie Mac Form 65) and Page 2 of form HUD-92900-A <b>before underwriting</b> the mortgage application.</p> <p>May follow AUS Approve decision and documentation requirements and these guidelines</p> <ul style="list-style-type: none"> <li>• Refer to <i>Credit</i> for additional restrictions</li> </ul> <p><b>AUS (TOTAL Scorecard)</b></p> <ul style="list-style-type: none"> <li>• All loans must be submitted thru FHA TOTAL Scorecard</li> <li>• AUS Approve – All loan data submitted to AUS for Approved/Accept Finding must be accurate and validated</li> <li>• AUS Refer – Loan must meet manual underwriting guidelines.</li> </ul> <p><b>Accept Risk Classifications Requiring a Downgrade to Manual Underwriting (TOTAL)</b></p> <p>The mortgagee must downgrade and manually underwrite any mortgage that received an Accept recommendation if:</p> <ul style="list-style-type: none"> <li>• The mortgage file contains information or documentation that cannot be entered into or evaluated by TOTAL Mortgage Scorecard</li> <li>• Additional information, not considered in the AUS recommendation affects the overall insurability of the mortgage</li> <li>• The borrower has \$1,000 or more collectively in <u>disputed derogatory credit accounts</u> <ul style="list-style-type: none"> <li>◦ Disputed derogatory accounts of a <u>non-borrowing spouse</u> in a community property state are not included in the cumulative balance for determining if the mortgage application is downgraded to a REFER.</li> </ul> </li> <li>• The date of the borrower’s bankruptcy discharge as reflected on bankruptcy documents is within two years from the date of case number assignment</li> <li>• The case number assignment date is within three years of the date of the transfer of title through a Pre-Foreclosure Sale (Short Sale)</li> <li>• The case number assignment date is within three years of the date of the transfer of title through a Deed-in-</li> </ul>

## FHA Standard Refinance (Cash Out)

Lieu (DIL) of foreclosure

- The borrower has undisclosed mortgage debt
- Business income shows a greater than 20 percent decline over the analysis period
- The mortgage payment history requires a downgrade as defined in Housing Obligations/Mortgage Payment History
  - Purchase and No Cash-Out Refinance: The mortgage must be downgraded to a REFER and manually underwritten if any mortgage trade line, including mortgage line-of-credit payments, during the most recent 12 months reflects:
    - Three or more late payments of greater than 30 days;
    - One or more late payments of 60 days plus one or more 30-day late payments; or
    - One payment greater than 90 days late
 A mortgage that has been modified must utilize the payment history in accordance with the modification agreement for the time period of modification in determining late housing payments
  - Cash-Out Refinance Transactions: The mortgage must be downgraded to a REFER and manually underwritten if any mortgage trade line, including mortgage line-of-credit payments, during the most recent 12 months reflects:
    - A current delinquency; or
    - Any delinquency within 12 months of the case number assignment date.
 A mortgage that has been modified must utilize the payment history in accordance with the modification agreement for the time period of modification in determining late housing payments

Underwriting method is either via TOTAL Scorecard or Manual Underwriting. These methods are mutually exclusive. Files are underwritten 100% with the selected/required method. There is no "mixing and matching" portions of a TOTAL Scorecard approval with Manual Underwriting flexibilities and vice-versa.

### Approvable Ratio Requirements (Manual Underwriting)

The maximum Total Mortgage Payment to Effective Income Ratio (PTI) and Total Fixed Payments to Effective Income Ratio, or DTI, applicable to manually underwritten Mortgages are summarized in the matrix below.

The qualifying ratios for Borrowers with no credit score are computed using income only from Borrowers occupying the Property and obligated on the Mortgage. Non-occupant co-Borrower income may not be included.

<b>Manual Underwriting Matrix</b>		
<b>Lowest Minimum Decision Credit Score</b>	<b>Maximum Qualifying Ratios (%)</b>	<b>Acceptable Compensating Factors</b> (see info below table for documentation)
<b>500-579 (not allowed by Impac) or No Credit Score</b>	31/43	Not applicable. Borrowers with minimum decision credit scores below 580, or with no credit score may not exceed 31/43 ratios.
<b>580 and above</b>	31/43	No compensating factors required
<b>580 and above</b>	37/47	<b>One</b> of the following: <ul style="list-style-type: none"> <li>• verified and documented cash Reserves;</li> <li>• minimal increase in housing payment; or</li> <li>• residual income.</li> </ul>
<b>580 and above</b>	40/40	No discretionary debt.
<b>580 and above</b>	40/50	Two of the following: <ul style="list-style-type: none"> <li>• verified and documented cash Reserves;</li> <li>• minimal increase in housing payment;</li> <li>• significant additional income not reflected in Effective Income; and/or</li> <li>• residual income.</li> </ul>

### Documenting Acceptable Compensating Factors (reference the above table) (Manual)

Verified and Documented Cash Reserves - Verified and documented cash Reserves may be cited as a compensating factor subject to the following requirements.

- Reserves are equal to or exceed **three total monthly Mortgage Payments (one and two units)**; or
- Reserves are equal to or exceed **six total monthly Mortgage Payments (three and four units)**.

Reserves are calculated as the Borrower's liquid assets as described in FHA guidelines less:

- the total funds required to close the Mortgage. Reserves do not include:
  - gifts;
  - borrowed funds from any source; and
  - cash received at closing in a cash-out refinance transaction or incidental cash received at closing

## FHA Standard Refinance (Cash Out)

in the mortgage transaction.

**Minimal Increase in Housing Payment** - A minimal increase in housing payment may be cited as a compensating factor subject to the following requirements:

- the new total monthly Mortgage Payment does not exceed the current total monthly housing payment by more than \$100 or 5 percent, whichever is less; and
- there is a documented 12 month housing payment history with no more than one 30 Day late payment. In cash-out transactions all payments on the Mortgage being refinanced must have been made within the month due for the previous 12 months.
- If the Borrower has no current housing payment Mortgagees may not cite this compensating factor.

The Current Total Monthly Housing Payment refers to the Borrower's current total Mortgage Payment or current total monthly rent obligation.

**No Discretionary Debt** - No discretionary debt may be cited as a compensating factor subject to the following requirements:

- the Borrower's housing payment is the only open account with an outstanding balance that is not paid off monthly;
- the credit report shows established credit lines in the Borrower's name open for at least six months; and
- the Borrower can document that these accounts have been paid off in full monthly for at least the past six months.

Borrowers who have no established credit other than their housing payment, no other credit lines in their own name open for at least six months, or who cannot document that all other accounts are paid off in full monthly for at least the past six months, do not qualify under this criterion. Credit lines not in the Borrower's name but for which they are an authorized user do not qualify under this criterion.

**Significant Additional Income Not Reflected in Effective Income** - Additional income from Overtime, Bonuses, Part-Time or Seasonal Employment that is not reflected in Effective Income can be cited as a compensating factor subject to the following requirements:

- the Mortgagee must verify and document that the Borrower has received this income for at least one year, and it will likely continue; and
- the income, if it were included in gross Effective Income, is sufficient to reduce the qualifying ratios to not more than 37/47.

Income from non-borrowing spouses or other parties not obligated for the Mortgage may not be counted under this criterion. This compensating factor may be cited **only in conjunction with another compensating factor** when qualifying ratios exceed 37/47 but are not more than 40/50.

**Residual Income** - Residual income may be cited as a compensating factor provided it can be documented and it is at least equal to the applicable amounts for household size and geographic region found on the Table of Residual Incomes By Region found in the Department of Veterans Affairs (VA) [Lenders Handbook - VA Pamphlet 26-7](#), Chapter 4.9 b and e.

**Calculating Residual Income** - Residual income is calculated as total Effective Income of all occupying Borrowers less:

- state income taxes;
- federal income taxes;
- municipal or other income taxes;
- retirement or Social Security;
- proposed total Mortgage Payment;
- estimated maintenance and utilities;
- job related expenses (e.g., child care); and
- the amount of the Gross Up of any Non-Taxable Income.

If available, Mortgagees must use federal and state tax returns from the most recent tax year to document state and local taxes, retirement, Social Security and Medicare. If tax returns are not available, Mortgagees may rely upon current pay stubs.

For estimated maintenance and utilities, Mortgagees must multiply the Gross Living Area of the Property by the maintenance and utility factor found in the Lenders Handbook - VA Pamphlet 26-7.

**Using Residual Income as a Compensating Factor** - To use residual income as a compensating factor, the Mortgagee **must count all members of the household of the occupying Borrower without regard to the nature of their relationship and without regard to whether they are joining on title or the Note to determine "family size."**

- **Exception** - The Mortgagee may omit any individuals from "family size" who are fully supported from a source of verified income which is not included in Effective Income in the mortgage analysis. These individuals must voluntarily provide sufficient documentation to verify their income to qualify for this exception. From the table provided in [Lenders Handbook - VA Pamphlet 26-7](#), select the applicable mortgage amount, region and household size. If residual income equals or exceeds the corresponding amount on the table, it may be cited as a compensating factor.

## FHA Standard Refinance (Cash Out)

	<p>Compensating factors cited to support the underwriting decision must be recorded in the <i>Underwriter Comments</i> section of Form HUD-92900-LT, <i>FHA Loan Underwriting and Transmittal Summary</i>.</p> <p>Documentation supporting the compensating factors cited must be included in the endorsement case binder including, if applicable, a worksheet attached to Form HUD-92900-LT reflecting the calculation of residual income.</p>
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## FHA Standard Refinance (Cash Out)

### FHA Mortgage Insurance Premium Matrix

Mortgagee Letter 2015-01 announced changes to the Annual (Monthly) Mortgage Insurance Premium (MIP) factors per the effective date below.

For Case Numbers Assigned on or after 1-26-2015 per ML2015-01					
Term > 15 Years					
Loan Amount	Base LTV (excludes financed UFMIP)	Purchases & Full Credit Qualifying Refinances (Rate/Term and Cash-Out)		Streamline Refinances	
		UFMIP	Monthly	UFMIP	Monthly
≤ \$625,500	> 95% LTV	1.75%	.85%	1.75%/.01%*	.85%/.55%*
≤ \$625,500	≤ 95% LTV	1.75%	.80%	1.75%/.01%*	.80%/.55%*
> \$625,500	> 95% LTV	1.75%	1.05%	1.75%/.01%*	1.05%/.55%*
> \$625,500	≤ 95% LTV	1.75%	1.00%	1.75%/.01%*	1.00%/.55%*
Term ≤ 15 Years					
≤ \$625,500	> 90% LTV	1.75%	.70%	1.75%/.01%*	.70%/.55%*
≤ \$625,500	≤ 90% LTV	1.75%	.45%	1.75%/.01%*	.45%/.55%*
> \$625,500	> 90% LTV	1.75%	.95%	1.75%/.01%*	.95%/.55%*
> \$625,500	78.01% - 90% LTV	1.75%	.70%	1.75%/.01%*	.70%/.55%*
> \$625,500	≤ 78.00% LTV	1.75%	.45%	1.75%/.01%*	.45%/.55%*

\*For all Streamline Refinance transactions that are refinancing FHA loans **endorsed** on or before May 31, 2009, the following factors apply:

- The UFMIP will decrease to .01% of the base loan amount
- The Annual (Monthly) MIP will be .55%, regardless of the base loan amount

The endorsement date is on the Case Query screen in FHA Connection.

For loans with FHA case numbers assigned on or after June 3, 2013, FHA will collect the annual MIP for the maximum duration permitted under statute. See 12 U.S.C. Section 1709(c)(2)(B)

- For all mortgages regardless of their amortization terms, any mortgage involving an original principal obligation (excluding financed Up-Front MIP (UFMIP)) **less than or equal to 90% LTV**, the annual MIP will be assessed until the **end of the mortgage term or for the first 11 years of the mortgage term, whichever occurs first.**
- For any mortgage involving an original principal obligation (excluding financed UFMIP) **with an LTV greater than 90 percent**, FHA will assess the annual MIP until **the end of the mortgage term or for the first 30 years of the term, whichever occurs first.**

The table below shows the previous and the new duration of annual MIP by amortization term and LTV ratio at origination.

Term	LTV (%)	Previous	New
≤ 15 yrs	≤ 78	No annual MIP	11 years
≤ 15 yrs	> 78 – 90.00	Cancelled at 78% LTV	11 years
≤ 15 yrs	> 90.00	Cancelled at 78% LTV	Loan term
> 15 yrs	≤ 78	5 years	11 years
> 15 yrs	> 78 – 90.00	Cancelled at 78% LTV & 5 yrs	11 years
> 15 yrs	> 90.00	Cancelled at 78% LTV & 5 yrs	Loan term