



# HomeStyle Conforming & High Balance Fixed Program Guidelines

Revised 4/25/2023 rev. 126

(Click the link to go straight to the section)

1	Program Summary	16	Down Payment & Gifts	30	Eligible Improvements
2	Product Codes	17	Interested Party Contributions		(a) Standard Program
3	Program Matrix	18	Reserves		(b) Limited & Pool Program
4	Loan Limits	19	Geographic Restrictions	31	Materials Draw
5	Transactions	20	Max Financed Properties	32	HUD Consultant & WWU
6	Occupancy	21	Insurance: Property & MI	33	Contractor Requirements
7	Property Eligibility	22	ARM Adjustments	34	Self Help Requirements
8	Property Flips	23	Temporary Buydowns	35	Specification of Repairs/Bid
9	Borrower Eligibility	24	Repair Escrows	36	Rehabilitation Period
10	Identity of Interest	25	Appraisals	37	Renovation Forms
11	Subordinate Financing	26	Cost of Improvements and Fees	38	Draw Process & Lien Waivers
12	Underwriting Method	27	Mortgage Payment Reserves	39	Change Orders
13	Credit	28	Contingency Reserves	40	Final Release Certification
14	Income & Employment	29	Calculating the Mortgage Amount & Maximum Mortgage Worksheet	41	HomeReady with HomeStyle
15	Qualifying Ratios				

## Section 1 Program Summary

The Program Guidelines supplement Plaza's Credit Guidelines. Refer to Fannie Mae's Selling Guide for any information not specified in the Program Guidelines and Credit Guidelines.

The HomeStyle® Renovation loan enables borrowers to finance the purchase or refinance of a home and the cost of its rehabilitation through a single mortgage.

Plaza also offers HomeReady® combined with HomeStyle for qualifying credit worthy low-to-moderate-income borrowers. When combined with HomeReady, borrowers may benefit from expanded eligibility, reduced mortgage insurance coverage and lower loan level price adjustments.

## Section 2 Product Codes

Product Name	Product Code	Available Term in Months
HomeStyle Conforming 15 Year Fixed	CF150HS	121-180
HomeStyle Conforming 30 Year Fixed	CF300HS	181-360
HomeStyle High Balance 15 Year Fixed	CF150HSHB	121-180
HomeStyle High Balance 30 Year Fixed	CF300HSHB	181-360
HomeStyle HomeReady Conforming 15 Year Fixed	CF150HSR	121-180
HomeStyle HomeReady Conforming 30 Year Fixed	CF300HSR	181-360
HomeStyle HomeReady High Balance 15 Year Fixed	CF150HSRHB	121-180
HomeStyle HomeReady High Balance 30 Year Fixed	CF300HSRHB	181-360
HomeStyle Conforming 30 Year Fixed w/2-1 Buydown	CF300HSBD21	360
HomeStyle Conforming 30 Year Fixed w/1-0 Buydown	CF300HSBD10	360
HomeStyle High Balance 30 Year Fixed w/2-1 Buydown	CF300HSBBD21	360
HomeStyle High Balance 30 Year Fixed w/1-0 Buydown	CF300HSBBD10	360

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**Section 3 Program Matrix**

<b>HomeStyle Conforming Primary Residence Purchase and Rate &amp; Term Refinance</b>				
<b>Property Type</b>	<b>LTV</b>	<b>CLTV</b>	<b>Min Credit Score</b>	<b>Max DTI</b>
1-Unit	97%	97%	Per DU & MI	Per DU & MI

Additional requirements for loans with LTV > 95%:

- High Balance loan amounts are not eligible.
- Must receive a DU Approve/Eligible finding.
- Purchase: At least one borrower must be a first-time homebuyer or the loan must be a HomeReady loan.
- Rate/Term Refinance: Existing mortgage must be a Fannie Mae loan. Refer to the **Transactions** section of these guidelines for more information on documenting Fannie Mae loans.
- All borrowers must occupy the property.
- Manufactured housing is not eligible.

<b>HomeStyle Conforming and High Balance<sup>1</sup> Primary Residence Purchase and Rate/Term Refinance</b>				
<b>Property Type</b>	<b>LTV</b>	<b>CLTV</b>	<b>Min Credit Score</b>	<b>Max DTI</b>
1 Unit	95%	95% <sup>2</sup>	Per DU & MI	Per DU & MI
Manufactured Housing <sup>1</sup>	95%	95%	Per DU & MI	Per DU & MI
2 Units	85%	85%	Per DU & MI	Per DU & MI
3-4 Units	75%	75%	Per DU	Per DU
<b>Second Home<sup>3</sup> Purchase and Rate/Term Refinance</b>				
1 Unit	90%	90%	Per DU & MI	Per DU & MI
Manufactured Housing <sup>1</sup> (Multi-wide only)	90%	90%	Per DU & MI	Per DU & MI
<b>Investment Property<sup>1,3</sup> Purchase</b>				
1 Unit	85%	85%	Per DU & MI	Per DU & MI
<b>Investment Property<sup>1,3</sup> Rate/Term Refinance</b>				
1 Unit	75%	75%	Per DU	Per DU

1. Manufactured housing is not eligible for High Balance loan amounts or investment property transactions.
2. Max CLTV for a conforming balance loan with a community second is 105%. Max CLTV for a High Balance loan with a community second is 95%.
3. HomeReady loans are not eligible for second homes or investment properties.

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## Section 4 Loan Limits

Conforming Agency Loan Limits		
Units	Contiguous U.S.	Alaska & Hawaii
1	\$726,200	\$1,089,300
2	\$929,850	\$1,394,775
3	\$1,123,900	\$1,685,850
4	\$1,396,800	\$2,095,200

  

High Balance Loan Limits		
Units	Contiguous U.S.	Alaska & Hawaii <sup>1</sup>
1	\$1,089,300	N/A
2	\$1,394,775	N/A
3	\$1,685,850	N/A
4	\$2,095,200	N/A

<sup>1</sup>. There are no properties in Alaska and Hawaii with loan limits higher than the applicable base conforming limits for 2023. As a result, there are no high balance limits specific for these states.

Refer to [Fannie Mae's website](#) for specific counties and states eligible for higher loan limits.

## Section 5 Transactions

- Purchase
- Rate/Term Refinance

### Rate/Term Refinances > 95% LTV:

Rate/Term refinances with LTV > 95% are eligible only when the loan being refinanced can be documented as a Fannie Mae owned or securitized loan. DU input must indicate "Fannie Mae" in the Owner of Existing Mortgage field on the online loan application. In the Desktop Originator® (DO®)/DU User Interface, this field is located on the Additional Data screen in the Full 1003. This indication will be used by DU to determine eligibility of the loan for delivery to Fannie Mae when the LTV, CLTV, or HCLTV exceed 95%.

Documentation may come from any of the sources below:

- The lender's servicing system
- The current servicer (if the lender is not the servicer)
- [Fannie Mae's Loan Lookup tool](#)

**Rate/Term Refinances of properties owned free and clear are acceptable when:** Mortgage proceeds are used to finance only eligible renovations and the borrower may not receive any money back at closing.

### Ineligible Transaction Types:

- Cash out Refinances
- Texas Section 50(a)(6)
- Properties listed for sale at time of application
- Builder spec foreclosures

Refer to the Loan Purpose sections in Fannie Mae's Selling Guide for additional details.



## Section 6 Occupancy

- Owner-occupied primary residences
- Second homes
- Investment properties

## Section 7 Property Eligibility

### Eligible Properties:

- Attached/detached SFRs
- Attached/detached PUDs
- Low-rise/high-rise condos
- 2-4 units Primary Residence
- Manufactured Housing

### Ineligible Properties:

- 2-4 unit investment properties
- Commercial properties
- Condominiums
- Properties listed on a Historical Register
- Cooperatives
- Geothermal homes
- Mobile homes
- Non-warrantable condos
- Timeshares
- Working farms, ranches, orchards
- Community Land Trusts

### Condominiums:

- The renovation must be permissible under the bylaws of the homeowners' association and the homeowners' association must provide written approval.
- The renovation work must be limited to the interior of the unit.
- Florida condos have additional restrictions. Refer to the Geographic-Specific Condo Project Considerations section in Plaza's **Project Standards** for additional details.

### Fannie Mae Project Eligibility Review Waiver:

Condo project review waivers are allowed for eligible Fannie Mae to Fannie Mae Limited Cash-Out Refinances.

- Prior loan must be verified as a Fannie Mae loan using **Fannie Mae's lookup tool**.
- Project Type Code must be "V".
- All loans utilizing this feature must be approved through Plaza's underwriting exception process.



## Manufactured Housing:

- Must be classified as Real Property
- Single-wide and multi-wide allowed
- Single-wide Manufactured Homes:
  - Loans are limited to primary residence only
  - Must have a date of manufacture not greater than 10 years from the note date
  - Manufactured homes must be at least 12 feet wide and have a minimum 400 square feet of gross living area
  - Single-wide manufactured homes in PUD projects require PERS approval
- Multi-wide manufactured homes must have been built on or after June 15, 1976
- Condos: Manufactured homes in condo projects require PERS approval
- The manufactured home may not have been previously installed or occupied at another location
- All manufactured homes must meet Fannie Mae guidelines, restrictions in these Program Guidelines, and **Plaza's Manufactured Housing Guidelines**.
- Leasehold properties are ineligible
- Manufactured housing not eligible in states of Hawaii and Rhode Island.
- See **Section 30(a)** for eligible Manufactured Housing improvements

Refer to the Property Types and Project Standards chapter in Plaza's **Credit Guidelines** for additional details.

## Section 8 Property Flips

Generally, purchases of properties that have been acquired within the last 12 months are eligible when an increase in value can be supported.

## Section 9 Borrower Eligibility

### Eligible Borrowers:

- U.S. citizens
- Permanent resident aliens
- Non-permanent resident aliens
- Non-occupant co-borrowers
- Inter Vivos Revocable Trusts – Refer to **Plaza's Living Trust Policy**.
- First-Time Homebuyers
  - A first-time homebuyer is as indicated on the URLA (Form 1003) in Section VIII., when a borrower responds "No" to Declaration M: Have you had an ownership interest in a property in the last three years?

### Ineligible Borrowers:

- Partnerships
- Corporations
- Non-Revocable Inter Vivos Trusts
- Foreign Nationals
- Borrowers with Diplomatic Immunity



## Social Security Number Data Integrity Issues:

- If DU identifies a data integrity issue pertaining to a borrower's Social Security number, the Social Security number must be validated directly with the Social Security Administration.
- Loans with validated Social Security numbers must be delivered with Special Feature Code 162.
- If the Social Security number cannot be validated with the SSA, the loan is not eligible.
- Refer to the Borrower's Identity section in Plaza's Credit Guidelines for additional details.

Refer to the Borrower Eligibility sections in Fannie Mae's Selling Guide for additional details.

## Section 10 Identity of Interest

Identity of Interest and Non-Arm's Length describe transactions that may pose increased risk and warrant additional precautions. Example: borrower has a relationship or business affiliation (any ownership interest, or employment) with any builder, contractor, or seller of the property.

- Sales transactions between family members are permitted, primary residences only.
- Borrowers related to or having a business affiliation with the contractor are not allowed.
- No other instances of Identity of Interest or conflict of interest between parties are allowed.

## Section 11 Subordinate Financing

Subordinate financing is allowed per the LTV/CLTV & credit score tables. Refer to the Subordinate/Secondary Financing sections in Fannie Mae's Selling Guide for additional details.

### Community Second:

1-unit conforming balance primary residences only, CLTV may be up to 105% as approved by DU if the second mortgage is a **Community Second** transaction. Refer to **Fannie Mae Community Seconds** document for details.

## Section 12 Underwriting Method

### Automated Underwriting:

Loans must be underwritten by Desktop Underwriter (DU) and receive an Approve/Eligible recommendation.

Loans may follow the DU Underwriting Findings Report unless otherwise stated in the Program Guidelines. Additional information may be requested at the discretion of the underwriter.

Loans with LTV's > 80% require Mortgage Insurance. Additional MI guidelines and restrictions may apply. Refer to MI company specific guidelines.

Refer to the Automated Underwriting section in Plaza's **Credit Guidelines** for additional details.

**Fannie Mae Special Feature Code:** 215 HomeStyle Renovation loan with recourse.



## Manual Underwriting:

Manual underwriting is only permitted when:

- Credit score is 620 or above
- The subject property is a primary residence, and
- where there is documented erroneous credit reported on the credit report and DU Findings.

The following are not eligible for manual underwriting:

- Credit score is below 620
- High Balance transactions
- LTV/CLTV > 95%
- Second home and investment properties
- Manufactured Housing
- Loans where not all borrowers have a valid credit score

Manually underwritten loans have additional requirements for DTI, Credit Score, Reserves and the maximum number of financed properties. Refer to the Fannie Mae Selling Guide as well as the HomeStyle Eligibility Requirements – Manually Underwritten Loans chart in the **Eligibility Matrix** available on Fannie Mae's website.

Mortgage Insurance company guidelines must also be reviewed for all manually underwritten loans with LTV > 80% as different requirements apply.

**High Balance:** Manual Underwriting is not permitted.

Refer to the Manual Underwriting section in Plaza's **Credit Guidelines** for additional details.

## Section 13 Credit

### Credit Score:

- The minimum credit score is determined by DU.
- When MI is required, MI credit score requirements must also be met.

### Valid Credit Score:

- At least one borrower must have a valid credit score.
  - High Balance mortgage loans require a valid credit score for each borrower.
  - Additional documentation requirements may apply when one or more borrowers do not have a valid credit score.

### Housing History:

The mortgage payment history may be deemed satisfactory when the mortgage credit rating is disclosed on the credit report, is evaluated by DU, and the loan receives an "Approve/Eligible" from DU.

For mortgage ratings not evaluated by the AUS, the mortgage history must be documented and there may be no history of any 30-day (or greater) late mortgage payments within the last 12 months. Any late payments in the last 24 months will be considered and evaluated by the underwriter.

Refer to the Credit chapter in Plaza's **Credit Guidelines** for additional details.



## Section 14 Income & Employment

Income must be documented per the DU Findings Report and Plaza's Credit Guidelines. Regardless of DU findings, the following is required on all loans:

- **1003:** A completed and signed 1003 including a 2-year employment history is required for all borrowers.
- **4506-C/Tax Transcripts:** A signed 4506-C for all years in which income was used in the underwriting decision are required regardless of DU findings. Refer to Plaza's **Credit Guidelines** to determine if transcripts are required.
- **Income/Employment:**
  - **Validated by DU:** When income and employment have been validated by DU, the DU findings along with Employment and Income Verification report is acceptable documentation.
  - **Not Validated by DU** (either DU Validation Services not utilized or DU unable to validate income): If income and employment have not been validated by DU, standard documentation per Fannie Mae's Selling Guide is required; however, for non-self-employed borrowers a year-to-date paystub, at minimum, is required and cannot be replaced with a handwritten VOE.
- **Verbal Verification of Employment:**
  - **Employment Validated by DU:** DU employment validation obtained within 10 days of closing is acceptable to satisfy the VVOE requirement.
  - In all other situations and for all other employment verification methods, standard VVOE requirements apply.

When relying on DU validation services all Fannie Mae requirements must be met. Refer to Fannie Mae's Selling Guide for additional information.

### Employment and Income Commencing After the Note Date:

Plaza allows income per Fannie Mae's Employment Offers or Contracts Option 2. If the borrower has not started work prior to Plaza funding, all requirements in Option 2 must be met. Refer to Fannie Mae's Selling Guide **B3-3.1-09 Employment Offers or Contracts**.

- The underwriter must identify Special Feature Code (SFC) 707.

Refer to the Employment and Income chapter in Plaza's **Credit Guidelines** for additional details.

## Section 15 Qualifying Ratios

The maximum debt-to-income (DTI) ratio will be determined by the DU, and if applicable, the MI company.





## Section 16 Down Payment / Gifts

Fannie Mae requirements for down payment and gift funds.

### DU loans utilizing DU Asset Validation Services:

- DU Asset validation is acceptable documentation.
- The DU message must confirm that the amount reflected in the Total Funds to be Verified field has been validated and that the Asset Verification report is acceptable documentation.
- If the borrower is receiving funds from a gift, the loan is not eligible for asset validation.
- If any borrower on the loan is using employment-related assets as income, the loan is not eligible for asset validation.

When relying on DU validation services all Fannie Mae requirements must be met. Refer to Fannie Mae's Selling Guide for additional information.

## Section 17 Interested Party Contributions

Occupancy	LTV/CLTV	Maximum Seller Contributions
Primary Residence and Second Homes	> 90%	3%
	> 75% and ≤ 90%	6%
	≤ 75%	9%
Investment Properties	All LTVs	2%

## Section 18 Reserves

### Primary Residence:

- Subject Property: Per DU
- Other Financed Properties: Per DU

### Second Home or Investment Property:

- Subject Property: Per DU
- Other Financed Properties: Additional reserves are required for all financed properties other than the subject property and the borrower's principal residence. The reserves are determined by applying a percentage to the aggregate of the unpaid principal balance (UPB) for mortgages and HELOCs on these other financed properties. The percentages are based on the number of financed properties:
  - 1 – 4 financed properties: 2% of the aggregate UPB<sup>1</sup>
  - 5 – 6 financed properties: 4% of the aggregate UPB<sup>1</sup>
  - 7 – 10 financed properties: 6% of the aggregate UPB<sup>1</sup> (DU Approve/Eligible only).

<sup>1</sup> The aggregate UPB calculation does not include mortgages and HELOCs on:

- the subject property,
- the borrower's principal residence,
- properties that are sold or pending sale, and accounts that will be paid by closing.



## Section 19 Geographic Restrictions

Program specific geographic restrictions are identified below. Refer to Plaza's [Geographic State Restrictions](#) for general guidelines and restrictions.

### Hawaii:

- Properties in Lava Flow Zones 1 or 2 are not allowed.
- Manufactured housing not eligible.

### Rhode Island:

- Manufactured housing not eligible.

### Texas:

- Texas Section 50(a)(6) loans are not eligible.

## Section 20 Max Financed Properties

Maximum number of financed properties, including the subject property and including the borrower's primary residence, regardless of the lending source is limited as outlined below.

- Primary Residence: No restrictions
- Second Home or Investment Property:
  - 1 - 6 financed properties: no additional restrictions. See [Reserves Requirement](#).
  - 7 - 10 financed properties: DU Approve/Eligible required, minimum 720 Credit Score required, see [Reserves Requirement](#).
  - > 10 financed properties not allowed

Plaza's Underwriter must complete the [Multiple Financed Properties Checklist](#) for borrowers with multiple financed properties. The checklist assists in determining whether a transaction meets the additional requirements.

### Maximum Loans/Maximum Exposure:

A maximum of four Plaza loans is permitted to one borrower.

## Section 21 Insurance: Property and Mortgage Insurance

### Property Insurance:

Hazard insurance must cover the estimated as-completed value of the home after renovation.

At the completion of renovation work, the borrower must provide a certification from the insurance company regarding the adequacy of the property insurance. The certification must confirm that the coverage has been increased, if necessary, to comply with Fannie Mae's standard property and flood insurance requirements.

For additional Insurance requirements refer to Plaza's [Loan Closing Manual](#).

## Mortgage Insurance:

Loans with LTV's greater than 80% require MI from a Plaza approved MI provider.

MI guidelines are subject to change; it is therefore the underwriter's responsibility to check the applicable MI Underwriting Guidelines online and order the MI cert at the time of underwriting prior to sending out an approval.

## Manufactured Housing:

- Multi-wide: Arch, Enact, MGIC, National MI and Radian insure multi-wide manufactured housing.
- Single-wide: Enact, MGIC and National MI insure single-wide manufactured housing.

Refer to [Plaza's Mortgage Insurance Policy](#) for additional information.

## Section 22 ARM Adjustments

Not applicable.

## Section 23 Temporary Buydowns

### Temporary Buydowns are eligible subject to the following:

- 2-1 and 1-0 buydowns are offered
- Purchase transactions only
- Primary Residence or Second Home
- Qualify at the note rate
- Manufactured homes are ineligible
- Funds may come from the seller or other eligible interested party
  - Interested Party Contribution (IPC) limits apply
  - Seller paid buydowns should be disclosed in the purchase contract and must be provided to the appraiser with all appropriate financing data and IPCs for the subject property
  - The amount and source of all IPCs must be submitted to the AUS as applicable
- Desktop Underwriter loans require SFC 009
- Buydown Agreement required and will print with Plaza loan docs
- [Plaza's Buydown Calculator](#) can be used to estimate the buydown payment and total contribution amount

## Section 24 Repair Escrows

Weather related escrow holdbacks are not allowed.

## Section 25 Appraisal

### Establishing Value:

One full appraisal is required. A Property Inspection Waiver (PIW) is not allowed.

- The appraisal must provide an “as completed” value (subject to repairs/plans and specs) .
- The appraisal must include a finalized copy of the plans, specs, contractor’s bid and project review if one is required.
- Any appraiser required or recommended repairs must be added to the plans and specs.
- Following completion of the renovation work, the borrower must obtain a certification of completion stating that the renovation was completed in accordance with the submitted plans and specs. The certification must be documented on the Appraisal Update and/or Completion Report (Form 1004D).

### Transferred Appraisals:

Plaza will accept transferred/assigned appraisals from the original transferring lender when all of the requirements outlined the Appraisal Policy in Plaza’s **Credit Guidelines** are met.

Refer to the Appraisal Requirements chapter in Plaza’s **Credit Guidelines** for additional details.

## Section 26 Cost of Improvements and Fees

### Renovation Costs:

Renovation costs consist of the cost of improvements plus the costs of associated fees. Renovation costs are limited to 75% (50% for manufactured homes) of the “as completed” appraised value of the home.

### Improvement Costs and Eligible Fees:

- Labor and materials
- Property inspection fees
- Permits and licenses
- Mortgage Payment Reserves (see **Section 27**)
- Contingency Reserve (see **Section 28**)
- Title update fee (\$200)
- Draw Inspection Fee: HUD Consultant will set the fee amount per draw inspection (e.g. 5 draws x HUD Consultant fee of \$200 per draw = \$1000 total)
- HUD Consultant Work Write Up fee
- Architectural and engineering fees
- Other project related fees (e.g. home energy rating report, landscaping designer, geological study, mold inspection)

## Section 27 Mortgage Payment Reserves

A payment reserve of up to six months PITI is permitted when the borrower must vacate the property during renovation.

- Eligible for primary residence properties only.
- The amount can be financed in the loan amount if the value will support such financing.
- The reserve is allowed only for the period in which the property is uninhabitable due to the renovations.
- Any remaining reserves will be used to pay down the principal balance on the loan.
- Not allowed for multi-unit properties.

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## Section 28 Contingency Reserve

The purpose of a contingency reserve is to cover required unforeseen repairs that are discovered during the renovation. The contingency reserve is a required renovation cost and is typically financed in the loan amount (Financed Contingency). Alternately, the borrower may bring funds to closing to fund the contingency reserve; however, any assets required to fund the contingency must be documented and verified above the amount required for down payment and reserves (Borrower Funded Contingency).

- The contingency is calculated as a percent of the cost of labor, materials and soft costs.
- A minimum of a 10% and maximum of 15% contingency reserve is required. 15% is required if the utilities are off, the home has been without utilities for an extended period of time, is uninhabitable or if there is water, mold or fire damage.
- The contingency reserve may be released only if unforeseen required and necessary repairs or deficiencies are discovered during the renovation/construction.
- If contingency reserve funds remain at the completion of renovation, they may be used for making improvements or repairs that are permanently affixed to the real property. Funds may not be used to purchase personal property.
  - All work described in the plans and specifications must have been completed.
  - Any work paid from contingency funds must be approved by Plaza in advance, documented as completed and having improved real property.
- Unused Financed Contingency funds will be applied to the outstanding renovation mortgage balance once the renovation work has been completed and the certification of completion has been obtained.
- Unused Borrower Funded Contingency funds will be refunded to the borrowers once the renovation work has been completed and the certification of completion has been obtained.

## Section 29 Calculating the Loan Amount and Maximum Mortgage Worksheet

The **HomeStyle Renovation Maximum Mortgage Worksheet Form 1035** must be used to determine the maximum allowable mortgage amount. The cost of renovations is limited to 75% (50% for manufactured homes) of the “as completed” value.

### Purchase:

- The LTV is based on the lesser of the purchase price plus cost of renovation, or the “As-Completed” value.

### Rate/Term Refinance:

- The LTV is determined by dividing the loan amount by the as completed appraised value of the property.
- Borrower may not receive cash back at closing in any amount, principal curtailment at closing is also not allowed. (Fannie Mae standard limited cash-out refinance of 2% or \$2,000 also not permitted).
- Excess funds if any, after renovations are completed, may be applied to the loan balance as a principal reduction or may be reimbursed to the borrower for the cost of actual supplies or additional renovations for which paid receipts are provided. The value of sweat equity may not be reimbursed.



### Eligible Improvements:

- All repairs must be permanently affixed to the property (dwelling or land).
- All appraiser notated deficiencies and required repairs must be completed.
- There is no minimum dollar amount for repairs.

### Ineligible Improvements:

- Repairs that cannot be completed in 6 months.
- Homes that will be demolished to the ground or foundation as part of the rehabilitation.
- Existing foundation up construction.
- Moving a house from another location onto the subject property.
- Improvements that result in commercial use or are commercial in nature.
- SFR dwelling conversions to 2-4 unit property or 2-4 unit properties converted to SFR dwelling.
- Oil Tank repairs or replacement.

### Accessory Dwelling Units (ADU):

- Only one ADU is permitted on the parcel of the primary one-unit dwelling.
- ADUs are not permitted with a two- to four-unit dwelling.
- Construction or repair of ADUs are permitted provided the unit is in adherence with existing local zoning and applicable building code requirements.
- Comparable properties with like ADUs must be provided as part of the appraisal report

### Outdoor Buildings (garages, recreation rooms, pools):

- Construction or repairs of outdoor buildings and structures are permitted provided the structure is in adherence with existing local zoning and applicable building code requirements.
- Comparable properties with like outdoor buildings must be provided as part of the appraisal report

### Final Work on a Newly Constructed Home:

- Funds may be used to complete the final work on a newly built home when the home is at least 90% complete.
- The remaining improvements must be related to completing non-structural items. Typical work would include installation of buyer-selected items only: flooring, cabinets, kitchen appliances, fixtures, and trim.

### Appliances:

- The cost of appliances is allowable when the appliances are being purchased in conjunction with an overall remodeling project that includes substantial changes or upgrades to the rooms in which the appliances are placed.
- Appliances cannot be purchased separately and other appliances like washers and dryers are not allowed.

### Improvements to Manufactured Housing:

- Improvements cannot involve structural changes or alter the structure of the unit.
- Renovation funds are limited to the lesser of 50% of the “as completed” appraised value or \$50,000 including fees and contingency.

## Section 30(b) Eligible Improvements – HomeStyle Limited and Pool Program

### HomeStyle Limited:

For smaller projects that meet the following requirements, reduced documentation is allowed.

- Total project cost, including contingency and construction related fees not to exceed \$25,000.
- Project must be completed using a final single draw at completion of construction.
- Material draws at closing are not allowable.
- The appraiser will perform the single final inspection.
- Fee: 2 x \$150 for cost of inspections.
- HUD Consultant is not required.

### HomeStyle Pool Program:

Projects consisting of only a pool installation may follow the reduced requirements below.

- This reduced documentation is only applicable when the project consists only of a pool, pool decking, and/or any fencing or netting immediately surrounding the pool.
- The lesser of \$15,000 or 25% of the total project cost may be advanced at closing for material costs for items ordered and not yet paid for.
- While all work to be performed must be fully described, bids are not required to separate labor and material costs.
- While permits must still be obtained and referenced, an itemized listing of all permits and their costs is also not required.
- Plaza will fund each draw in its entirety and not withhold 10% of the draw.

## Section 31 Materials Draw and Borrower Provided Materials

### Materials Draw:

- At closing a draw of up to the lesser of 50% of materials or \$25,000 may be advanced for materials required by the specification of repairs/contractors bid.
- The specifications/contractors bid must clearly document on the contractors bid the exact type of materials and exact costs for which funds are to be advanced.
- Checks will be made payable to the borrower and contractor.
- A materials draw is not included in the allowable number of draws (max 5 draws)

### Borrower Provided Materials:

- Materials provided by the borrower may be allowed but cannot be financed in the loan amount.
- All materials provided by the borrower must be new from the manufacturer and be documented with paid invoices.
- Source of funds to acquire the materials must be documented.
- The HUD Consultant must provide photos of the borrower provided materials.





## Section 32 HUD Consultant, WWU and Feasibility

### HUD Consultant:

Plaza requires the use of a HUD Consultant. Approved HUD Consultants may be found on HUD's website using the **consultant window lookup feature**.

- The HUD Consultant must be selected by the borrower.
- The HUD Consultant must perform the draw inspections.
- The HUD Consultant must be made aware that the loan being applied for is a Fannie Mae HomeStyle
- The HUD Consultant must provide an invoice and a W-9.
- Home Style Limited does not require a HUD Consultant; see **Section 30(a)** for details.

### Work Write Up (WWU):

- A Work Write Up or project review is required for projects equal to or greater than \$75,000.
- Depending on the project type an Underwriter may request a Work Write Up or project review on projects less than \$75,000 (e.g. heavy structural work or mold, fire or water damaged homes)

### HUD Consultant Feasibility Study:

- At the request of the borrower, a HUD Consultant may also provide a Feasibility Study.
- Plaza does not require a Feasibility Study unless the borrower has requested one. If a Feasibility Study is performed to determine the project is financially feasible, a copy of the study must be provided in the loan file regardless if the cost is financed.
- A feasibility study is an allowed eligible cost. This fee is in addition to the cost of the WWU.

## Section 33 Contractor Requirements

### Contractor:

The contractor is chosen by the borrower. However, Plaza must be able to determine that the contractor is qualified, properly registered (with local issuing authority) and experienced for the work being performed.

Plaza will verify the following required documentation to assist in making the determination that the contractor is qualified:

- License, bond, insurance (\$1MM min) (or local issuing authority requirements), and a current W9.
- **Contractor Profile Report (Form 1202)**. Including demonstrated experience in renovation lending and a minimum of three references of similar work in cost and nature completed within the last 12 months. The Originator must also sign the Contractor Profile report stating the contractor's references have been verified.
- Document a demonstrated financial ability to sustain projects.
- If mold abatement, lead-based paint abatement, or radon abatement, the contractor must be licensed under those specific trades.
- Plaza, at its discretion, may run a background report on contractors.
- Only one general contractor is allowed.

### Renovation Contract:

Borrowers must have a renovation contract with their contractor and the contractor must agree to indemnify the borrower for all property losses or damages caused by its employees or sub-contractors. **Fannie Mae Renovation Contract Form 3730** is a required form.

## Section 34 Self Help Requirements

Not allowed.

## Section 35 Plans and Specifications of Repairs / Contractors Bid

### Plans and Specifications / Contractor Bid requirements:

- Must be prepared by a registered, licensed, or certified general contractor or renovation consultant.
- Must be provided on contractor's letterhead or on Plaza's bid template form.
- Fully describe and itemize the specific work that the contractor agrees to perform for the borrower.
- Include quality of materials, location of work and labor and materials cost separated for each of the repairs.
- Include an itemized listing of all permits and corresponding costs.
- Include an itemized description (Draw Schedule) establishing the schedule for completing each stage of work and corresponding payments, (including both the start and job completion dates), max 5 draws.
- Identify all subcontractors and suppliers.
- Include all contractors and borrower's information, address, phone and email.
- If a Materials Draw is being provided at closing, an exact detail of type of materials and exact amount per item must be detailed on the bid (see **Section 31**).
- Executed by both the contractor and the borrower.

Architectural exhibits and or a structural engineer reports (Plaza to determine at time of project review) will also be required if an addition, structural reconfiguration, load bearing changes, major structural or foundation work are part of the proposed renovation and will be required to be provided in the loan file.

Plaza's Contractors Bid Template FM-433 is recommended.

## Section 36 Rehabilitation Period

- Renovation work must be completed within 6 months after closing.
- Consideration should be given to cold climate and weather-related delays that could impact the rehabilitation period.
- Renovation work must begin within 30 days of closing. If work has not started within 30 days, stops for more than 30 consecutive days, or has not been completed within the established time frame or extended Plaza approved time frame, Plaza may consider the loan to be in default.
- Plaza to approve in advance any work/project changes or extensions.

## Section 37 Renovation Forms and Closing Documents

Fannie Mae standard loan instruments are used in addition to the required renovation forms listed below, Models can be found on Plaza's and Fannie Mae's website. The use of Fannie Mae Renovation Forms is required.

Forms Required for Submission	Closing Docs and Disclosures	Servicing Forms
1035 - HomeStyle Renovation Maximum Mortgage Worksheet	3731 – Renovation Loan Agreement	3735 - HomeStyle Request for Advance
1202 - Contractor Profile Report	HomeStyle Draw Request FM-477	1200 - HomeStyle Change Order Request
3730 – Renovation Contract	3732 - Multistate Renovation Loan Rider	3739 - Lien Waiver (to be completed with each draw)
W-9 (for Contractor and HUD Consultant)	3733 - Multistate Investor Rider	Materials Draw Request FM-580

## Section 38 Draw Process and Lien Waivers

### Draw Process:

- Up to five draws are allowed.
- Draws are advanced only upon completion of work as evidenced by the HUD Consultant inspection.
- Draws will not be approved for work that is not yet complete, including not yet installed materials.
- Plaza will setup an interest-bearing repair escrow account, to fund the remaining disbursement. Any interest earned is applied as a principal reduction to the loan.
- Lien Waivers must be provided at the time of each draw, FNMA Form 3739 may be used.
- If an occupancy certification is required, this must be provided prior to the issuance of the Final Release Notice.
- A 10% holdback is required on each draw release. The total of all holdbacks may be released only after the final inspection and issuance of the Final Release Notice is received from the borrower, HUD Consultant and inspector, as applicable.
- Plaza will order a final inspection by the original appraiser.
- Title must be cleared before the final draw.
- Funds will be made available via a two-party check payable to the borrower and contractor.

**Borrowers will have direct access to and are encouraged to communicate directly with Plaza's Reno Servicing department. Borrowers should contact Plaza Reno Servicing with any questions, change orders or draw requests on their funded HomeStyle loan.**

Customer Service / Loan Servicing  
 Phone: 1-888-807-2620, option 3  
 Fax: 1-858-332-1861  
 Email: [renoservicing@plazahomemortgage.com](mailto:renoservicing@plazahomemortgage.com)

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## Section 39 Change Orders and Contingency

### The following must be pre-approved by Plaza:

- Changes made to the project, contractor or HUD Consultant.
- Rehabilitation period extensions.
- Use of the Contingency Fund.
- Change orders may not be accepted until a percentage of the project is complete.

The borrower must pay out of pocket any changes not covered by the financing or pre-approved. To request a change for approval, submit the **HomeStyle Change Order Request Form 1200** to Plaza's Customer Service / Loan Servicing Department:

Customer Service / Loan Servicing  
Phone: 1-888-807-2620, option 3  
Fax: 1-858-332-1861  
Email: [renoservicing@plazahomemortgage.com](mailto:renoservicing@plazahomemortgage.com)

## Section 40 Final Release Certification of Completions and Title Update

### Certification of Completion:

Following completion of the renovation work (after closing), the borrower must obtain a certification of completion stating that the renovation was completed in accordance with the plans and specifications. The certification must be documented on the Appraisal Update and/or Completion Report (Form 1004D).

### Title Update and Lien Releases at Final Disbursement:

Concurrent with the last disbursement of funds, Plaza must obtain a title update through the date the renovation was completed, thus ensuring the continuance of first lien priority and the absence of any mechanics' or materialmen's liens.

When the property is located in a state in which contractors', subcontractors', or materialmen's liens have priority over mortgage liens, Plaza will require all necessary lien releases or take any other action that may be required to ensure that the title to the property is clear of all liens and encumbrances.

## Section 41 HomeReady with HomeStyle

For qualifying credit worthy low-to-moderate-income borrowers, HomeReady expanded eligibility may be combined with HomeStyle. If a transaction includes a combination of HomeStyle, HomeReady and manufactured housing, the more restrictive eligibility requirements of each of those transactions apply. DU will recognize these combinations and apply the applicable eligibility requirements. A summary of HomeReady differences are listed here; however, refer to Fannie Mae's Selling Guide for complete guidelines.

- The applicable HomeStyle HomeReady product code must be used to identify the loan.
- Primary residences only.
- Borrower income may not exceed 80% of Area Median Income (AMI) for the property's location (this includes properties in low-income census tracts). DU will also provide income eligibility based on the property address input in DU. If DU is not able to identify the census tract based on the property address, DU will allow the user to input the FIPS code and re-submit DU. The FIPS code can be found using the **HomeReady Income Eligibility Lookup**.
- Borrowers may not have an ownership interest in more than two financed residential properties, including the subject property, as of the Note Date.

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- DU must specify the loan is eligible to be delivered as a HomeReady loan in addition to HomeStyle eligibility.
- Homeownership education is required on all purchase transactions:
  - At least one borrower must receive the education
  - Must be received prior to the loan being cleared to close
  - Borrowers must complete a National Industry Standards (NIS) compliant course to satisfy the pre-purchase homeownership education requirements. Borrowers may choose one of the options listed below:
    - **HomeView.**
      - The course is available free of charge to the borrower.
      - Complete the online education program course provided on **Fannie Mae’s website**. The borrower must complete all 7 course modules and retain the certificate of course completion in the loan file.
      - DU: Select Homebuyer Education complete in The Homebuyer Education Completion Indicator field in DU.
    - **Framework.**
      - Complete the online education program provided by **Framework Homeownership LLC (Framework®)**. Retain the certificate of course completion in the loan file.
      - DU: Select Homebuyer Education complete in The Homebuyer Education Completion Indicator field in DU.
    - **One-on-one HUD approved Counseling.** Complete a one-on-one pre-purchase education counseling session from a HUD-approved nonprofit counseling agency. HUD-approved agencies can be located on **Fannie Mae’s website**.
      - A *Certificate of Completion of Pre-purchase Housing Counseling* (Fannie Mae **Form 1017**) must be completed and retained in the loan file.
      - DU: Select One-on-one counseling complete in The Homebuyer Education Completion Indicator field in DU.
      - Special Feature Code (SFC) 184 is required (must display on DU findings and be input in LOS).
    - **Community Second/DAP.** If the loan is part of a Community Second/DAP transaction, and that program requires its own homeownership education course provided by a HUD-approved counseling agency, Plaza will accept the Certificate issued by HUD-approved agency that provided the course.
- Reduced Mortgage Insurance coverage requirements apply.

Mortgage Insurance Coverage		
LTV Ranges	15 Year Term Excluding Manufactured Housing	30 Year Term & All Terms Manufactured Housing
95.01 – 97%	25%	25%
90.01 – 95%	25%	25%
85.01 – 90%	12%	25%
80.01 – 85%	6%	12%

- Boarder income and income from Accessory Dwelling Units may be acceptable. Refer to **HomeReady guidelines** for specific requirements.
- Special Feature Codes:
  - 900 – required on all HomeReady loans
  - 118 – community second
  - 184 – Required when HUD-approved one-on-one counseling is completed.

