



## Windsor DPA Program

Product only Available in Wholesale and Full Service. Not available in Non-Delegated Correspondent.

Fixed Rate				
Occupancy	Purchase			
	Number of Units	Maximum LTV/CLTV/HCLTV <sup>4</sup>	FICO	DTI
Primary Residence	1 Unit	97 <sup>1,2</sup> /105 <sup>2,3</sup>	<u>660</u>	The lesser of AUS or 50%
<p><sup>1</sup>Up to 97% LTV permitted in accordance with Fannie Mae/Freddie Mac guidelines (conforming only), high balance limited to 95% LTV.  <sup>2</sup>Refer to First Time Home Buyer section for additional details  <sup>3</sup>Up to 105% CLTV permitted with Community/Affordable Seconds in accordance with Fannie Mae/Freddie Mac guidelines.  <sup>4</sup>Minimum LTV 80.01%</p>				
Loan Product				
Eligible Products/Terms				
30 Year Fixed First Mortgage (Standard Conventional or HomeReady/Home Possible) Product codes for each DPA Program Provider				
Springboard to Homeownership		Fahe My Place Mortgage		
CMF 403 Springboard Standard Conventional		CMF 404 Fahe Standard Conventional		
CMF 423 Springboard HomeReady/Home Possible		CMF 424 Fahe HomeReady/Home Possible		
HMF 311 Springboard High Balance		HMF 312 Fahe High Balance		
HMF 321 Springboard High Balance HomeReady/Home Possible		HMF 322 Fahe High Balance HomeReady/Home Possible		
Second Mortgage Interest-Only Product Codes				
Springboard to Homeownership		Fahe My Place Mortgage		
IOM 400		IOM 404		

### Income Limits

- The income used to qualify the borrower converted to an annual basis must not exceed 140% of the Fannie Mae / Freddie Mac Area Median Income\* (AMI) - refer to below link as applicable. Other AMI limits may apply (Please see First Time Home Buyer Requirements section)
- Lender must attempt to verify all income listed on the Uniform Residential Loan Application, any discrepancies, including underreported income, must be corrected, and submitted to DU. All reported income that is verified and meets the criteria for stable monthly income must be used to qualify the borrower.

### Ineligible Product Types

- Homestyle Renovation/Energy
- CHOICE Renovation
- HFA Preferred
- HFA Advantage

### Maximum Loan Amount

Current Conforming Limits

### Loan Purpose

Purchase

### Occupancy

Primary residence: 1 unit

### First Time Homebuyer Requirements

- Refer to [Fannie Mae Seller Guide](#) or [Freddie Mac Seller Guide](#) as applicable
- HomeReady®/ Home Possible® - No first-time homebuyer requirement
  - the income used to qualify the borrower converted to an annual basis must not exceed 80% of area median income (AMI)
- LTV/CLTV/HCLTV  $\geq 95.01\%$  - Standard conventional; at least one borrower must be a first- time homebuyer\*\*
- LTV/CLTV/HCLTV  $< 95.01\%$  - No first-time homebuyer requirement
- \*\* First-Time Homebuyer Definition: At least one buyer must not have owned any residential property in the past three years. In addition, an individual who is a displaced homemaker or single parent will also be considered a first-time homebuyer if he or she had no ownership interest in a principal residence (other than a joint ownership interest with a spouse) during the preceding three-year time period. See Fannie Mae/Freddie Mac guides for further information.

### Temporary Buydowns

Not permitted

## Eligibility

### Borrower Eligibility

Acceptable Residency statuses:

- US Citizen(s)
- Non-US Citizen(s) who are lawfully present in the United States. This includes both Permanent Qualified Resident Aliens and Non-Permanent Qualified Aliens per Windsor Approval.
- Note: If closing in a Trust, the Trust beneficiaries must meet one of the above residency statuses
- Living Trust Agreement: Permitted in accordance with Fannie Mae guidelines. File must contain clear evidence of compliance.
- Loans to Limited Liability Corporations (LLCs) are not permitted.

### Homebuyer Education Requirements

- Required for all borrowers, **prior to close**.
- Must meet FNMA/FHLMC (as applicable) requirements:
  - DU/FNMA: [Home View](#)
  - LPA/FHLMC: [Credit Smart](#)
  - Post-purchase delinquency counseling not required.

### Non-Arm's Length Transactions

Refer to [Fannie Mae Seller Guide](#) or [Freddie Mac Seller Guide](#) as applicable

## Credit

### AUS

- DU Approve/Eligible or LPA is required.
- Credit evaluated by AUS.
- Manual underwriting is not permitted.

### Underwriting Authority

- Delegated underwriting only
  - Non-delegated underwriting not permitted.

### FICO Requirements

Minimum FICO Score: 660

### Non-Traditional Credit

Not Permitted

### Significant Derogatory Credit

Refer to [Fannie Mae Seller Guide](#) or [Freddie Mac Seller Guide](#) as applicable

### DTI

Maximum DTI is the lesser of AUS or 50%

## Employment/Income

### Employment/Income Verification

- Employment and income documentation must comply with the requirements of the AUS findings and the [Fannie Mae Seller Guide](#) or [Freddie Mac Seller Guide](#) as applicable, including all additional investor COVID guidelines and diligence requirements for income and employment verification that are still in place.
- Approved third party suppliers and distributors that generate employment and income verification reports are permitted for the purpose of verifying income and/or employment.
- Lender must attempt to verify all income listed on the Uniform Residential Loan Application or disclosed at any time throughout the loan process. Any discrepancies, including underreported income, must be corrected and submitted to DU/LPA. All reported income that is verified and meets the criteria for stable monthly income must be used to qualify the borrower.
- Windsor will require, when self-employment is used to qualify, verification that the borrower's business is open and operating must be confirmed within twenty (20) business days prior to the note date.
- For salaried employees, the verbal verification of employment must be completed within ten (10) business days prior to the note date
- Income validation obtained through DU may fulfill the VVOE requirement provided that it is obtained within ten (10) business days prior to the note date.
- For self-employed borrowers, the verbal verification of employment must be completed within 120 calendar days prior to the note date.
- All sources of qualifying income must be legal in accordance with all applicable Federal, State and Local laws, rules and regulations, without conflict.
- A 4506-C form is required to be signed at closing for all transactions.
- Transcript Requirements:
  - W2/1099 transcripts will not be required for a borrower when all income for that borrower is derived from W-2 wage earner and /or 1099 fixed income sources.
  - Tax transcripts are required in the following circumstances:
    - When tax returns are used to qualify a borrower. The number of years provided must be based on the DU findings. Income verified via tax returns includes but is not limited to the examples listed below:
    - Self-employment income
    - Rental Income
    - Other Income Sources (i.e., Dividend/Interest, Capital Gains, Alimony, etc.)
    - When a written VOE form 1005 is used as a standalone income verification
    - Employment by family members
  - When amended tax returns have been filed, tax transcripts are required and must support the amended income?

#### **Freddie Mac Only:**

- Windsor will only accept an email as an alternate VVOE for salaried, hourly and commissioned income borrowers. When an email is used, it must:
- be from the borrower's direct supervisor/manager or the employer's HR department, and
- be from the employer's email address, such as name@company.com, and
- contain all the standard information required on a verbal verification of employment, including the name, title, and phone number of the person providing the verification.
- Paystubs and bank statements will not be eligible alternatives to VVOEs.

## Assets/Reserves

### Asset Documentation

- Asset documentation must comply with the requirements of AUS findings and the [Fannie Mae Seller Guide](#) or [Freddie Mac Seller Guide](#) as applicable
- Approved third party suppliers and distributors that generate asset verification reports are permitted for the purpose of verifying assets.

### Financing Concessions

Refer to [Fannie Mae Seller Guide](#) or [Freddie Mac Seller Guide](#) as applicable

### Borrower Contribution

Refer to [Fannie Mae Seller Guide](#) or [Freddie Mac Seller Guide](#) as applicable

## Subordinate Financing

### Subordinate Financing/Down Payment Assistance

**Must be paired with a 30-year interest-only second mortgage up to 4% of Purchase Price or Appraised Value from either:**

- Fahe's My Place Mortgage Interest-only Program:
  - Product code: IOM404

**OR**

- Springboard's Springboard To Homeownership Program:
  - Product code: IOM 400
- Other down payment /closing cost programs are permitted in conjunction with the Fahe My Place Mortgage Program or the Springboard To Homeownership Program
  - These programs must comply with the Fannie Mae Seller Guide Community Seconds
- Freddie Mac Affordable Seconds Loan Eligibility Guidelines and must be subordinate to Springboard or Fahe's program,

## Property/Appraisal

### Eligible Property Types

- Single Family Detached
- Single Family Attached
- Single Family with Accessory Unit
  - Must be zoned single family.
  - Subject to all applicable Fannie Mae guidelines
- Rural properties (must be residential in nature)
- PUDs
- Condominiums

## Ineligible Property Types

- Manufactured Homes
- Cooperatives
- Mobile Homes
- Condotels
- Hotel Condominiums
- Timeshares
- Working Farms or Ranches
- Unimproved Land
- Community Land Trusts
- Group Homes

## Appraisal Requirements

- Determined by AUS findings.
- Appraisal Condition rating of C5/C6 or Quality rating of Q6: Not permitted.

## Appraisal Transfers

Appraisal transfers are permitted in accordance with the [Fannie Mae Selling Guide](#) or [Freddie Mac Seller Guide](#) as applicable

## Condos/PUDs

Permitted in accordance with [Fannie Mae Selling Guide](#) or [Freddie Mac Seller Guide](#) as applicable.

## Construction Conversion Transactions

Permitted in accordance with [Fannie Mae Selling Guide](#) or [Freddie Mac Seller Guide](#) as applicable.

## Disaster Area Requirements

- Refer to the Disaster Guidelines on Windsor Direct on requirements pertaining to properties impacted by a disaster in:
  - FEMA Major Disaster Declarations with designated counties eligible for individual assistance (IA).
  - Areas where FEMA has not made a disaster declaration, but Windsor Loan Servicing or Fannie Mae has determined that there may be an increased risk of loss due to a disaster.
  - Areas where the Seller has reason to believe that a property might have been damaged in a disaster.
- Correspondent lenders are responsible for monitoring the [Disaster Declaration File](#) and the [FEMA Website](#) including the FEMA Declarations Summary on an ongoing basis to ensure that the property is not located in an area impacted by a disaster.

## Escrow Holdbacks

- Escrow holdbacks are permitted for outstanding minor repairs for incomplete construction or for alterations and repairs that cannot be completed prior to loan closing provided the subject property is habitable and safe for occupancy at the time of closing.
- Follow Fannie Mae guidelines regarding reason, type of improvements, time to complete, quality, disbursements, and post-closing documentation.
- The correspondent lender or designated escrow company will be responsible for managing and disbursing the escrows.
- The correspondent lender shall deliver loans originated in accordance with the Fannie Mae/ Freddie Mac Seller Guides

## Conversion of Primary Residence

Permitted in accordance with [Fannie Mae Selling Guide](#) or [Freddie Mac Seller Guide](#) as applicable.

## Geographic Restrictions

- **Eligible states:**
  - Springboard: AK, AR, AZ, (Other than Phoenix/Maricopa County) CO, CT, GA, ID, KS, NC, ND, NH, NM, OK, OR, PA, SD, UT and WY
  - Fahe: AL, HI, IL (other than in Cook County which is not eligible), KY, MA, ME, MI, MN, MO, MS, MT, TN, VA and WI
- **All other states are ineligible, as well as properties outside of the United States in a Territory, Province, or Commonwealth, including but not limited to properties in Guam, Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, or American Samoa**

## Special Restrictions

### High-Cost Loans

Windsor will not originate High-Cost Loans

### Higher Priced Mortgage Loans (HPML)

Windsor will Originate HPML in accordance with Fannie Mae/Freddie Mac guidelines as applicable.

### Multiple Financed Properties

Refer to Fannie Mae or Freddie Mac Selling Guide as applicable.

## Insurance

### Mortgage Insurance Requirements

#### HomeReady/Home Possible Loans

95.01-97%	25%
90.01-95%	25%
85.01-90%	25%
80.01-85%	12%

#### Standard Loans

95.01-97%	35%
90.01-95%	30%
85.01-90%	25%
80.01-85%	12%

## Other Considerations

### Age of Documents

- All credit documents must be dated within 120 days of the note date.
- Preliminary title policies must be no more than 180 days old on the date the note is signed.

## Escrow Waivers

*Escrow accounts for property taxes, homeowner's insurance and flood insurance (if applicable) are required on all loans.*

## Fees

*Refer to the Windsor Quick Reference Guide **and** the Springboard To Homeownership Program Guide or the Fahe My Place Mortgage Program Guide as applicable.*

**Seller shall deliver loans that were originated in accordance with the Federal Housing Administration Handbook, unless otherwise noted in the Windsor Seller's Guide.**

Windsor does not discriminate in any aspect of a credit transaction on the basis of sex, gender identity or expression, sexual orientation, marital status, familial status, race, color, ethnicity, religion, national origin, age, handicap or disability status, income derived from public assistance, military status or the good faith exercise of rights under the Consumer Credit Protection Act.