

****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Section 2.06 – Key Loan Program

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Overview

Program Summary

The overall objective of our residential lending function is to participate in the growth of our communities, and in the process, enhance the company's long-run profitability, return on assets, and return on equity. It is the intent of our company's senior management to operate a conservative banking institution with a sound residential loan portfolio wherein our charge-offs and classified loans will be among the lowest in the industry. Senior management also believes that the residential lending function must reach every level of the community and fulfill its legitimate consumer needs. Therefore it is our policy to encourage residential loans while ensuring that our company's standards for safety and soundness are properly supported.

This product description describes product guidelines and requirements for the following Key loan programs:

- Fully Amortizing Fixed Rate,
- Fully Amortizing 5/1, 7/1, & 10/1 LIBOR ARMs,

Required Checklist for the Key Loan Program Delegated Transactions

To ensure that the loan is being originated within the guidelines of the Key Loan Program, the *Key Loan Program Eligibility Checklist* ([COR 0650](#)) is REQUIRED to be completed and placed in the loan file on ALL delegated Key Loan Program transactions.

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Overview, Continued

Features and Benefits

Features and Benefits of the Key Loan Program are as follows:

Features	Benefits
Loan amounts up to \$2,000,000.	More borrowing power.

Related Bulletins

General

Related bulletins are provided below in PDF format. To view the list of published bulletins, select the applicable year below.

- [2020](#)
 - [2019](#)
 - [2018](#)
 - [2017](#)
-

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Loan Terms

ARM Parameters

5/1 LIBOR ARM

The interest rate will be fixed for a period of five (5) years (60 payments). The initial rate change will take place on the sixty-first (61st) payment due date and on that day every 12 months thereafter, using the current index figure 45 days before the interest rate adjustment.

7/1 LIBOR ARM

The interest rate will be fixed for a period of seven (7) years (84 payments). The initial rate change will take place on the eighty-fifth (85th) payment due date and on that day every 12 months thereafter, using the current index figure 45 days before the interest rate adjustment.

10/1 LIBOR ARM

The interest rate will be fixed for a period of ten (10) years (120 payments). The initial rate change will take place on the one hundred and twenty first (121st) payment due date and on that day every 12 months thereafter, using the current index figure 45 days before the interest rate adjustment.

Index

5/1, 7/1 and 10/1 LIBOR ARMS

The index is the average of interbank offered rates of ONE-year U.S. dollar-denominated deposits in the London Market ("LIBOR"), as published in the *Wall Street Journal* most recently available 45 days prior to the change date.

Margin

The following table shows the margins that are available:

Note: The margin is added to the index in order to determine the index base rate for adjustments.

5/1, 7/1 and 10/1 LIBOR ARMs	
Property Type	Margin
Primary Residence	2.25%
Second Homes	2.25%

Interest Rate Caps

5/1, 7/1 and 10/1 LIBOR ARMs

- 5% cap, up or down on the initial change.
 - 2% cap, up or down, on each annual change thereafter.
 - 5% lifetime cap only on increases.
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Loan Terms, Continued

Floor The floor is 2.25%.

Conversion Option Conversion options are not available.

Negative Amortization Negative amortization is not available.

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Loan Terms, Continued

ARM Disclosures

The forms must be present in the file prior to funding.

Assumptions

- Fixed rate products are not assumable, except as permitted by state and federal law.
 - The following information applies to assumptions of ARM products:
 - The 5/1, 7/1, and 10/1 ARMs are assumable after the initial fixed rate period (i.e., after 60 months for the 5/1 ARM, after 84 months for the 7/1 ARM, and after 120 months for the 10/1 ARM).
 - Borrower(s) must contact their current mortgage servicer for additional information.
-

Loan Terms

The table below shows eligible loan terms.

Product	Eligible Loan Term
Fully Amortizing Fixed Rate	15 or 30 Years
Fully Amortizing – 5/1 & 7/1 ARMs	10, 15, 20, 25, or 30 years
Fully Amortizing - 10/1 ARM	15, 20, 25, or 30 years

Maximum Loan Amount

The maximum loan amount is \$2,000,000.

Minimum Loan Amount

- The minimum loan amount is always one (\$1) dollar above the conforming loan limit.
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Loan Terms, Continued

Maximum Loan-to-Value (LTV)

Owner Occupied – Purchase/Rate-Term (1-Unit SFR/1-Unit PUD)					
Property Type	Loan Amount	FICO 680-699	FICO 700-719	FICO 720-739	FICO 740+
		LTV/TLTV	LTV/TLTV	LTV/TLTV	LTV/TLTV
1-Unit SFR /PUD	\$1,000,000	70%	80%	80%	85%
	\$1,500,000	70%	80%	80%	85%
	\$2,000,000	65%	75%	75%	80%
Owner Occupied – Purchase/Rate-Term (Condo)					
Property Type	Loan Amount	FICO 680-699	FICO 700-719	FICO 720-739	FICO 740+
		LTV/TLTV	LTV/TLTV	LTV/TLTV	LTV/TLTV
Condo	\$1,000,000	70%	75%	75%	80%
	\$1,500,000	70%	75%	75%	80%
	\$2,000,000	60%	70%	70%	80%
Owner Occupied – Cash-Out					
Property Type	Loan Amount	FICO 680-699	FICO 700-719	FICO 720-739	FICO 740+
		LTV/TLTV	LTV/TLTV	LTV/TLTV	LTV/TLTV
1 Unit/PUD	\$1,000,000	70%	70%	70%	75%
	\$1,500,000	70%	70%	70%	75%
	\$2,000,000	N/A	N/A	N/A	55%
Owner Occupied – Cash-Out (Condo)					
Property Type	Loan Amount	FICO 680-699	FICO 700-719	FICO 720-739	FICO 740+
		LTV/TLTV	LTV/TLTV	LTV/TLTV	LTV/TLTV
Condo	\$1,000,000	70%	70%	70%	70%
	\$1,500,000	70%	70%	70%	70%

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Loan Terms, Continued

Maximum Loan-to-Value (LTV), (continued)

2nd Home – Purchase/Rate-Term					
Property Type	Loan Amount	FICO 680-699	FICO 700-719	FICO 720-739	FICO 740+
		LTV/TLTV	LTV/TLTV	LTV/TLTV	LTV/TLTV
1Unit/PUD	\$1,000,000	70%	75%	75%	80%
	\$1,500,000	70%	70%	70%	75%
	\$2,000,000	N/A	N/A	60%	65%
2nd Home – Purchase/Rate-Term (Condo)					
Property Type	Loan Amount	FICO 680-699	FICO 700-719	FICO 720-739	FICO 740+
		LTV/TLTV	LTV/TLTV	LTV/TLTV	LTV/TLTV
Condo	\$1,000,000	70%	70%	70%	75%
	\$1,500,000	70%	70%	70%	70%

Standard Maximum Loan-to-Value: Second Home – Cash-Out Refinance

Not Eligible

Standard Maximum Loan-to-Value: Investment Property

Not Eligible

Maximum Number of Financed Properties & Borrower Exposure

Reference: See [Section 1.22: Maximum Number of Financed Properties and Borrower Exposure](#) of the *Correspondent Seller Guide* for guidelines.

Prepayment Penalty

There is no prepayment penalty.

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Eligible Transactions

General Information

- Upon completion of the construction of a home, the conversion of an interim construction loan or term note into permanent financing may be considered a purchase money transaction or a refinance transaction depending on the type of closing (one-time closing or two-time closing).
-

Single-Closings

- The correspondent lender is responsible for meeting all Fannie Mae Agency Construction-to-Permanent guidelines and all CFPB Ability-to-Repay/Qualified Mortgage regulations before the loan is submitted to Truist for purchase.
- Truist will not purchase any transaction not meeting CFPB/Ability-to-Repay and Qualified Mortgage regulations.
- A single-closing transaction for both the construction loan and the permanent financing may be used if the borrower wants to close on both the construction loan and the permanent financing at the same time.
- A single-closing must be processed as a purchase transaction. Refinance transactions are not eligible.
- Only one (1)-Unit primary residence or second home properties are eligible.
- For self-employed borrowers, the DTI must be reduced by 5%.
- The minimum required credit score for all borrower(s) is the more restrictive of 700 or the minimum credit score required per LTV table.
- Condominiums are not eligible.
- If the borrower has owned the lot for 12 months or more before applying for the construction financing, the LTV/TLTV is based on the proposed loan amount divided by the lesser of (1) the acquisition cost (appraised value of lot plus documented construction cost) or (2) the current appraised value (of both the lot and improvements).
- If the borrower has owned the lot for less than 12 months preceding the date of the application for the construction financing, the LTV/TLTV is based on the proposed loan amount divided by the lesser of (1) the acquisition cost (sales price of lot plus documented construction cost) or (2) the current appraised value (of both the lot and improvements).
- If the borrower acquired the lot through an inheritance or gift (regardless of the date of acquisition), the LTV/TLTV is based on the proposed loan amount divided by the lesser of (1) the acquisition cost (appraised value of lot plus documented construction cost) or (2) the current appraised value (of both the lot and improvements).
- Maximum LTV/TLTV, loan amounts and property eligibility follow standard Key Loan Program guidelines as outlined in the “Maximum Loan-to-Value (LTV)” and “Occupancy/Property Types” topics within this product description.

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Eligible Transactions, Continued

- Two-Closings**
- The correspondent lender is responsible for meeting all Fannie Mae Agency Construction-to-Permanent guidelines and all CFPB Ability-to-Repay/Qualified Mortgage regulations before the loan is submitted to Truist for purchase.
 - Truist will not purchase any transaction not meeting CFPB/Ability-to-Repay and Qualified Mortgage regulations.
 - Two separate closing transactions (one closing for the construction phase and another closing for the permanent financing) may be used when an individual borrower obtained interim construction financing to finance the construction of a residence (and perhaps, to finance the purchase of the lot as well) and needs to obtain permanent financing on completion of construction.
 - A two-closing transaction must be processed as limited cash out refinance transaction. Purchase transactions are not eligible.
 - For self-employed borrowers, the DTI must be reduced by 5%.
 - The minimum required credit score for all borrower(s) is the more restrictive of 700 or the minimum credit score required per LTV table.
 - If the borrower has owned the lot for 12 months or more before applying for the construction financing, the LTV/TLTV is based on the proposed loan amount divided by the current appraised value (of both the lot and improvements).
 - If the borrower has owned the lot for less than 12 months preceding the date of the application for the construction financing, the LTV/TLTV is based on the proposed loan amount divided by the lesser of (1) the acquisition cost (sales price of lot plus documented construction costs) or (2) current appraised value (of both the lot and improvements).
 - If the borrower acquired the lot through an inheritance or gift (regardless of the date of acquisition), the LTV/TLTV is based on the proposed loan amount divided by the lesser of (1) the acquisition cost (appraised value of lot plus documented construction costs) or (2) current appraised value (of both the lot and improvements).
 - Condominiums are not eligible.
 - Maximum LTV/TLTV, loan amounts and property eligibility follow standard Key Loan Program guidelines as outlined in the “Maximum Loan-to-Value (LTV)” and “Occupancy/Property Types” topics within this product description.

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Eligible Transactions, Continued

Eligible Permanent Mortgage Products

- Fixed Rate (Fully Amortizing),
 - 5/1 LIBOR ARM (Fully Amortizing),
 - 7/1 LIBOR ARM (Fully Amortizing), and
 - 10/1 LIBOR ARM (Fully Amortizing).
-

Installment Land Contracts

- Proceeds of a mortgage transaction that are used to pay off the outstanding balance on an installment land contract (or contract or bond for deed) may be considered either a purchase transaction or a limited cash-out (rate/term) refinance transaction.
 - Cash out refinances are ineligible.
 - The installment land contract must be recorded.
 - A copy of the executed land contract or contract for deed must be included in the loan file.
 - If the land contract was recorded within the 12 months preceding the date of the loan application, the transaction must be considered a purchase transaction.
 - For purchase transactions, all of the loan proceeds must be used to pay the outstanding balance under the contract, and no loan proceeds may be disbursed to the borrower.
 - The LTV for purchase transactions is based on the lesser of the following:
 - total acquisition cost (purchase price indicated on the original land contract or contract or bond for deed, plus any cost the purchaser incurs for rehabilitation, renovation, or energy conservation improvements, as documented in the file) or
 - the current appraised value.
 - For refinance transactions, the land contract must have been recorded more than 12 months prior to the loan application.
 - For refinance transactions, the file must include third party documentation evidencing payments in accordance with the land contract or contract for deed for the most recent twelve (12) months.
 - The LTV for limited cash-out (rate/term) refinance transactions is based on the current appraised value.
 - The Closing disclosure must reflect the applicable transaction (i.e., if purchase, seller issues should be addressed; if refinance, there should not be a reference to a seller – seller is treated as an existing lien).
 - The above guidelines apply regardless if title to the subject property has transferred to our borrowers.
 - Any second liens must be paid off with the new loan if they are purchase money seconds.
 - Properties with a second lien that are not purchase money may not be re-subordinated.
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Eligible Transactions, Continued

Non-Arm's Length/Conflict-of-Interest

Reference: See [Section 1.40: Non-Arm's Length/Conflict-of-Interest](#) of the *Correspondent Seller Guide* for specific requirements.

Property Assessed Clean Energy (PACE) Loans

- Certain energy retrofit lending programs, often referred to as Property Assessed Clean Energy (PACE) programs, are made by localities to refinance residential energy improvements and are generally repaid through the homeowners' real estate tax bill. These loans typically have automatic first lien priority over previously recorded mortgages.
 - A purchase or refinance (limited cash-out and cash-out) loan transaction with a PACE loan remaining in a first or subordinate lien position to the new mortgage transaction is not eligible. All PACE obligations must be paid off as a condition to obtaining a new mortgage loan.
 - On a limited cash-out refinance transaction, the proceeds from the new mortgage transaction may not be used to pay off the PACE loan.
 - On a cash-out refinance transaction, it is acceptable to use the proceeds from the new mortgage transaction to pay off the PACE loan.
 - For purchase and refinance transactions, funds to pay off the existing PACE loan must be documented.
-

Purchase Transactions

- The borrower may not receive any cash back through a purchase money transaction, other than an amount representing:
 - a reimbursement for the borrower in advance (i.e. earnest money deposit, appraisal, and credit report fees, etc.), or
 - a legitimate pro-rated real estate tax credit in locales where real estate taxes are paid in arrears.
 - If the borrower receives cash back for a permissible purpose (as outlined above), it **MUST** be confirmed that the minimum borrower contribution requirement associated with the selected mortgage product, if any, has been met.
-

Refinance Transactions

See the *Refinances* topic subsequently presented for information on refinance transactions.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Eligible Transactions, Continued

Validation of Parties to the Mortgage Transaction

- For all transactions, it must be confirmed, as of the note date, that all borrowers and all parties that played a role in the origination of the mortgage or the underlying real estate transaction are not found on the U.S. General Services Administration Excluded Parties List [GSA EPL](#), HUD Limited Denial of Participation List [HUD LDP](#), or Truist Ineligible Lists.
- If a party whose name is on the [GSA EPL](#), [HUD LDP](#), or Truist Ineligible List is a borrower on the mortgage or played a role in the origination of a mortgage or the underlying real estate transaction, the mortgage is not eligible to be funded by Truist.

Notes:

- Name variations (AKAs) including maiden names, etc. shown on the credit report, in addition to the borrowers' names must be checked.
- Parties to the transaction must be checked prior to the loan closing, but not rechecked after the closing documents have been returned.
- If a positive result for any of the parties to the transaction is returned, additional due diligence and investigative measures are required to ensure that the applicable party to the loan is not the party found on the exclusionary list (using information such as prior addresses and employment checks).
- The lender is required to document and implement as part of its hiring process a procedure for checking all employees, including management, involved in the origination of mortgage loans (including application through closing) against the GSA EPL, the HUD LDP List, and the Federal Housing Finance Agency's (FHFA) Suspended Counterparty Program (SCP) list.
- Allowing individuals on these lists to manage or perform origination functions may increase the lender's exposure to fraud. Therefore, Truist requires that if, at the time of hire, the lender has determined that an individual is on the GSA, LDP, or SCP list, the lender may not permit that employee to manage or perform origination functions on loans funded or purchased by Truist.

Note: An individual confirmed to be on one of these lists for any reason may not be permitted to manage or perform origination functions on any loans funded or purchased by Truist. For example, an individual who is excluded from participating in HUD multifamily programs should be excluded from involvement in the origination of any Truist loans.

- Lenders can access the GSA, LDP, and SCP lists via the links provided below:
 - GSA EPL – available through GSA's [System for Award Management](#) website. The review of GSA EPL must include a search for actions taken across all federal agencies.
 - HUD's LDP List – available through [HUD's website](#).
 - FHFA's SCP List – available through [FHFA's website](#).
- The GSA and LDP lists are also available via [AllRegs](#).
- **Documentation Requirements**
 - Certification of exclusionary list results must reflect the date checked, validate that all parties to the transaction are not reflected on any lists, and retained in the loan file.

Reference: See the "Truist Ineligible List Certification" topic in [Section 1.19: Fraud Prevention Guidelines](#) of the *Correspondent Seller Guide* for additional information.

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Eligible Transactions, Continued

Fraud Prevention

Reference: See [Section 1.19 Fraud Prevention Guidelines](#) in the *Correspondent Seller Guide* for additional information on fraud prevention.

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Refinances

Continuity of Obligation

Reference: See the *Cash-Out Refinance, and Limited Cash-Out (Rate/Term) Refinance* subtopics for additional information.

- The objective of the continuity of obligation requirement is to address refinance transactions that include a borrower that is on title, but not obligated on the original mortgage note being satisfied.
- The continuity of obligation guidelines do NOT apply for properties recently inherited, spousal/partner buyouts, installment land contract transactions, or properties owned free and clear.
- An acceptable continuity of obligation (assuming that there is an outstanding lien against the property) exists when:
 - there is at least one borrower obligated on the new loan who was also a borrower obligated on the existing loan being refinanced, OR
 - the borrower has been on title for at least 12 months (but not obligated on the existing loan being refinanced) AND residing in the property for at least 12 months AND has either:
 - paid the mortgage for the last 12 months (including the payments for any secondary financing), OR
 - can demonstrate a relationship (relative, domestic partner, etc.) with the current obligor.

Note: The existing loan being refinanced and the title must have been held in the name of a natural person or an LLC (as long as the borrower was a member of the LLC prior to transfer). In addition, a six (6) month history of ownership between the LLC and the natural person must be documented. Transfer of ownership from a corporation to an individual does not meet this requirement.

- Loans with an acceptable continuity of obligation may be underwritten and priced as either a limited cash-out (rate/term) or a cash-out refinance based on standard definitions.

Reference: See the *Cash-Out Refinance and Rate/Term Refinance* subtopics subsequently presented for additional information.

- If the borrower is currently on title but is unable to demonstrate an acceptable continuity of obligation, the following applies:
 - the loan must be underwritten and priced as a cash-out refinance transaction,
 - the borrower must be on title for a minimum of six (6) months prior to loan application, and
 - the maximum LTV/TLTV/HTLTV ratio will be limited to 50% based on the current appraised value.
- If the borrower is currently on title, but there is no outstanding lien against the property, the loan must be underwritten and priced as a cash-out refinance.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Refinances, Continued

Cash-Out Refinance

- The LTV is based on one of the following:
 - If the borrower has owned the property for less than twelve (12) months from the date of the application, the LTV/TLTV/HTLTV is based on the lesser of the acquisition cost or the current appraised value.
 - If the borrower has owned the property for at least twelve (12) months from the date of application, the LTV/TLTV/HTLTV is based on the current appraised value.
 - Gifted property within the most recent twelve (12) month period is limited to a maximum of 60% LTV/TLTV based on current appraised value.
- Cash-out refinance transactions must be used to pay off existing mortgages by obtaining a new first mortgage secured by the same property or be a new mortgage on a property that does not have a mortgage lien against it.
- There is no waiting period if the lender documents that the borrower acquired the property through an inheritance or was legally awarded the property (divorce, separation or dissolution of a domestic partnership).
- Cash-out transactions are permitted to pay off a construction single-closing loan where six (6) permanent mortgage payments have been made.
- Cash-out refinance transactions are not eligible if the existing loan is a “restructured mortgage.”
- For cash-out refinance transactions, six (6) months’ minimum seasoning is required, with 0 x 30 day late payments.

Notes:

- The six (6) months minimum seasoning is based on the date the borrower took title and the current loan application date.
 - The title must have been held in the name of a natural person or an LLC (as long as the borrower was a member of the LLC prior to transfer). In addition, a six (6) month history of ownership between the LLC and the natural person must be documented. Transfer of ownership from a corporation to an individual does not meet this requirement.
 - Seasoning requirements do not apply to borrowers meeting the requirements found in the Delayed Financing Cash-Out Refinance section subsequently presented.
 - Recommended documentation to assist in evidencing that the seasoning requirement is met includes, but is not limited to, a copy of the Closing Disclosure from the previous transaction and a copy of the borrower’s current credit report.
-
- In the case of a family transfer that occurred in the previous twelve (12) months, verify the property was not in default at the time of transfer.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Refinances, Continued

Cash-Out Refinance, (continued)

- See the table below for maximum cash-out guidelines:

Property Type	LTV/TLTV	Max Cash-Out
SFR, PUD, Condo	>50%	\$350,000, including paid debts, unseasoned subordinate financing and cash-in-hand.
SFR, PUD, Condo	≤50%	Unlimited to the maximum loan amount, including paid debts, unseasoned subordinate financing and cash-in-hand.

Ineligible Cash-out Transactions

The following list includes examples of transaction types that are not eligible as cash-out refinances. This list is not comprehensive.

- Cash-out transactions are not permitted to pay off another lender’s interim construction loan.
- For transactions on properties that have a Property Assessed Clean Energy (PACE) loan, borrowers who refinance the first mortgage loan and have sufficient equity to pay off the PACE loan but choose not to do so will be ineligible for cash-out refinance transactions.
- The new loan amount includes the financing of real estate taxes that are more than 60 days delinquent and an escrow account is not established, unless requiring an escrow account is not permitted by applicable laws or regulation.

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Refinances, Continued

Delayed Financing Cash-Out Refinance

If the property was purchased (or acquired) by the borrower within the prior six (6) months of the disbursement date of the new mortgage, the following applies:

- The original purchase transaction was an arms-length transaction.
- The original purchase transaction is documented by a Closing Disclosure, which confirms that no mortgage financing was used to obtain the subject property.
- The sources of funds for the purchase transaction are documented (such as bank statements, personal loan documents, or a HELOC on another property).
 - Borrower(s) must be able to exhibit a historic level of assets to support the cash purchase (supported by Schedule B of the last two (2) year's tax returns) or other supportive documentation to verify receipt of such funds. Funds must have been on deposit at least 90 days prior to the date of the original transaction.
- If the source of funds used to acquire the property was an unsecured loan or a loan secured by an asset other than the subject property (such as a HELOC secured by another property), the closing disclosure for the refinance transaction must reflect that all cash-out proceeds be used to pay off or pay down, as applicable, the loan used to purchase the property. Any payments on the balance remaining from the original loan must be included in the debt-to-income ratio calculation for the refinance transaction.

Note: Funds received as gifts and used to purchase the property may not be reimbursed with proceeds of the new mortgage loan.

- The new loan amount can be no more than the actual documented amount of the borrower's initial investment in purchasing the property plus the financing of closing costs, prepaid fees, and points on the new mortgage loan (subject to the maximum LTV/TLTV/HTLTV ratios for the cash-out transaction).

Note: Maximum cash-out limitations do not apply.

- The title must have been held in the name of a natural person or an LLC (as long as the borrower was a member of the LLC prior to transfer). In addition, a six (6) month history of homeownership between the LLC and the natural person must be documented. Transfer of ownership from a corporation to an individual does not meet this requirement.

All other cash-out refinance eligibility requirements are met with the exception of continuity of obligation, which need not be applied.

Home Improvements

- Loan proceeds must be used to reimburse the borrower for cash spent on or lien(s) incurred for home improvements.
 - The loan must be considered a cash-out refinance transaction.
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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Refinances, Continued

Limited Cash-Out (Rate/Term) Refinance

General

- The LTV is based on the current appraised value, regardless of the length of ownership.
- The transaction must meet all continuity of obligation requirements.
- For rate/term refinance transactions, there is no minimum seasoning requirement.
- Proceeds from a rate/term refinance may be used to payoff the following:
 - principal balance of an existing first mortgage lien, regardless of age,
 - related closing costs, discount points, prepaids, and/or
 - subordinate mortgage liens that have been seasoned for at least one (1) year. For a junior lien that is an equity line of credit, the seasoning requirement shall be applied to the date of the most recent draw against the equity line unless the draws were less than \$2000 (the total draws cannot exceed a total of \$2000 in the last 12 months).
- Proceeds from a limited cash-out transaction may not be used to pay off the unpaid principal balance of a Property Assessed Clean Energy (PACE) loan.
- If a subordinate lien (including equity lines) is to be paid off in the refinance transaction, it must be seasoned for at least one (1) year; otherwise, the transaction will be considered a “cash-out” refinance and not eligible as a rate term refinance. This includes, but is not limited to, home improvement liens evidenced by a Materialmens’ or Mechanics’ lien on the title binder.
- If secondary financing is not seasoned, it may be included in the refinance if the second lien was incurred at the original purchase of the property (evidenced by a copy of Closing disclosure from the original purchase) or the second was used for documented home improvements.
- If the second was used for home improvements and is not seasoned, the borrower must provide copies of the cancelled checks and receipts and/or a copy of the contract specifying the total of the improvements (if the borrower contracted the work). The appraisal should support the value of the improvements.
- The borrower cannot receive more than the following in cash at closing:
 - loan amounts \leq \$1,000,000 will be limited to two thousand dollars (\$2,000), OR
 - loan amounts $>$ \$1,000,000 will be limited to five thousand dollars (\$5,000).

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Refinances, Continued

Limited Cash-Out (Rate/Term) Refinance, (continued)

Spousal/Partner Buy-Out and Inherited Properties

- A transaction that requires one owner to buy out the interest of another owner (for example, as a result of a divorce settlement or dissolution of a domestic partnership) is considered a limited cash-out refinance if the following guidelines are met:
 - All parties must sign a written agreement that states the terms of the property transfer and the proposed disposition of the proceeds from the refinance transaction.
 - A copy of the divorce decree, closing disclosure, will or probate court approval must be provided as verification of the terms of the buyout.
 - Except in the case of recent inheritance of the subject property, documentation must be provided to indicate that the security property was jointly owned by all parties for at least 12 months preceding the disbursement date of the new mortgage loan.
 - Borrowers who acquire sole ownership of the property may not receive any of the proceeds from the refinancing.
 - The party buying out the other party's interest must be able to qualify for the mortgage pursuant to program underwriting guidelines.
 - Payoff to the spouse/partner must be reflected on the Closing disclosure.
 - The property must be the borrower's primary residence.
 - Parties who inherit an interest in the property do not have to satisfy this requirement.
- Purchase money seconds as well as non-purchase money seconds may be paid off through this transaction and remain a limited cash-out (rate/term) refinance.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Refinances, Continued

Rate/Term Refinance, (continued)

Truist Portfolio to Truist Portfolio Rate/Term Refinance Transactions

- Declining market reductions to the maximum LTV/TLTV are waived for rate/term refinance transactions when the borrower's current loan is in the Truist portfolio.

Notes:

- Prior Truist Portfolio transactions on condotels are not eligible.
- If the original loan closed in the name of an LLC, it may be eligible for the declining market LTV/TLTV reduction waiver, but must be guaranteed by an individual.
- It is acceptable if the occupancy type on the new loan is not the same as the occupancy type on the original loan. If the original first mortgage lien was on an investment property and the borrower discloses that the property is now a primary residence or second home, evidence of the property currently being a primary residence or second home must be documented in the loan file.
- Condominium and PUD reviews are not required.
- All other published Key Loan program guidelines apply.
- The Truist Portfolio Loan Lookup Tool must be used to determine if a loan is an eligible Truist Portfolio loan. [Click here](#) to access the Truist Portfolio Loan Lookup Tool.
- Users must enter the borrower's current Truist loan number into this tool, press "Enter" and the tool will return either a "Truist Portfolio" response if the loan is an eligible loan, or the tool will return a "Not Truist Portfolio" response if the loan is not eligible for the declining market LTV/TLTV reduction waiver. If the loan is eligible, a copy of the results must be placed in the loan file prior to submission to Underwriting.

References:

- See the "Declining Markets" subtopic in the "Appraisal Requirements" topic for additional information.
- See the "Maximum Loan-to-Value (LTV)" subtopic in the "Loan Terms" topic for additional information.

Tangible Benefit Form or Appropriate Documentation Required

Reference: See [Section 1.35: Compliance Overview](#) for the requirement information and a sample of the form.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Secondary Financing

General

- The terms of the secondary financing must be fully disclosed in writing for each transaction and must comply with standard Portfolio underwriting secondary financing guidelines presented in this section.
- TLTV is the “total loan-to-value” of the first AND second mortgage to the sales price/value of the property (if second is HELOC, the total available credit line is used to calculate TLTV/HTLTV).
- If secondary financing is subordinated, a copy of the note, and if the second is a HELOC, a copy of the financing agreement terms on the HELOC is required for the loan file.

Note: In lieu of the second mortgage note (or financing agreement) a letter from the lender, on their letterhead, may be obtained only if the subordinate lien is reported on the credit report. The letter must disclose the terms of the secondary financing and confirm if the second lien is subject to a prepayment penalty and if so, outline the terms (i.e., prepayment period).

- Acceptable title evidence must be obtained showing all secondary financing recorded and clearly subordinate to the first lien.
- Secondary financing must have regular monthly payments of principal or interest only and payments must be included in the debt-to-income ratio.
- The interest rate must be at a market rate.
- Only second mortgages from banks and credit unions are allowed.
- Seller held and privately held second mortgages are not allowed.
- Secondary financing cannot be subject to wraparound terms.
- Secondary financing (new or existing) which could impose a penalty for prepayment is not acceptable unless:
 - the subordinate loan is a home equity line of credit (HELOC), and the amount of the prepayment penalty, prepayment fee, account closure fee, account termination fee, etc. does not exceed \$500.00, or
 - The subordinate loan is a home equity line of credit (HELOC), or closed-end second mortgage where the lender paid for some or all of the borrower’s closing costs and allows the lender to recoup the closing costs if the borrower pays the HELOC or closed-end second mortgage off early, or
 - The prepayment penalty clause has lapsed.

Notes:

- The HELOC must be in compliance with all federal, state and local laws.
- Recouped fees may be deemed a prepayment penalty under state laws, in which case the second loan/line would not be eligible for subordination.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Secondary Financing, Continued

General, (continued)

- Monthly payment must, at a minimum, meet the interest due. If the rate is variable, payments must be constant every 12 months.
- Secondary financing cannot have negative amortization.
- Variable payments are acceptable if one (1) or more of the following applies:
 - The first mortgage is an ARM (regardless of the initial fixed rate period), or
 - The second mortgage is a HELOC.

Reference: See the “HELOC” subtopic in the “Liabilities and Qualifying Ratios” topic for additional information regarding qualifying payment requirements for existing HELOCs.

New Secondary Financing

- New secondary financing is not eligible on either purchase or rate/term refinance transactions when the LTV/TLTV is 80% or greater, and the loan amount exceeds \$1,000,000.

Reference: See the “Maximum Loan-to-Value (LTV) subtopic in the “Loan Terms” topic for additional information.

- Truist accepts secondary financing with a balloon payment in less than five years after the note date of the first lien. The following guidelines apply:
 - We do not require actual payoff of the account, but the client does need sufficient assets available to pay off the outstanding balance in addition to the required funds to complete the transaction.
 - An underwriting team lead or an underwriting manager must review these loan transactions.
 - Use the account information from the credit report to determine eligibility unless other documentation in the loan file reflects information that is more current.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Secondary Financing, Continued

Existing Secondary Financing

- Truist accepts secondary financing with a balloon payment in less than five years after the note date of the first lien. The following guidelines apply:
 - We do not require actual payoff of the account, but the client does need sufficient assets available to pay off the outstanding balance in addition to the required funds to complete the transaction.
 - Use the account information from the credit report to determine eligibility unless other documentation in the loan file reflects information that is more current.
- The existing lender on secondary financing cannot have the ability to call the loan due within the first five (5) years after closing on this loan.

Home Equity Line of Credit (HELOC)

- TLTV is the “total loan-to-value” of the first AND second mortgage to the sales price/value of the property (if second is HELOC, the total available credit line is used to calculate TLTV).
- The repayment terms for secondary financing may provide for variable payments.
- The terms of the HELOC may also provide a balloon or call option within the first five years after the note date of the first mortgage.
- On a simultaneous purchase with a concurrent HELOC, any unutilized portion of the HELOC requires a rescission period.
- The borrower MAY NOT access any non-disbursed funds until the rescission period has expired.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Secondary Financing, Continued

Documenting a Modified HELOC

- Lenders in some cases must reduce the available line of credit on a HELOC to meet the new first mortgage's TLTV and the HTLTV requirements. Obtain one of the following forms of documentation to show a modified line amount for a HELOC:
 1. A complete and recorded Modification Agreement (fully executed by the HELOC lender and all borrowers under the HELOC).
 2. In the event the recorded modification agreement is not back from recordation, an unrecorded modification agreement fully executed reflecting the instrument number or other evidence of submission for recordation stamped by the recorders' office (certified by the clerk of court).
 3. A written agreement between the HELOC lender and the borrower agreeing to the reduction in the credit line amount to a specific amount as of a particular date. All borrowers must sign the written agreement.
 4. A cover letter from the HELOC lender on company letterhead reflecting a signature from the appropriate company representative that includes confirmation of the reduced credit line to a specific amount as of a specific date, along with evidence of the borrower's request/consent to the reduction (preferably in writing).

Note: Obtain items 1 or 2 for the best evidence of documenting this change whenever possible. Items 3 and 4 are acceptable when the first two are not available. In this case, it is mandatory to maintain appropriately signed documentation.

- If you cannot obtain one of the above forms of documentation, use the original line amount of the HELOC to calculate the TLTV/HTLTV for the new first mortgage.
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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Geographic Restrictions

Information The following table shows the geographic restrictions.

State	Restriction
Alaska	Properties located in the state of Alaska are not eligible for the Key Loan Program.
Georgia	Georgia Power leasehold properties are not eligible.
Illinois	As a result of state legislation, the following guidelines apply: <ul style="list-style-type: none"> For fully amortizing ARM loans, the borrower MUST be qualified at the greater of the product qualifying rate or the fully amortizing, fully indexed rate.
Maryland	As a result of state legislation, the following guidelines apply: <ul style="list-style-type: none"> For fully amortizing ARM loans, the borrower MUST be qualified at the greater of the product qualifying rate or the fully amortizing, fully indexed rate.
Minnesota	As a result of state legislation, the following guidelines apply: <ul style="list-style-type: none"> For fully Amortizing 7/1 & 10/1 ARM loans, the borrower must be qualified at the greater of the Note rate or the fully amortizing, fully indexed rate.
New Mexico	As a result of state legislation, all ARM loans must be qualified at the fully indexed (index + margin), fully amortizing rate.
Texas	<ul style="list-style-type: none"> Rate/Term refinances are allowed and must meet all Key Loan Program guidelines. If prepaids and taxes are included in the loan amount the following conditions must be met: <ul style="list-style-type: none"> The prepaids and taxes are limited to 5% of the loan amount The following language must be included in Schedule B of the Title Insurance: "Possible defect in lien of the insured mortgage because of the insured's inclusion of reserves or impounds for taxes and insurance in the original principal of the indebtedness secured by the insured mortgage." The following P-39 Standard Language must be included in the Title Insurance Policy: "Company insures the Insured against loss, if any, sustained by the Insured under the terms of this Policy by reason of a final, non-appeasable judgment of a court of competent jurisdiction that divests the Insured of its interest as Insured because of this right, claim, or interest. Company agrees to provide the defense to the Insured in accordance with the terms of this Policy if suit is brought against the Insured to divest the Insured of its interest as Insured because of this right, claim or interest." Cash-out refinances on primary residence transactions located in the state of Texas are not eligible.

****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Occupancy/Property Types

Primary Residences

Eligible primary residences include the following:

- one (1) unit properties,
- attached or detached properties,
- warrantable condos, and
- PUDs.

Reference: See the “Warrantable Condominiums” s subtopic subsequently presented in this topic for additional information.

- A primary residence is a property occupied by the borrower for a major portion of the year and that possesses the physical characteristics to accommodate the borrower’s immediate family.
- The occupancy type may be considered a primary residence in the following situations with acceptable documentation:
 - parents who are applying for a mortgage to provide housing for a physically handicapped or developmentally disabled adult child who is unable to work or has insufficient income to qualify for a mortgage, or
 - children who are applying for a mortgage to provide housing for elderly parents who are unable to work or have insufficient income to qualify for a mortgage.
- If parents are financing for a disabled child or children financing for elderly parents, the following applies:
 - the disabled child or elderly parents are not required to be on title or on the mortgage loan,
 - “elderly parents” are defined as parents who are not able to work or have insufficient income to afford a home on their own (no minimum age requirement),
 - the loans are eligible as purchases, limited cash-out refinances and cash-out refinances, and
 - acceptable documentation must be included in the loan file to support the transaction. This includes, but is not limited to, tax returns of the borrower which show the disabled adult child as a dependent or tax returns of the elderly parent(s) which documents insufficient income to qualify.
 - **Special Feature Code Requirement:** SFC H32 MUST captured to identify the loan as a primary residence for a disabled child or elderly parent(s).

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Occupancy/Property Types, Continued

- Second Homes**
- Eligible second home properties include the following:
 - one (1) unit properties,
 - attached or detached properties,
 - warrantable condos, and
 - PUDs.
 - The property must be occupied by the borrower for a portion of the year.
 - The property must be in a location to function reasonably as a second home (i.e., remote distance from the borrower's primary residence). The second home should not be in the same market as the primary residence.
 - Typically, the property is located in either a resort or vacation area or, for convenience, in a city where the borrower works when the primary residence is in a distant suburb.
 - The property must be available for the borrower's exclusive use and enjoyment at all times.

Note: Purchase and refinance transactions, originated to provide housing for a dependent while attending school, do not meet the exclusive use and enjoyment requirement, and therefore, are considered investment properties. Investment properties are ineligible under the Key Loan Program.

- The property must be suitable for year-round occupancy.
- Rental income and expenses on Schedule E of the borrower's personal tax return(s) must not be significant.
- Rental income from a second home cannot be used to qualify the borrower.
- Property management agreements cannot contain blackout dates.
- The property cannot be subject to timeshares or other shared ownership arrangements/agreements.
- The property cannot be subject to rental pool or subject to inclusion in a mandatory rental pool.
- The property cannot be subject to revenue sharing between owners and the developer or another party.
- A borrower can have only one (1) financed second home in Truist's portfolio.

Investment Property

Not eligible.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Occupancy/Property Types, Continued

Occupancy Verification

- Correspondent lenders are responsible for determining if the occupancy type submitted for a loan transaction is reasonable based on the application and supporting documentation submitted.
- Borrowers can have only one primary residence, except for allowable situations as defined under the Primary Residence subtopic within the Occupancy/Property Types subtopic previously presented.
- Inconsistencies in the loan file are often indicators that the file contains misrepresentations. One or more “red flags” do not necessarily indicate fraudulent intent; however, several red flags may signal a fraudulent transaction.

Reference: See [Section 1.05a: Occupancy Misrepresentation – Red Flags](#) in the *Correspondent Seller Guide* for additional information.

- One or more of the following documents may be acceptable to determine that the subject property is the borrower’s current primary residence:
 - tax returns,
 - bank statements,
 - tax assessment,
 - utility bill, and/or
 - homeowner’s insurance policy.

Notes:

- Lenders/underwriters may determine that other documentation is acceptable to address occupancy inconsistencies.
- If during the refinance loan process, mail is sent to the borrower’s primary residence and is returned to the lender, additional documentation must be obtained from the borrower to prove the subject property is the borrower’s primary residence.
- If Truist, or another lender has provided a loan to the borrower as an owner occupied residence, and the borrower returns to purchase a new owner occupied property within a twelve (12) month period from the Note date of the previous transaction then:
 - the borrower must sign an occupancy statement to confirm their intent to occupy the new property as their primary residence, and
 - the borrower must provide a written explanation for the new owner occupied transaction.
 - The explanation must include reason and/or circumstances for the new transaction (i.e., job change, move up, etc.) and the intent or disposition of the previous property.
 - Documentation may be required to support the explanation, such as a rental agreement or listing agreement.

Reference: See the *Mortgage Payments on Previous Home* subtopic in the *Liabilities and Qualifying Ratios* topic subsequently presented for additional information.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Occupancy/Property Types, Continued

Short Sale Property Reference: See [Section 1.28 Short Sale and Restructured Mortgage Loans](#) in the *Correspondent Seller Guide* for additional information.

Warrantable Condominiums

- Properties may be primary residences or second homes.
- Condominium projects must be Fannie Mae approved or Fannie Mae warrantable.

Note: A condominium project review is not required on Truist Portfolio to Truist Portfolio rate/term refinance transactions.

References:

- See the “Rate/Term Refinance” subtopic in the “Refinance” topic previously presented for additional information regarding Truist Portfolio to Truist Portfolio rate/term refinance transactions.
 - See [Section 1.06: Condominium and PUD Approval Requirements](#) of the *Correspondent Seller Guide* for warranty guidelines.
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PUDs

- A PUD warranty/certification is NOT required if the subject property is a detached property.
- If the subject property is an attached property, a PUD warranty/certification is required.

References:

- See the “Rate/Term Refinance” subtopic in the “Refinances” topic previously presented for additional information regarding Truist Portfolio to Truist Portfolio rate/term refinance transactions.
 - See [Section 1.06: Condominium and PUD Approval Requirements](#) of the *Correspondent Seller Guide* for warranty guidelines.
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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Occupancy/Property Types, Continued

Leasehold Properties

General

- Leasehold estates are properties that represent an *interest in real property* where the ownership of the land is legally separated from the improvement on the land.
- The owner of a home subject to a leasehold (sometimes referred to as “ground rent”) is said to “lease” the land indefinitely, pursuant to a written “ground lease” (typically 99 years in duration, but renewable in perpetuity).
- The owner of the home is obligated to pay a semi-annual or annual rental amount to the ground lease owner.

Reference: See the “Ground Rent Escrow Requirements” subtopic subsequently presented in the “Closing and Loan Settlement Documentation” topic for additional information.

- Truist allows mortgages that are secured by leasehold estates in those areas where there is a market acceptance and the mortgage covers the mortgagor’s leasehold interest in the land.

Identifying a Leasehold Property

- A property may be disclosed as a leasehold estate in several ways:
 - the listing agent may include in the property listing,
 - the appraiser may notate on the appraisal, and

Note: In cases where the appraiser does not notate a leasehold property, and it is later discovered that the property is a leasehold estate, the appraiser must update the appraisal to include the applicable leasehold information.

Reference: See [Section 1.07: Appraisal Guidelines](#) of the *Correspondent Seller Guide* for additional information concerning appraisals and appraisal requirements.

- the title company determines from the title search.
 - For properties located in the state of Maryland, the Department of Assessments and Taxation maintains a database of all leasehold properties.
 - Maryland ground rent owners may have registered their leasehold in the Maryland Department of Assessments and Taxation’s database.
 - Leasehold estates in Maryland must be checked at application, or as soon as it is determined that the property is a leasehold estate, against the Department of Assessments and Taxation’s database to confirm whether the property is titled as leasehold.
 - Leasehold estates that are confirmed to be registered with the Maryland Department of Assessments and Taxation database are acceptable without meeting the Conventional Loan programs requirements.
 - A printout from the Maryland Department of Assessments and Taxation’s website, showing the registered leasehold property must be placed in the loan file.
-

****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Occupancy/Property Types, Continued

Leasehold Properties, continued

- Leasehold estates that are not registered with the Maryland Department of Assessments and Taxation must meet all conventional leasehold requirements.
- If the lease agreement is not legible, then the leasehold property is ineligible.

Reference: [Click here](#) to access the Maryland Department of Assessments and Taxation's website to search the real property data system for ground rent registrations.

- **Eligible Occupancy/ Property Types**
 - Eligible occupancy/property types include the following:
 - primary residences,
 - second homes,
 - single family dwellings (attached and detached),
 - modular homes,
 - warrantable condominiums, and
 - PUDs.
 - All eligible occupancy/property types must meet the specific first and/or second mortgage program eligibility guidelines.
 - **Ineligible Occupancy/Property Types**
 - Mortgages secured by a mixed used leasehold estate are NOT eligible for origination.
 - Mortgages secured by manufactured homes located on leasehold estates are not eligible.
 - Mortgages secured by properties located within Indian lands that are leasehold estates are not eligible.
 - Georgia Power Leasehold Estates are not eligible.
 - **Leasehold requirements**
 - The lease agreement must be reviewed by the Correspondent lender.
 - For condominium transactions underwritten by Truist, the Central Condominium Department will also review the lease agreement, but reserves the right to request the Correspondent client to obtain a legal opinion from the Correspondent client's legal counsel, the title company or the HOA attorney in the cases where it is not clear that all leasehold requirements are met.
 - The lease must meet all of the following requirements:
 - The leasehold estate and improvements must constitute real property, be subject to a mortgage lien and insured by a title policy.
 - The lease must be valid and in full force and effect.
 - All ground rent payments, other payments or assessments must be current and the borrower must not be in default under any other provision of the lease, nor may the ground rent owner have claimed such a default.
-

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Occupancy/Property Types, Continued

Leasehold Properties, continued

- The estate term must run for at least **five (5) years** beyond the mortgage maturity unless fee simple title will vest at an earlier date in the borrower or a homeowners' association and must be assignable or transferable.
- The lease must guarantee the lender the right to receive at least 30 days notice of default by the borrower and the option to cure the default or take over the borrower's rights.
- The lease must include provisions to protect the lender's interest in the event of a property condemnation.
- The lease must provide that the borrower will pay taxes, insurance and HOA dues related to the land and improvements.
- The lease must provide that the leasehold can be transferred, mortgaged and sublet an unlimited number of times without restriction or upon payment of a reasonable fee and delivery of documentation to the lessor. The lessor may not require credit qualification on any assignee or sublessee.
- The lease **cannot** contain default provisions allowing forfeiture or termination of the lease except for non-payment of the ground rent payments.
- The lease may, but is not required to, include an option for the borrower to purchase the interest in the land (buyout the lease). There can be no time limit when the *option* must be exercised.
- The lease and option to purchase must be assignable.
- The lease must allow the borrower to retain voting rights in any homeowners' association.

Note: Maryland properties will not have to meet the above requirements provided the leasehold estate is registered in the Maryland Department of Assessments and Taxation's database.

- Leasehold properties that do not meet the above requirements must follow **one** of the options outlined below.
 - A leasehold addendum must be prepared by the title company to eliminate or amend any deficiencies. The addendum must be signed by all parties (borrower and ground rent owner) at closing and evidence of recordation of the updated lease with addendum must be provided. **OR**
 - The leasehold must be bought out. The final title policy must reflect the buyout of the leasehold and fee simple ownership, evidenced by a Fee Simple Warranty Deed.

Note: Maryland properties registered in the Maryland Department of Assessments and Taxation's database do not have to follow one of the options listed outlined above.

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Occupancy/Property Types, Continued

Leasehold Properties, continued

- **Buyout of a Leasehold Property**
 - Buying out the lease provides fee simple title to the property and the ground rent owner's interest and the leasehold is dissolved.
 - The price to buyout the leasehold interest will be the appraised value of the land.

Notes:

- For leasehold properties in Maryland, the cost to buyout the leasehold interest is set by state law, using a specific calculation.
- Information regarding the purchase of the ground lease may be obtained through the [Maryland Department of Assessments and Taxation](#).
- The cost of redeeming the ground rent may not be financed into the loan amount, on purchase or rate/term refinance transactions.
- If the borrower is responsible for the cost, sufficient assets to buy-out the leasehold, in addition to the down payment, closing costs and reserves must be documented in the loan file.
- The final title policy must reflect the buyout of the leasehold and fee simple ownership.
- The cost of the leasehold buyout must be reflected on the Settlement Statement.
- At closing, ownership transfer must be evidenced by a Fee Simple Warranty Deed.
- **Leasehold Appraisal Requirements**
 - The appraiser must be provided with a copy of the lease agreement, which details the terms, conditions, and restrictions of the ground lease and they must comment on any effect the terms of the lease have on value and marketability.
 - The appraiser should use sales of similar properties with the same lease terms as comparable sales.
 - If there are no comparable sales of leasehold properties with the same lease terms, the appraiser may use sales of similar properties with different lease terms or, if necessary, sales of similar properties that were appraised as fee simple estates.
 - The appraiser must explain why the use of these sales is appropriate, and make appropriate adjustments on the "sales comparison analysis" grid to reflect the market reaction to the different lease terms or property rights appraised.
 - If the appraisal does not initially reflect that the property is a leasehold, the appraiser must update the appraisal to include the applicable information noted above.

Reference: See [Section 1.07: Appraisal Guidelines](#) of the *Correspondent Seller Guide* for additional information concerning appraisals and appraisal requirements.

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Occupancy/Property Types, Continued

Leasehold Properties, continued

- **Closing and Loan Settlement Documentation**
 - **Addendum to the Lease Agreement**
 - An addendum to the Lease Agreement is required in all cases where the lease requirements are deficient or missing.
 - The addendum is prepared by the settlement agent/closing attorney.
 - The addendum must reference the original lease being amended, must clearly specify the terms being added or amended and must ensure the lease remains valid and in full force and effect.
 - The addendum must be signed by all parties (the borrower and ground rent owner) at closing and evidence of recordation of the updated lease with addendum must be provided.
 - If the leasehold agreement cannot be amended, the leasehold must be purchased and title converted to fee simple.
 - **Cross Default of Lease Rider**
 - A *Cross Default of Lease Rider* is required for on all non-Agency conventional leasehold transactions.
 - This Rider must be included with the closing documents and amends the security instrument for mortgages secured by leasehold estates so that a default on the lease is, at the lender's sole discretion, a default on the mortgage.
 - **Ground Rent Escrow Requirements**
 - The monthly ground rent must be included in the Proposed Housing Payment and counted in the debt-to-income ratios.
 - Any potential increase in ground rent payments that are scheduled to occur within 12 months of closing must be taken into consideration by the underwriter when calculating the debt-to-income ratios.

Reference: See [Section 1.08: Loan Delivery and Purchase Review](#) in the Correspondent Seller Guide, for additional escrow requirements.

- **For Truist Internal Employees Only:**
 - The ground rent escrow data (e.g., number of reserve months, amount due, due date and frequency) **MUST** be input on the origination system.

Note: When the HOA is responsible for paying the ground lease payments, the "GROUND RENT" fields must be completed on the origination system with the following information: "RES MOS" enter "0" (zero), "NEXT AMT DUE" enter "0.01" (one cent), "MONTH/YEAR" enter first payment date and "FREQ" enter "A".

- **Security Instrument – Additional Language Requirements**
 - The Settlement Agent must add the following language (as a rider which amends the security instrument or as the second sentence of the last paragraph in Section 9 of the security instrument) on all leasehold transactions:

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Occupancy/Property Types, Continued

Leasehold Properties, continued

Borrower shall not surrender the leasehold estate and interests herein conveyed or terminate or cancel the ground lease. Borrower shall not, without the express written consent of Lender, alter or amend the ground lease.

- **Leasehold Title Insurance Requirements**

- The leasehold estate and the improvements must be insured by an ALTA 13 Leasehold Endorsement.
- The title binder must include the ground rent owner's information (name and address where to send payments).

Note: If property is converting to fee simple interest, see the *Buyout of a Leasehold Estate* topic previously presented in this document for additional information.

Reference: See [Section 1.16: Title Insurance](#) of the *Correspondent Seller Guide* for additional information concerning title insurance requirements.

Resale/Deed Restrictions

Reference: See Section [1.16a: Resale/Deed Restrictions](#) of the *Correspondent Seller Guide* for additional information.

Maximum Acreage

Maximum acreage is fifteen (15).

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Occupancy/Property Types, Continued

Properties with Two or More Parcels

- Each parcel must be conveyed in its entirety.
- Parcels must be adjoined to the other, unless they comply with the following exception. Parcels that otherwise would be adjoined, but are divided by a road, are acceptable if the parcel without a residence is a non-buildable lot (for example, waterfront properties where the parcel without the residence provides access to the water). Evidence that the lot is non-buildable must be included in the loan file.
- Each parcel must be zoned as “residential”.
- The entire property may contain only one residential dwelling unit. Limited additional non-residential improvements, such as a garage, are acceptable. For example, the adjoining parcel may not have an additional dwelling unit. An improvement that has been built across lot lines is acceptable. For example, a home built across both parcels where the lot line runs under the home is acceptable.
- The mortgage must be a valid first lien that covers each parcel.
- When analyzing the appraisal, the following additional requirements apply:
 - the site description must accurately describe the land and any improvements included in each of the parcels,
 - the comparable sales should have adjoining parcels similar to the subject property,
 - when differences in sites exist between the subject property and comparable sales, any adjustments to comparable sales, or lack of adjustments made to the comparable sales for significant differences must be explained in the appropriate section, and
 - the appraisal report must evaluate the effect any additional land may have on the subject property’s value and marketability.

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Occupancy/Property Types, Continued

Modular Housing

- Existing modular, prefabricated, panelized or sectional housing units must be a minimum 2500 or greater in square footage.
- Maximum loan amount is \$1,000,000.
- These homes must be single family, detached, one-unit properties.

Note: Single and double-wide mobile/manufactured homes are not eligible.

- These homes must assume the characteristics of site built housing and meet local building code.
 - They must meet the property standards/specifications as required by Fannie Mae/Freddie Mac for modular housing.
 - The property must be classified as real estate.
 - Declining market guidelines apply.
-

Properties Listed for Sale

- The appraiser must note on the appraisal if a property was listed for sale in the last 12 months. If the property is currently listed for sale when the appraisal is completed, the appraiser must note that it is currently listed for sale.
 - If a property was listed for sale in the last 12 months and the borrower was the owner of the property at the time it was listed for sale, the following applies:
 - If the loan is a limited cash-out refinance, the property must be taken off the market on or prior to the application (i.e., 1003) date. For primary residence transactions, the borrowers must confirm in writing their intent to occupy the subject property. In addition, the current maximum LTV/TLTV ratios for the transaction would apply. If at the time of application, the property is currently listed for sale, it must be taken off the market at application and documentation must be provided that the listing agreement is terminated (it is NOT ok just to take the "For Sale" sign down).
 - Cash-out refinance transactions on properties listed for sale within the last six (6) months prior to the loan application are not eligible.
-

Properties Purchased at Auction

Reference: See General [Section 1.25: Properties Purchased at Auction](#) of the *Correspondent Seller Guide* for information on Properties Purchased at Auction.

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Occupancy/Property Types, Continued

Rural Properties

Rural properties and suburban properties with rural characteristics require special consideration in the underwriting and appraisal review process. The following additional requirements apply for these transactions:

- The highest and best use of the property must be residential in nature and not agricultural or ranching.
- Any properties with small barns and stables must be common, typical, and readily marketable, with comparable sales reflecting similar improvements.
- Minimal outbuilding (i.e., small barn or stable) values cannot exceed 10% of the property's appraised value.
- Properties with atypical outbuildings are acceptable when the appraiser's analysis reflects little or no contributory value for them.
- Lenders must determine whether properties with significant outbuildings (such as silos, large barns, storage areas, or facilities for farm-type animals) are residential or agricultural in nature, regardless of whether the appraiser values the outbuildings.
 - Truist requires structurally sound outbuildings with no health or safety issues; the outbuildings cannot detract from value.
- Improvements must represent at least 50% of the entire appraised value.
- Just because a property does not have farm-related, income does not mean that a property is not agricultural or made up of excess vacant land. Make the determination on the nature of the property and not the source of the borrower's income.
- Pasture and cropland cannot exceed 35% of the property's land size, including all excess acreage regardless of current use. Lenders must exercise additional due diligence to determine that this is not a farm and that the highest and best use of the property is residential.
 - Appraisers must comment in detail on the land usage. If a land value is not given, the lender must request the appraiser to complete the land value section in order to make a solid decision.
- Properties with a land value exceeding 35% of the appraised value must show comparable sales to support that the property is common and typical for the area and supported by comparable sales.
 - The appraiser must comment on this topic in detail. If the value is not given, the lender must request this information from the appraiser to make a solid decision.
 - Clear, factual comments must support that the property is residential in nature and is not a farm.
 - Lender must agree with the appraisal.

Note: Truist Underwriters may opt to escalate the appraisal using the escalation process.

Reference: See the Appraisal Analysis topic and Sales Comparison approach subtopic within the Appraisal Guidelines for additional information on rural properties.

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Occupancy/Property Types, Continued

Ineligible Properties

The following is a list of ineligible properties:

- 2-4 unit properties,
- apartment buildings,
- bed and breakfast properties,
- boarding houses,
- commercial buildings,
- condominium hotels or condotels,
- cooperatives,
- earth/earth-sheltered and geodesic/dome homes,

Notes:

- Homes that have a geothermal heat pump as the main heating and cooling system are eligible.
 - The Underwriter must determine that the appraisal supports the market for this type of property.
 - Georgia Power leasehold properties,
 - houseboat projects/properties,
 - Indian lands that are leasehold estates,
 - investment properties,
 - leaseholds that do not extend beyond the loan term and are not typical in the market area,
 - log homes,
 - mixed-use properties,
 - mobile/manufactured homes,
 - model homes not eligible for occupancy within 60 days of loan closing,
 - modular (i.e. factory built, pre-cut/panelized) housing properties less than 2500 square feet in size,
 - non-warrantable condominium/PUD projects,
 - properties listed for sale within the last six (6) months (if cash-out refinance), unless Delayed Financing Cash-Out refinance requirements are met,
 - properties on acreage exceeding 15 acres,
 - projects with legal non-conforming use,
 - residential properties zoned commercial or industrial,
 - studio condominiums,
 - Texas homestead properties secured by a 50(a)(6) mortgage,
 - timeshare units,
 - unimproved land,
 - unique properties, other than those listed above, in which the marketability cannot be established, and
 - working farms, ranches, and orchards.
-

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Eligible Borrowers

Non-Occupant Co-Borrowers

- DTI calculations are to be performed separately for the borrower and the non-occupant co-borrower.
 - The maximum LTV/TLTV is 70%.
 - The non-occupant borrower must be an immediate family member.
 - The Note and Security Instrument must be signed by both occupant borrower and non-occupant co-borrower.
 - The non-occupant co-borrower cannot have any interest in the sales transaction, such as seller, builder, real estate agent, etc.
 - The occupant borrower on the loan transaction must qualify separately with ratios not to exceed 35%/40%.
-

Inter Vivos Trusts

Reference: See [Section 1.08: Loan Delivery and Purchase Review](#) of the *Correspondent Seller Guide* for additional information.

Permanent Resident Aliens

- A permanent resident alien is an individual who is lawfully accorded the privilege of residing permanently in the United States. The following documentation is acceptable:
 - *USCIS Form I-551, Alien Registration Receipt* (“green card”), with an unexpired date on the front.
 - *USCIS Form I-551, Conditional Alien Registration Receipt*, with an unexpired *USCIS I-751*, or
 - If the borrower does not have a “green card”, an unexpired passport with an unexpired stamp reading, “Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence. Valid until [date]. Employment Authorized” would be acceptable as long as there is a minimum of two (2) years remaining at the time of loan application.

Note: A “green card” that has no expiration date (issued between March 1977 and 1987) is acceptable with no additional requirements.

- If the “green card” will expire within six (6) months after closing, the borrower must provide the following:
 - Copy of filed *USCIS I-90 Application to Replace Permanent Resident Card*, and
 - Receipt Notice (USCIS I-797 Notice of Action) for the I-90.
 - Borrowers with a Conditional Green card (issued for two (2) years) cannot apply for renewal earlier than three (3) months prior to expiration date. One of the following forms (USCIS I-751 or I-829) must be filed before loan application can proceed.
 - *I-751 Petition to Remove Conditions of Residence (green card by marriage)*
 - *I-829 Petition by Entrepreneur to Remove Conditions*
-

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Eligible Borrowers, Continued

Permanent Resident Aliens,
(continued)

- Permanent resident aliens must meet the following underwriting guidelines:
 - the maximum LTV/TLTV is 80% with a maximum loan amount of \$1,000,000,
 - all borrowers must be eligible applicants according to the Key Loan Program guidelines,
 - each borrower on the loan transaction must have a valid social security number,
 - Truist does not allow the use of an Individual Tax Identification Number (ITIN) in lieu of a valid SSN. An ITIN is a nine digit number, beginning with the number 9, issued by the IRS for tax reporting purposes to non-U.S. citizens who are not eligible to obtain an SSN.
 - the borrower must have two (2) years credit and deposit history in U.S.,

Note: Non-traditional credit documentation is not acceptable.

- the borrower's employment must have a minimum two (2) year history in the U.S. with employment expected to continue for three (3) years,
- income from an individual used to qualify for the mortgage must have the appropriate immigration documentation that allows the borrower to live and work in the U.S.,
- there must be sufficient sourced and accessible reserves, and
- all borrowers must meet all the same requirements that a U.S. citizen is required for the product with respect to income, assets, employment and credit.
- Refugees and others seeking political asylum who are immigrating to and seeking permanent residency in the United States are also classified as permanent resident aliens. Typically, these types of borrowers are NOT able to produce the standard permanent resident alien documentation outlined above. Therefore, documentation requirements for refugees (or others seeking political asylum) include the following:
 - the borrower must have an acceptable two (2) year credit, 2 year employment and 2 year residency history in the U.S., and
 - an I-94 stamped with employment authorized, or foreign passport stamped "Admission for Permanent Residence" with an unexpired date of an Employment Authorization Document.

Number of Borrowers on Loan Application

No limit.

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Eligible Borrowers, Continued

Social Security Number Verification

- For loans underwritten by Truist, the borrower's social security number must be verified according to the internal Identity Theft Policy Operational Procedures document on the Truist Intranet.

Note: Documentation of the borrower's social security number must be retained with the loan file.

Reference: See [Section 1.36: Social Security Validation Guidelines](#) of the *Correspondent Seller Guide* for additional information on validating the Social Security Number.

Ineligible Borrowers

- Corporations,
 - Foreign Nationals,
 - General Partnerships,
 - Limited Liability Corporations,
 - Limited Partnerships,
 - Land Trusts (including Illinois Land Trusts), and
 - Non-Permanent Resident Aliens.
-

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Income

General

- The borrower's ability to repay the loan, as well as stability of income and employment, are important loan qualifying considerations.
- The underwriter must not ignore national, regional, or local economic issues in the employment analysis if it could affect the stability of the employment and income or impact the loan decision. Borrowers should exhibit the potential for maintaining continuous employment and/or income. Any known economic issue relating to employment and/or loss of income, must be addressed by the borrower and the employer.
- Determining continuance of income should focus on the borrower's occupation, tenure, past employment history, probability of consistent receipt.
- Unless otherwise specified, each income source used for qualifying should be reasonably expected to continue for at least three (3) years.
- The borrower must demonstrate a history of stable income for a minimum two (2) year period to be considered qualifying income. If income source has less than a two (2) year history, document, explain, and justify the stability of the income used to qualify the borrower.
- Qualifying income must be recurring, received regularly, and reasonable based on the source, industry, and occupation.
- The most recent 2 years signed Federal income tax returns are required, unless otherwise specified per income type.
- The recommended level of income verification documentation may not be adequate for every borrower and every situation, therefore the underwriter may request additional income documentation if necessary.

Acceptable Income Documentation

- **Requirements – Paystubs and W-2's:**
 - The Lender must verify employment income for all borrowers whose income is used to qualify for the mortgage loan. This verification can be provided by the borrower, by the borrower's employer, or by a third party employment verification vendor.
 - Any available technology may be used to reproduce copies of the documents in the mortgage loan file, such as a photocopier, facsimile machine, document scanner, or camera. Copies of documents provided by the borrower may be photos or scanned versions of the original documents and can be delivered to the lender in hardcopy or via email or other electronic means.
 - Documents must be computer-generated or typed by the borrower's employer(s), although paystubs that the borrower downloads from the internet are also acceptable. Documents must clearly identify the employer's name and source of information.
 - The documents must clearly identify the borrower as the employee.
 - The information must be complete and legible.
 - The original source of the information must be a third party, such as the borrower's human resources department, personnel office, payroll department, company's payroll vendor, or supervisor.
 - A written VOE in lieu of receiving pay stubs and W-2s is not acceptable.
 - A verbal VOE is required on all loans or a written VOE is acceptable in those instances where a verbal is not obtainable.

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Income, Continued

General (continued)

- **Requirements – Tax Returns**
 - When required, personal federal income tax returns must be a copy of the version filed with the IRS. All supporting schedules must be included.
 - “Most recent” tax return is defined as the last return scheduled to have been filed with the IRS. See the Allowable Age of Federal Income Tax Returns subtopic for additional information.
 - The information must be complete and legible.
 - Each tax return must be signed by the borrower.

- **Verbal Verification of Employment**
 - **General**
 - A verbal verification of employment (VVOE) is required on ALL loans, except otherwise noted below, for each borrower to verify that the borrower’s employer or the self-employed business exists and that the borrower is currently listed as an employee as of the date of performing the VVOE. This applies to ALL jobs where income is being used to qualify, including seasonal jobs, second jobs, and borrowers currently on temporary leave, short term disability, or during a seasonal layoff period. This provides a degree of comfort that the source(s) of income derived from employment and considered in the Underwriter’s qualification analysis is authentic and expected to continue.
 - Many employers provide basic job information (employer, title, employment status, and length of time with employer) about their employees to third party vendors (such as The Work Number). A third party vendor manages employment verification requests using an automated verification process. This method of employment verification is acceptable in lieu of a completed VVOE.

Note: A written or faxed verification of employment may be obtained when a verbal verification of employment is unavailable, to confirm the borrower’s current employment status. The written or fax employment verification must be performed within the same timeframe as, and follow the same guidelines stated within the VVOE guidelines. If the standard written verification of employment is used, and reveals additional information regarding the borrowers employment, such as but not limited to income or previous employment history, then apply due diligence to confirm the loan continues to meet eligibility.

 - The VVOE process does not require confirmation of the borrower’s salary, but it can be used to address these and other employment-related concerns as deemed appropriate.

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Income, Continued

General (continued)

- A verbal, written, or faxed verification of employment (VVOE) must be completed by the correspondent lender or third party vendor within:
 - ten (10) business days (salaried) / thirty (30) calendar days (self-employed) prior to closing (i.e. Note date) for non-escrow closing states, and
 - ten (10) business days (salaried) / thirty (30) calendar days (self-employed) prior to funding for escrow closing states.

Notes:

- Escrow states are as follows: Arizona, California, Idaho, Nevada, New Mexico, Oregon, Utah, Washington (New York and Rhode Island in some cases).
 - Business days do not include Saturdays, Sundays, or Federal Holidays when obtaining the VVOE.
-
- Some employment situation may be unique and it may not always be possible to obtain a VVOE in the same manner, nor will actual verbal verification always be involved.
 - The borrower's employment information on the loan application (1003), the submitted employment/income documentation and credit report should be reviewed to ensure that the information seems reasonable and consistent.
 - The employer or self-employment business and phone number must be independently verified (i.e. FastData, 411, Directory Assistance, telephone book, Corporate websites, Search Systems, Useful Websites tools, etc.).
 - All steps taken to complete the VVOE must be clearly documented on the Correspondent Lender's or Truist's *Verbal Verification of Employment* form ([COR_0050a](#) or [COR_0050b](#)) and all supporting information must be attached.
 - Once the VVOE form is successfully completed confirming the borrower's employment status, the loan must close (i.e., Note signed) within 10 business days (salaried) / 30 calendar days (self employed) of the date the VVOE was completed.
 - Any steps needed to complete the VVOE can be performed at any time during the loan application process.
 - If the loan does not close within the allotted time, steps to independently verify phone numbers DO NOT have to be repeated – only contacting the employer must be performed again.
 - If the VVOE was obtained using an automated verification service, a copy of the confirmation is required in lieu of the VVOE form. At a minimum, the confirmation must contain all information required to satisfy the VVOE such as, employer name, employee's position, date information last updated, "as of" date, etc.
 - Every effort must be made to complete the verbal VOE as close to the closing date (Note date) as possible.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Income, Continued

General (continued)

Notes:

- A verbal VOE is not acceptable when completed during the rescission period on a refinance. The verbal VOE MUST be completed PRIOR to the loan closing (Note date). There are NO exceptions to this policy.
- The requirement for a verbal VOE is not waived in cases when a borrower's employer is closed for an extended period of time or when a borrower is currently on temporary leave or on a seasonal layoff from work. The employers in these cases should still have the ability to be contacted for employment verification purposes. As an example, when schools are closed (i.e., summer break), it is important to remember that many school systems have staff members working during the extended closures that would be authorized to complete a VVOE.
- For escrow states, it is acceptable to perform the VVOE after closing but VVOE must be completed prior to funding.
- In the event that a VVOE cannot be completed, the following steps are provided as alternate methods for verifying active employment:
 - Contact the employer directly and ask to speak to the borrower (by name); or
 - Require a copy of the current year's employment contract; or
 - Use the employer's website as it may provide contact information for the staff (i.e. borrower's email address), screen-print all contact information.
- **Documentation**
 - The Correspondent lender's "Verbal Verification of Employment" form or the Truist form - *Verbal Verification of Employment* ([COR 0050a](#) or [COR 0050b](#)) must:
 - Be completed and included in the loan file for all borrowers whose income is being used to qualify; and
 - must be legible, and include the following information:
 - The name of the employer or self employed business
 - The telephone number of the employer or self employed business
 - The source used to verify the phone number
 - Borrower's current position and title
 - Currently employed
 - Active or on leave
 - Expected return date (if on leave)
 - Name and title of lender's representative who verified employment
 - Name of company that verified employment
 - Date VVOE was completed

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Income, Continued

General (continued)

- All steps taken to complete the VVOE must be clearly documented on the VVOE form (Correspondent's own form or the Truist form - *Verbal Verification of Employment* ([COR 0050a](#) or [COR 0050b](#)) and supporting information must be attached.

Note:

These steps may include, but are not limited to:

- the fully completed VVOE form (Correspondent's own form or the Truist form - *Verbal Verification of Employment* ([COR 0050a](#) or [COR 0050b](#)),
 - printed documentation supporting the independently verified employer/self-employed business,
 - direct contact information to a referred employee or department qualified to complete the VVOE (from the initial independently verified employer/self-employed business),
 - web pages supporting the employer/self-employed business, etc.
 - If documentation was sent for verification, the verified documents should also be included the supporting documentation.
- When the only available telephone number for the Employer or Self Employed Business is a cellular phone, the following additional workflow is provided:
 - Confirm the cellular phone number is issued in the name of the Employer or Self Employed Business (i.e., via FastData or phone records); or
- Note:** If the cellular phone is issued to an individual, the individual should be the business owner.
- Complete a reverse business look-up using the business name; or Complete a reverse cellular phone number look-up using the cellular phone number.
 - A written or faxed verification of employment (VOE) may be obtained ONLY when a verbal verification of employment is unavailable to confirm the borrower's current employment status. The written or faxed employment verification must be performed within the same timeframe as, and follow the same guidelines as, a verbal VOE.
 - If the VOE reveals discrepancies, such as inaccurate dates or the VOE reflects the borrower no longer being employed, then the loan must be returned to underwriting to confirm the loan continues to meet eligibility requirements. If the VOE appears to have been altered (such as by erasures, correction fluid, correction tape, black out, or imperfections), then the loan must be carefully reviewed to determine its authenticity and accuracy.

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Income, Continued

General (continued)

- **Salaried/Hourly Employed Borrowers**
 - The Correspondent lender or a third party vendor must verify that the Employer exists and that the borrower is actively employed or that the borrower is currently on temporary leave or on a seasonal layoff from work.
 - The VVOE must be completed by the Correspondent lender within ten (10) business days prior to the date of the Note.
 - In situations when utilizing the independently verified phone number and the Employer's representative provides another number for verification of the borrower's employment, such as the direct line for the Employer's personnel department, the newly obtained number should also be recorded on the VVOE form; however, it is not necessary to independently verify as it was supplied by the Employer.
 - In situations when the Employer's Human Resources, Personnel or Payroll Department is unwilling/unable to provide verbal verification of the borrower's current employment status and confirmation through an automated service such as The Work Number, is not available, the following steps may be used to satisfy the VVOE requirements:
 - Dial the independently verified phone number for the employer and ask to speak to the borrower. If the borrower answers the phone using the independently verified phone number, you have successfully confirmed that the employer currently employs the borrower. If transferred to the borrower's voicemail, exit out and continue to ask for the borrower, as a pre-recorded voicemail recording is NOT sufficient verification that this employer actively employs the borrower.
 - If the borrower does not answer the phone, repeat this process until you speak to an employee of the company that is able to confirm that the borrower is currently employed there.

Note: Not all employer/employment validation tools are typically used on all loan files; however, in some cases it may be necessary to utilize a combination of validation tools to verify the borrower is actively employed or the existence of the business.

 - When using The Work Number (or other similar vendor tools specific to employment verification), the ten (10) business days prior to close is measured from the date the verification is obtained. The "as of" data on the verification should be no more than 35 calendar days old from the date the verification was obtained.
 - If the "as of" date is older than 35 calendar days, utilize the independently verified phone number for the employer and ask for the Human Resources, Personnel or Payroll Department. If the Human Resources, Personnel or Payroll Department is unwilling or unable to provide verification of employment, re-dial the same phone number and ask to speak directly to the borrower. If transferred to voice mail, exit out and continue to ask for the borrower, as a voice mail recording is NOT sufficient verification that this employer actively employs the borrower.

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Income, Continued

General (continued)

- It is acceptable for the employer to provide an emailed VVOE as long it is completed and received within ten (10) business days prior to closing (Note date).

Notes:

- Utilizing the independently verified Employer's information, the person performing the VVOE must review the emailed VVOE thoroughly to determine that it was completed by an appropriate source, such as Human Resources, Personnel or Payroll Department, the borrower's superior, upper management of the firm or owner of the company.
- All reasonable steps should be taken to confirm that the sender of the e-mail is the borrower's employer. If there is any reason to doubt the validity of the emailed VVOE, dial the independently verified phone number for the employer and ask to speak to the employee that sent the email.
- An emailed VVOE may require additional steps above and beyond the standard workflow process in order to confirm that the email was sent from a legitimate source affiliated with the company.
- ***If the existence of the employer cannot be verified, the loan file is not eligible for purchase by Truist.***
- If the borrower is currently active in the military, the following is acceptable in lieu of a verbal or written VVOE:
 - a verification of employment through the Defense Manpower Data Center website <https://www.dmdc.osd.mil/appj/mla>; or
 - a Leave and Earnings Statement (LES) dated within 30 calendar days prior to the Note date and an Alive and Well Certification process as outlined below:
 - At the time of closing, the lender must verify that the veteran is alive and not missing in action.
 - E-mail verification is acceptable if the e-mail is identifiable as having come from a military installation, ship, etc.
 - The following certification must also be made by the lender:

“The undersigned lender certifies that a statement from the borrower's commanding officer (including person authorized to act for said officer), affirmatively indicated that the veteran was alive and not missing in action status on (date), was examined by the undersigned and that the said date is subsequent to the date the note and security instruments were executed.”
- Lenders are expected to make an attempt to obtain information to make the certification; however, if a deployed veteran is cut off from communications, documentation of the lender's efforts may be submitted instead.

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Income, Continued

General (continued)

- Documentation must demonstrate that the lender made a good faith effort (i.e., contacted the home base of the employed veteran, copy of returned e-mail, etc.) It is not sufficient for the lender to only notate that “the veteran’s spouse said they cannot contact the veteran.”
- **Self-Employed Borrowers**
 - The Correspondent lender or a third party vendor must verify that the Self-Employment business exists and that the business is active.
 - In the case of a Self-Employed borrower, an actual verbal verification of employment will NOT be involved; however, the following applies and must be documented on the VVOE form (Correspondent’s own form or the Truist form - Verbal Verification of Employment ([COR 0050b](#))).
 - The VVOE must be completed within thirty (30) calendar days prior to closing (i.e. Note date).
 - If the loan does not close within thirty (30) calendar days of performing the VVOE, the verification steps must be repeated and fully documented on the Correspondent’s own form or Truist’s form Verbal Verification of Employment ([COR 0050b](#)) with all supporting documentation attached. Steps to independently verify phone numbers do not have to be repeated, only contacting the employer must be performed again.
 - A third party, such as a CPA, regulatory agency, or the applicable bureau if possible, must verify the existence of the borrower’s business.
 - The borrower’s business address and phone number must be independently verified (i.e. FastData, directory assistance, telephone book, corporate websites, search systems, useful websites tools, etc.).
 - In situations where the business does not have a verifiable business address, phone number or business listing (i.e. 123 Street LLC for property ownership/management of earned income), the following are provided as alternate methods for verifying the business (in addition to obtaining 4506T processed IRS Tax Transcripts):
 - Third party verification of the Articles of Incorporation, Limited Liability Company (LLC), etc. registrations with the appropriate regulatory agency, such as the Secretary of State, Department of Revenue, Department of Taxation, etc. or
 - Third party verification of business license/permit with the appropriate regulatory agency, or

Note: The purpose of verification from a regulatory agency is to confirm that the business has not been dissolved and is currently in good standing; it does not necessarily need to reflect our borrower’s name. If questions remain, contact the regulatory agency directly for further clarification and verification.

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Income, Continued

General (continued)

- CPA (Certified Public Accountant) letter, business listing for CPA firm and third party verification of an active CPA license or
- Obtain borrower's business Bank Statements that confirm regular, consecutive deposits consistent with the level of income indicated on the loan application (1003) and 4506T IRS Tax Transcripts.

Notes:

- Review 4506T IRS Tax Transcripts to determine a verifiable history between the borrower/business and the CPA.
 - Caution should be taken when using the CPA letter approach because of the personal relationship between the borrower and the CPA.
- If none of the above (i.e., the borrower is not required to be licensed, SC registration is not required, no verifiable business address or phone number and the borrower prepares their own taxes), then the loan file is not eligible for purchase by Truist.
- **Loan Submission and Underwriting**
 - Review the borrower's employment information on the loan application (1003), the submitted employment/income documentation and credit report should be reviewed to ensure that the information seems reasonable and consistent.
 - The Employer or Self-Employment Business must be independently verified (i.e. FastData, 411, Directory Assistance, telephone book, corporate websites, search systems, useful websites tools, etc.).
 - Salaried/Hourly Borrower: The Correspondent lender must verify that the employer exists and that the borrower is actively employed or that the borrower is currently on temporary leave or on a seasonal layoff from work.
 - Self-Employed Borrower: The Correspondent lender must verify that the Self-Employment business exists and that the business is active. In the case of a Self-Employed borrower, an actual *verbal* verification of employment will NOT be involved.
 - **All steps taken to complete the VVOE must be clearly documented on the VVOE form (Correspondent's own form or the Truist form – Verbal Verification of Employment ([COR 0050a](#) or [COR 0050b](#)) and supporting information must be attached).**

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Income, Continued

General (continued)

Notes:

- These steps may include, but are not limited to:
 - the fully completed VVOE form (Correspondent's own form or the Truist form - *Verbal Verification of Employment* form ([COR 0050a](#) or [COR 0050b](#)),
 - printed documentation supporting the independently verified employer/self-employed business, direct contact information to a referred employee or department qualified to complete the VVOE (from the initial independently verified employer/self-employed business),
 - web pages supporting the employer/self-employed business, etc.
 - If documentation was sent for verification, the verified documents should also be included the supporting documentation.
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Unacceptable Sources of Income

The following sources of income are unacceptable for Truist:

- asset depletion (i.e., non-retirement account withdraws),
 - boarder income,
 - capital gains,
 - capital withdrawals,
 - draw income,
 - foreign income,
 - illegal income,
 - gambling earnings,
 - income based on future earnings (except as allowed by product guidelines),
 - income not reported on tax returns (except eligible non-taxable income),
 - mortgage credit certificates (MCCs),
 - projected income (except as allowed by product guidelines),
 - retained earnings,
 - room/boarder rent from subject property,
 - trailing co-borrower income,
 - VA education benefits, and
 - any income that cannot be documented, verified, and is not reportable on tax returns.
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Income, Continued

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- 1099 Income**
- A borrower with 1099 income is considered self-employed if the following applies:
 - the borrower files a Schedule C with a Federal tax return,
 - the borrower owns 25% or more of the company that issued the 1099, and/or
 - the borrower owns 25% or more of the partnership that issued the 1099.
 - If 1099 income reflects income earned from commissions, and the borrower files a 2106 with a Federal tax return, the income is handled under the guidelines for commission income and the borrower is not considered self-employed.
-

- Age of Documentation**
- Employment and income documentation cannot be older than 120 days on the date the Note is signed.
-

- Allowable Age of Federal Income Tax Return**
- For some types of sources of income, copies of federal income tax returns (personal returns and, if applicable, business returns) are required. The —most recent year’s|| tax return is defined as the last return scheduled to have been filed with the IRS. For example:

If Today's Date is...	Then the Most Recent Year's Tax Return would be...
February 15, 2013	2011
April 17, 2013	2012
December 15, 2013	2012

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Income, Continued

- The following table describes which tax-related documentation to obtain depending on the application date and disbursement date of the mortgage loan.

Application Date	Disbursement Date	Documentation Required
October 15 ¹ , current year minus one to April 14 ² , of current year	October 15 ¹ , current year minus one to April 14 ² , current year	The most recent year's tax return is required. The use of a Tax Extension (IRS Form 4868) is not permitted.
	April 15 ¹ , current year to June 30, current year	The previous year's tax return (the return due in April of the current year) is recommended, but not required. The Lender must ask the borrower whether he or she has completed and filed his or her return with the IRS for the previous year. If the answer is yes, the lender must obtain copies of that return. If the answer is no, the lender must obtain copies of tax returns for the prior two years.
	July 1, current year to October 14 ² , current year	The lender must obtain: <ul style="list-style-type: none"> the most recent year's tax return, OR all of the following: <ul style="list-style-type: none"> A copy of the IRS Form 4868 (Application for Automatic Extension of Time to File U.S. Individual Income Tax Return) filed with the IRS, <p>Note: The lender must review the total tax liability reported on IRS Form 4868 and compare it with the borrower's tax liability from the previous two years as a measure of income source stability and continuance. An estimated tax liability that is inconsistent with previous years may make it necessary to require the current returns in order to proceed.</p> <ul style="list-style-type: none"> IRS Form 4506-T transcripts confirming "No Transcripts Available" for the tax year, and Returns for the prior two years.
April 15 ¹ , current year to October 14 ² , current year	April 15 ¹ , current year to December 31, current year	<ul style="list-style-type: none"> A copy of the IRS Form 4868 (Application for Automatic Extension of Time to File U.S. Individual Income Tax Return) filed with the IRS, <p>Note: The lender must review the total tax liability reported on IRS Form 4868 and compare it with the borrower's tax liability from the previous two years as a measure of income source stability and continuance. An estimated tax liability that is inconsistent with previous years may make it necessary to require the current returns in order to proceed.</p> <ul style="list-style-type: none"> IRS Form 4506-T transcripts confirming "No Transcripts Available" for the tax year, and Returns for the prior two years.
	January 1, current year plus one to April 14 ² , current year plus one	The most recent year's tax return is required. The use of a Tax Extension (IRS Form 4868) is not permitted.
¹ Or the April/October filing dates for the year in question as published by the IRS. ² Or the day prior to the April/October filing dates for the year in question as published by the IRS. Note: For business tax returns, if the borrower's business uses a fiscal year (a year ending on the last day of any month except December), the lender may adjust the dates in the above chart to determine what year(s) of business tax returns are required in relation to the application date/disbursement date of the new mortgage loan.		

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Income, Continued

Alimony and/or Child Support

- The borrower must provide the following:
 - a copy of the complete divorce decree or complete separation agreement to verify income continuance for at least three (3) years after loan application, and
 - documentation of income receipt for the last 12 months (i.e., canceled checks, bank statements, etc.).
- Alimony and child support income that is received less than 12 months and more than 6 months may be used to qualify on a case by case basis. Provided the borrower(s) fully document (cancelled checks, bank statements, etc) the payments have been received in a timely manner and in the same amount each month for at least 6 months. Underwriter may require additional documentation to support the payer's ability and willingness to make these payments or the income cannot be used as qualifying income.
- The following is acceptable
 - divorce decree or separation agreement:
 - copy of complete written legal agreement or complete court order describing the payment terms, or
 - copy of a state law requiring alimony and/or child support payment and specifies payment conditions.
- If the payer has been obligated to make payments for less than six (6) months, if the payments are not for the full amount or are not received on a consistent basis, the income must not be considered for qualifying.

Reference: See the subtopic, "Alimony, Child Support, and/or Maintenance Payments" for additional requirements if the borrower(s) is paying alimony, child support and/or separate maintenance.

Automotive Allowances and Expense Account Payments

- Must have a minimum of a two (2) year history of receipt and employer must verify that the income will continue.
 - When a borrower reports automobile allowances or expense account payments on IRS Form 2106 (Employee Business Expenses) Schedule A or on Schedule C, the following guidelines apply:
 - the borrower must provide copies of the borrower's tax returns, including all schedules, IRS Form 2106 (Employee Business Expenses), Schedule A (Itemized Deductions) or Schedule C for two (2) years,
 - income is averaged over two (2) years,
 - positive income is added to the borrower's gross income,
 - a 24 month average of expenses must be developed (netting out any automobile depreciation claimed on IRS Form 2106), and
 - net expenses must be deducted from the borrower's income UNLESS such expenses are automobile lease payments or automobile loan payments, in which case they are to be considered part of the borrower's recurring monthly debt obligations.
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Income, Continued

Automotive Allowances and Expense Account Payments, (continued)

- When a borrower uses IRS Form 2106 and recognized —actual expenses for a leased vehicle instead of the —standard mileage rate, the —Actual Expenses section of IRS Form 2106 must be reviewed to identify the borrower’s actual lease payments, and then make appropriate adjustments.
- When the borrower does not report the automobile allowance on either IRS Form 2106 or Schedule C, the following guidelines apply:
 - the full amount of the automobile allowance should be added to the borrower’s monthly income, and
 - the full amount of the lease or financing expenditure for the automobile must be added to the borrower’s liabilities.
- Automobile allowances and/or expense account payments cannot be used to offset car payments or other liabilities.

Bonus and Overtime

- The lender must develop an average of bonus or overtime income for the past two (2) years. Overtime/bonus income received for less than two years may be considered provided the income is received a minimum of 18 months and is stable or increasing. A 24 month average must be used for qualifying purposes.
- The employer must verify the probability of continuance for bonus and overtime income.
- Earnings must be level or increasing (compensating factors must exist if decreases in the last year).

Borrowers Employed by a Family Member or Interested Party to the Transaction

If the borrower is employed by a family member or interested party to the transaction, obtain two years individual signed federal tax returns.

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Income, Continued

Borrowers Re-Entering the Workforce

- A borrower's income may be considered effective and stable when recently returning to work after an extended absence is he/she:
 - is employed in the current job for six (6) months or longer; and,
 - can document a two (2) year history prior to an absence from employment using:
 - traditional employment verifications; and/or
 - copies of IRS Form W-2s or pay stubs.

Note: An acceptable employment situation includes individuals who took several years off from employment to raise children, then returned to the workforce.

- Situations not meeting the criteria listed above may not be used in qualifying. Extended absence is defined as six (6) months.
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Commission

- A minimum history of two years of commission income is required.
 - If the commission income represents less than 25% of the borrower's total annual employment income, obtain one of the following:
 - most recent YTD paystub **and** W-2 forms covering the most recent two-year period, **and**
 - a written VOE covering the most recent two-year period.
 - If commission income represents 25% or more of the borrower's total annual employment income, obtain copies of the borrower's signed federal income tax returns that were filed with the IRS for the past two years and one of the following:
 - a completed written VOE, **and**
 - the borrower's most recent paystub **and** IRS W-2 forms covering the most recent two-year period.
 - Unreimbursed business expenses must be subtracted from the gross income.
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Income, Continued

Employment Related Assets as Qualifying Income

- If any of the qualifying income is derived from an employment related liquid asset then the following guidelines apply:
 - 70% maximum LTV/TLTV,
 - Minimum credit score required per the transaction type,
 - Purchase or limited cash-out refinance transactions only, and
 - One unit primary residence or second home transactions only.
- Assets used for monthly income must be owned individually or the co-owner of the asset must be a co-borrower of the subject property.
- The account must be immediately accessible in its entirety.
- Assets must be liquid and available to the borrower with no penalty.
- The borrower's rights to the funds in the account must be fully vested.
- Acceptable assets include:
 - non-self-employed severance package or non-self-employed lump sum deposited into a non-retirement brokerage or depository account, or
 - retirement account recognized by the IRS (401[k], IRA, SEP, KEOGH, etc.).
- Documentation requirements are as follows:
 - most recent account statement, or
 - non-self-employed severance package or non-self-employed lump sum retirement package (i.e., a lump sum distribution) must be documented with most recent three months personal depository or brokerage statements; and employer distribution letter or check stubs evidencing receipt and type of lump-sum distribution funds, and 1099R, if received.
- 70% of the balance of the employment-related asset (less any funds used for down payment, closing costs, prepaids/escrows, and/or financing cost) will be divided by 360 months, regardless of borrower age or loan amortization term, to determine the income stream.
- Ineligible assets include non-employment related assets such as stock options, non-vested restricted stock, lawsuits settlements, lottery winnings, sale of real estate, inheritance, divorce proceeds, etc.
- The borrower must not currently be using the asset as a source of income.
- Use SFC H31 to identify the loan as using employment related assets as qualifying income.

Notes:

- The guidelines above apply if the income from an employment related liquid asset is used with or without another source of income. Documentation must be obtained to confirm the asset is available to the borrower without penalty.
- Eligible withdrawals do not include hardship withdrawals.
- The underwriter is responsible for determining appropriate documentation.
- If the mortgage loan does not meet the above parameters, employment-related assets may still be eligible under other standard income guidelines, such as "Interest and Dividends," or "Retirement Income."

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Income, Continued

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| Foster Care | <ul style="list-style-type: none">• Income received from a state- or county-sponsored organization for providing temporary care for one or more children may be considered acceptable stable income if the following requirements are met.<ul style="list-style-type: none">• Verify the foster-care income with letters of verification from the organizations providing the income• Document that the borrower has a two-year history of providing foster-care services. If the borrower has not been receiving this type of income for two full years, the income may still be counted as stable income if:<ul style="list-style-type: none">• the borrower has at least a 12-month history of providing foster-care services, and• the income does not represent more than 30% of the total gross income that is used to qualify for the mortgage loan. |
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| Gaps in Employment | <ul style="list-style-type: none">• If a borrower has a gap of employment, an explanation from the borrower for gaps of greater than 30 days is required.• Detailed letter of explanation and supporting evidence if applicable (i.e. school transcripts, military discharge papers, medical release only stating eligible to work, etc). |
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| Gross Disposable Income | <ul style="list-style-type: none">• Truist calculates the GDI by using the following formula:• Qualifying income minus all debts included in the Debt-to-Income (DTI) calculations. |
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|----------------------------------|---|
| Housing/ Parsonage Income | <ul style="list-style-type: none">• Non-military housing or parsonage allowance may be considered qualifying income.• Must have a two (2) year history of receipt and be likely to continue.• The borrower must provide a letter from the employer and paystubs verifying the following:<ul style="list-style-type: none">• the amount of the housing or parsonage allowance, and• the terms under which the allowance is paid.• The housing allowance may not be used to offset the monthly housing payment. |
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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Income, Continued

Income Validation

Use of IRS Form 4506-T to Validate Borrower Income Documentation

- Lenders should have each borrower (regardless of income source) complete and sign a separate IRS Form 4506-T at closing.

Note: It may be necessary to have the borrower complete and sign multiple IRS 4506-T forms depending on the transcripts required to validate the information used in documenting income.

- If the IRS Form 4506-T is processed prior to closing, the transcript(s) received from the IRS must be used to validate the income documentation provided by the borrower and used in the underwriting process. In this case, because the form has already been processed, a signed IRS Form 4506-T is not required to be included in the loan file.
- The IRS Form 4506-T must be executed (i.e. signed by all borrowers) AND processed if the income used to qualify for the mortgage loan is derived from self-employment or investment income (rental income, interest and dividend income, etc.).
- The processed 4506-T must be returned from the IRS prior to underwriting.

Note: In cases where the 4506-T is not required to be processed, a signed 4506-T at closing will still be required.

- Non-reimbursed business expenses are not an acceptable variance between income documentation provided by the borrower and the IRS Form 4506-T Transcript of Tax Return(s).

Alternatives to the IRS Form 4506-T

- Not eligible

Completing and Submitting the IRS Authorization Form

- IRS Form 4506-T can be used to obtain transcripts for up to four years or tax periods but only one tax form number can be requested per each IRS Form 4506-T. For example, it is necessary to complete two IRS Form 4506-Ts for a self-employed borrower whose income documentation includes both two years of personal tax returns and two years of business tax returns. One IRS Form 4506-T will be required to obtain a transcript of the personal 1040 returns and another will be required for the business returns (Form 1065, Form 1120, Form 1120A, etc.).
- Lenders must:
 - fill in as the recipient of the tax documents — either its name or the name of the servicer, if servicing will be transferred within 120 days of the taxpayer signing the form;
 - indicate that the request is for documentation concerning the year or years for which the borrower's income was or will be used in underwriting the loan; and
 - date the form(s) with the date on which the borrower signs the form (or ascertain that the borrower dates the form when he or she signs it).

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Income, Continued

Income Validation, (continued)

- IRS Forms 4506-T and 4506 are valid for 120 days after completion (including signature) by the borrower.

Note: The borrower should not be required to sign an IRS authorization form before all items on the form, including the transcript being requested, the years/tax periods, and the date, have been completed.

Retaining the Tax Documents

- All tax documents, including the IRS Form 4506-T transcript received from the IRS, and any subsequent explanation or documentation of discrepancies must be retained in the loan file for QC review.

Recently Filed Tax Returns

- If the loan transaction involves a borrower who has recently filed the most recent tax year return and the transcript is not available from the IRS, the following must be provided:
 - most recent prior tax year's 1040 transcript, AND
 - copy of borrower-signed most recent 1040s with either:
 - a copy of receipt for electronically filed returns, or
 - an IRS stamped received copy of the 1040, or
 - a Summary Transcript provided by the IRS.
- If the most recent prior year's tax transcripts and the most recent year tax returns show earning trends as stable or increasing, lenders may use an average of the prior year and current year earnings to qualify the borrower.

Note: If using most recent tax year-end P&L for qualifying purposes the P&L must be audited

- If most recent prior tax year and most recent tax year show a decrease in the earnings trend, and current year-to-date reflects an increase in earnings, then use the average of the prior tax year and most recent tax year to qualify.
- If all three years show a decrease in earnings trend, the loan may not be acceptable to Truist without documented and specific justification for the decline. Use of declining income should be fully addressed and justified in the loan file, including a comparison of typical earnings prior to decline.

Most Recent Tax Returns Have Not Been Filed

- The following guidance has been provided regarding borrowers who have not filed tax return(s):
 - If a borrower has filed an extension, the following is required:
 - Evidence that the extension was filed;
 - Processed 4506-T showing "No Record Found" for most recent tax year, and
 - For self-employed borrowers:
 - the prior tax year's 1040 transcript, most recent year-end P&L and current year-to-date P&L to evaluate earnings trend as indicated below.

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Income, Continued

Income Validation, (continued)

- If earnings trends are stable or increasing, then use the average of most recent prior tax year, most recent tax year and current year-to-date to qualify.
- If the prior tax year and the most recent tax year show a decrease in the earnings trend and the current year-to-date reflects an increase in earnings, then use average of the prior tax year and the most recent tax year to qualify.
- If all three years show a decrease in earnings trend, the loan may not be acceptable to Truist without documented and specific justification for the decline. Use of declining income should be fully addressed and justified in the loan file, including a comparison of typical earnings prior to decline.

Self-Employed Borrowers

- The income verified on IRS 1040 transcripts should be within 20% of income stated on the 1003 application and verified in the loan file. Variances exceeding 20% must be closely reviewed and evaluated. Additional levels of due diligence are required.
- The prior tax year's 1040 transcript, most recent year-end P&L, and current year-to-date P&L are used to evaluate the earnings trends.

Borrowers on Temporary Leave/Short Term Disability

- Qualifying income may include available liquid assets as supplemental income which would not be included on the tax transcripts.

Disability, SSI, or Pension Reported on a 1099

- For borrowers who indicate they are not required to file tax returns, such as those who receive disability income, Social Security income (SSI), or pensions on a 1099, the client must process the transcript for the 1040 tax returns.
- The IRS will return the transcript confirming no tax return was filed. In these cases, the client may use the awards letter for the applicable income to validate the income disclosed by the borrower.

Other Unique Validation Types

Newly Employed Borrower – Previous Full Time Student

- Borrowers who are newly employed and were full time students immediately prior to the new employment must provide school transcripts to document they were a full-time student for the most recent two (2) full years. The signed IRS 4506-T form is still required in the loan file.

Amended Tax Returns

- Amended tax returns are typically filed using IRS Form 1040X and are used to correct information on a previously filed tax return.
- In certain circumstances amended returns may be acceptable however an in-depth review which must be made by the Truist Underwriter or Delegated Underwriter to determine if they would be acceptable.

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Income, Continued

Income Validation, (continued)

- Under no circumstances are amended returns acceptable if the loan has already been reviewed and denied by Truist or the Delegated Underwriter.

Rejected IRS Form 1040 Transcripts

- When the IRS rejects the borrower's request for 1040 tax transcripts due to identity theft or other reasons, Truist will accept alternative documentation.
- Lenders should use discretion when validating the borrower's income. This could include items such as the prior year tax transcripts, a police report, institutional written VOEs, bank statements supporting payroll deposits, or any other documentation deemed supportive, based upon the specific situation.
- Follow the guidelines outlined in the table below when the IRS rejects an IRS Form 4506-T request for identity theft or other reasons.

When the Reason for the IRS Rejection is...	Then provide...
<ul style="list-style-type: none"> • Unable to Process, or • Limitation 	<ul style="list-style-type: none"> • Evidence the IRS rejected the IRS Form 4506-T request, • A borrower-obtained Record of Account Transcript, in pdf format, for all applicable years missing from the www.irs.gov website, and • A signed IRS Form 4506-T for the year(s) impacted by the IRS rejection. <p>Notes:</p> <ul style="list-style-type: none"> • The Record of Account Transcript combines information from the tax account and the tax transcripts. • This transcript must validate that the documents provided by the borrower are accurate and may not be used in lieu of the tax returns provided by the borrower. • You may need to access the IRS website, "Get Transcripts" several times, as the location may be temporarily unavailable.
Identity Theft	<ul style="list-style-type: none"> • Proof identification theft was reported to and received by the IRS (IRS Form 14039) or • A copy of the notification from the IRS alerting the taxpayer to possible identification theft, and • Validation of the reported income on the tax returns by providing the following documentation: <ul style="list-style-type: none"> • Borrower obtained Record of Account Transcript, in pdf format, for all applicable years missing from www.irs.gov, or all of the following: <ul style="list-style-type: none"> • W-2 or 1099 transcripts which match the W-2 or 1099 income reflected on the transcripts, • Validation of prior tax year(s) income (income for the current year must be comparable to prior year(s)), • 1099 Mortgage interest should match reported interest on Schedule A or Schedule E (if applicable), • 1099G Unemployment should match reported unemployment (if applicable), • 1099 Dividend and Interest should match reported dividend and interest income (if applicable)

Note: Do not use the guidelines reflected above when a "no record found" or "data does not match" response is received from the IRS. Instead follow the current requirements outlined in "Most Recent Tax Returns have not been Filed", previously presented in this section.

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Income, Continued

Interest and Dividend Income

- Interest earned on funds used for down payment and/or closing costs cannot be used in calculating income.
- Underwriters determine the expected future interest and dividend income based on the remaining balance of the asset. The underwriter may calculate an average rate of return and apply this average to the remaining asset balance to determine qualifying income.
- The underwriter also determines stability of the qualifying income and the likelihood that it will continue.
- The borrower must provide two (2) years of the most recent account statements (monthly, quarterly, or annually) or the most recent two (2) years signed personal individual Federal tax returns.
- Income is averaged over two (2) years.
- Interest and dividend income must be reported on Schedule B of IRS Form 1040 in order to be used.

Long Term Disability

- Long-term disability cannot have a defined expiration date and must be expected to continue.
- The requirement for re-evaluation of benefit eligibility is not considered a defined expiration date.
- Obtain a copy of the borrower's disability policy or benefits statement from the benefits payer (insurance company, employer, or other qualified disinterested party) to determine the borrower's current eligibility, amount and frequency of payments and if there is a contractually established termination or modification date.

Truist Note: Truist further clarifies that inquiries into or requests for additional documentation concerning the nature or severity of the disability or medical conditions of the borrower are not allowed.

Note: See the Social Security Income subtopic subsequently presented for additional information.

Military Income

- All salaried or hourly wage income guidelines apply, as well as:
 - provide proof that entitlements (i.e., housing allowances, flight or hazard pay, rations, etc.) if applicable, are expected to continue.
 - If the borrower can document this income is non-taxable this portion of the borrower(s) qualifying income can be grossed up by the lower of 25% or by the borrower appropriate Tax rate.

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Income, Continued

Mortgage Differential Payments

- An employer may subsidize an employee's mortgage payments by paying all or part of the interest differential between the employee's present and proposed mortgage payments and will continue for at least the next three years.
- When calculating the qualifying ratio, the differential payments should be added to the borrower's gross income.
- The payments may not be used to directly offset the mortgage payment, even if the employer pays them to the mortgage lender rather than to the borrower.
- Verification requirements for income from mortgage differential payments are as follows:
 - Obtain written verification from the borrower's employer confirming the subsidy and stating the amount and duration of the payments.
 - Verify that the income can be expected to continue for a minimum of three years from the date of the mortgage application.
 - If this income is used on a purchase transaction, current receipt is not required to be documented except as verified in the employer letter.
 - For refinance transactions where the income is continuing with the new loan, the recent receipt must be in compliance with the allowable age of credit documents guidelines.

Notes Receivable

- The borrower must provide all of the following:
 - a complete copy of the note (to verify amount, length of note payment and that income will be received for at least three (3) years from application date), and
 - verification that income has been received for the last 12 months (i.e., deposit receipts, bank statements, or tax returns).
 - If the borrower is not the original payee on the Note, documentation is required to verify that the borrower is able to enforce the Note.

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Income, Continued

Part-Time or Second Job Income

- The borrower must provide the following:
 - pay stubs for a 30 day period, and
 - W-2s for 2 years.
- The borrower must have a 24 month uninterrupted history with a strong likelihood of continuation. Income is calculated on an average of the pay stub(s) and W-2(s) earnings or federal tax returns.
- Seasonal part-time or seasonal second job income may be considered uninterrupted if the borrower has worked the same job in season for the last two (2) years and expects to be rehired.
- A borrower may have a history that includes different employers, which is acceptable as long as the income has been consistently received.
- If part-time income has been received between 12 and 24 months, it may be used to qualify if a 24 month average is utilized, and provided the underwriter justifies and documents the income is likely to continue.

Note: For qualifying purposes, “part-time” income refers to employment taken to supplement the borrower(s) income from regular employment; part-time employment is not a primary job and it is worked less than 40 hours.

Public Assistance Income

- Verification requirements for public assistance income includes:
 - Document the borrower’s receipt of public assistance income with letters or exhibits from the paying agency that state the amount, frequency, and duration of the benefit payments.
 - Verify that the income can be expected to continue for a minimum of three years from the date of the mortgage application.
 - If the income is nontaxable, the lender can develop an adjusted gross income for the borrower.

Reference: See Tax Exempt Income section for further guidance regarding adjusted gross income for non-taxable income.

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Income, Continued

- Rental Income**
- Rental income is acceptable stable income, as long as the likelihood of the continuance of the income can be established.
 - Rental income from the borrower's primary residence (a one-unit primary residence or the unit the borrower occupies in a two- to four-unit property) or a second home cannot be used to qualify the borrower.
 - To demonstrate stability and continuance, documentation requirements when rental income is used as part of the borrower(s) qualifying income is as follows:
 - Borrower(s) must demonstrate at least a 24 month history of managing rental properties with no gaps greater than three (3) months. A copy of borrower(s) most recent two years signed and dated individual Federal tax returns including all schedules is required.
 - If the property is owned at least 6 months, but less than 24 months, rental income may be qualified utilizing:
 - a copy of the current lease, and
 - 6 months bank statements proving the rental income has been consistently received.

Notes:

- A copy of the lease agreement may be used to determine rental income only if the property is not on the Schedule E because it was acquired subsequent to filing the tax return, along with the following documentation:
 - Copy of the security deposit from tenant, and
 - Proof of rent received by the borrower(s) since inception of lease.
- When a current lease agreement is used, the net rental income will be 75% of the rent from the lease agreements, with the remaining 25% being absorbed by vacancy losses and ongoing maintenance expenses.
- If property is owned more than 24 months, rental income may be qualified utilizing:
 - 24 month rental history filed on Schedule E of the borrower's personal tax returns, or business tax returns when the rental property is owned through a business.
- **Rental Income Received From the Subject Property that is Currently Occupied as the Borrower(s) Primary Residence**
 - See Liabilities/Mortgage Payments on the Previous Home section and Assets/Determining Equity on Previous Home section for additional information.

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Income, Continued

Retirement Income

- The borrower must have unrestricted access without penalty to accounts.
- The borrower must document regular and continued receipt of the income and must provide one (1) of the following:
 - letter from organization providing the income,
 - copies of retirement awards letter(s),
 - copies of signed Federal tax returns filed with the IRS,
 - IRS W-2s or 1099 forms, or
 - most recent two (2) months or 60 days bank statements reflecting regular deposits.
- If retirement income is paid in the form of a monthly distribution from a 401(k), IRA, or Keogh retirement account, verify there is sufficient balance to allow income payments to continue for at least ten (10) years.
- If the borrower has recently retired and set up an account for income draws, income from the principal balance may only be used if a payment schedule has been set up.
- If the assets are in the form of stocks, bonds, or mutual funds, 70% of the balance of the asset (less any funds used for down payment, closing costs, prepaids/escrows, and/or financing costs) must be used to determine the number of distributions remaining, to account for the volatile nature of these assets.

Royalty Payment Income

- Must have a two (2) year consecutive history of receipt and be likely to continue for the next three (3) years.
- The borrower must provide all of the following:
 - a copy of the fully executed contract, agreement or statement confirming amount, frequency and duration of the income, and
 - most recent two (2) years signed federal income tax returns with all schedules.

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Income, Continued

Salaried or Hourly Wage Earner

- The borrower must provide all of the following:
 - pay stubs from the current job must be dated no earlier than 30 days prior to loan application and must include at least 30 days of YTD income,
 - 2 years federal income tax returns, and
 - W-2s from all jobs held in the past two years.
- W-2 transcripts may be used in lieu of either signed federal income tax returns or W-2's, but not in lieu of both.

Note: If W-2 transcripts are being used in lieu of federal income tax returns, the W-2 is required.

- IRS W-2 forms must identify clearly employer and the borrower as the employee.
- Borrowers that cannot provide a pay stub that includes at least 30 days of YTD income (for example the borrower applies in January or February or a teacher who is not paid on a 12-month basis, or if recently graduated from school) must meet one of the following three requirements and a satisfactory written VOE (or electronic equivalent VOE).
 - final pay stub from the prior year (from the same employer), or
 - fully executed, valid and non-expired employment contract (including salary information), or
 - satisfactory letter of explanation from the employer.
- If a pay stub does not include at least 30 days of YTD income, then in addition to the required pay stub, supplementary income documentation, such as but not limited to the following must be provided:
 - final pay stub from prior year, and
 - a written VOE.
 - The pay stub (or supplementary income documentation) must include sufficient information to appropriately calculate income.
 - The pay stub must be from the current job with W-2s from all jobs held in the prior years.

Borrower(s) Employed by Family or Interested Party

- If a borrower is employed by a relative or interested party to the property sale, two (2) years individual federal tax returns, including K1's to show percentage of ownership in the family/interested party business, are required.
 - A letter from the business accountant or a copy of the business articles of incorporation may be used to support the fact that the borrower does not have any ownership in the business.

Borrower(s) Starting new Employment and/or Relocating with Same Employer

- Borrowers must start their new employment before closing.
- To use the income from a borrower's new employment, obtain **one of** the following three items **and** a verbal VOE:
 - YTD pay stub reflecting at least 30 days of YTD earnings from the new employer, or
 - fully executed employment offer letter (including salary information) or fully executed, valid and non-expired employment contract (including salary information), or
 - satisfactory written VOE.

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Income, Continued

Seasonal Income / Seasonal Unemployment Income

- For seasonal income:
 - Verify that the borrower has worked in the same job (of the same line of seasonal work) for the past two years.
 - Confirm with the borrower's employer that there is a reasonable expectation that the borrower will be rehired for the next season.
- For seasonal unemployment compensation, verify that it is appropriately documented, clearly associated with seasonal layoffs, expected to recur, and reported on the borrower's signed federal income tax returns. Otherwise, unemployment compensation cannot be used to qualify the borrower.
- Verification requirements for income from unemployment benefits, such as those received by seasonal workers include documenting that the borrower has received the payments consistently for at least two years by obtaining copies of signed federal income tax returns.
- Unemployment compensation cannot be used to qualify the borrower unless it is clearly associated with seasonal employment that is reported on the borrower's signed federal income tax returns. Verify that the seasonal income is likely to continue.

Section 8 Homeownership Assistance Payments

- A monthly subsidy may be treated as income, if the borrower is receiving subsidies under the housing choice voucher ownership option from a Public Housing Agency (PHA).
 - If the borrower is receiving the subsidy directly, the amount received is treated as income. The amount received may also be treated as nontaxable income and can be "grossed up" by 25%, which means that the amount of subsidy, plus 25% of that subsidy may be added to the borrower's income from employment and/or other sources.
- Truist may treat this subsidy as an "offset" to the monthly mortgage payment (that is, reduce the monthly mortgage payment by the amount of the homeownership assistance payment before dividing by the monthly income to determine the payment-to-income and debt-to-income ratios). The subsidy payment must not pass through the consumer's hands. It must be paid directly to Truist or placed in an account that only Truist (the servicer) may access.

Note: Housing Voucher payments delivered directly to servicer (not to borrower) require special service handling. Contact Purchase Relations to ensure there are no client service failures.

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Income, Continued

Self-Employed Borrower

- A self-employed individual is considered such if he/she owns at least 25% of a business from which income is received. However, if a borrower files a Schedule C, he/she is defined as self-employed regardless of the percentage of ownership in a company (i.e., real estate agents and hair stylists).
- The borrower must be self-employed for at least two (2) years to use income for qualifying.
- If income from a current business less than two (2) years old is being used to qualify, the business must be in the same line of work as previous self-employed businesses.
- Verification of employment for self-employed borrowers (owns 25% or more of a business from which qualifying income is derived) is as follows:
 - most recent two (2) years of individual, signed Federal tax returns with all schedules,
 - most recent two (2) years of corporate, S-Corp, LLC, and/or partnership (if applicable), signed federal tax returns with all schedules, a signed copy of the YTD balance sheet, regardless of corporate structure, and YTD profit and loss statement for the business (may not be more than 120 days old as of the note date); and

Notes:

- P&L statements must be audited when income reported on the P&L increases / decreases and the P&L income is used to qualify the self-employed borrower.
- If the borrower(s) and/or Business file quarterly tax Returns (form 941), a copy of the quarterly return may be used in lieu of the P & L and need to be validated as part of the IRS Form 4506-T request.
- a verbal verification of employment must be completed.

Reference: See the "General" subtopic in the Income section previously presented in this document for additional VVOE guidance.

- If current year taxes have been filed, proof of filing may be required (i.e., canceled checks or IRS stamp on the tax return).
- If the borrower is relocating to a different geographic area, the borrower must document and fully explain how it was determined that the income will continue at the same level or greater and will not be negatively impacted by the new location.
- Self-employed borrowers physically relocating their business which will require redevelopment or restarting the entire business in a new location will not be eligible for consideration for qualifying purposes.
- If there is evidence of residential properties owned by the LLC or personally, additional documentation may be required, in order to fully evaluate the impact of the residential properties on the maximum number of financed properties used to qualify.
- If the Underwriter has concerns about the borrower(s) ability to repay the debts, then additional documentation may be required.

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Income, Continued

Self-Employed Borrower(s) Income Not Used to Qualify

- If income from self-employed borrower(s) business is not being used for qualification purposes, the business must still be analyzed to ensure that it will not negatively affect the borrower(s) personal income or assets.
- The borrower(s) signed individual federal tax returns for the prior 2 years must be obtained to determine if there is a business loss that may have an impact on the stable monthly income used for qualifying.
- If a business loss is reported on the borrower(s) signed individual federal tax returns, additional documentation (i.e. YTD P&L and balance sheet) may be required in order to fully evaluate the impact of the business loss on the income used for qualifying.
- Self-employment losses from the non-borrowing spouse can be excluded from the borrower's qualifying income subject to verification that the borrower has no interest in the business. If the borrower has an interest in the non-borrowing spouse business, then the full amount of the loss is deducted from the borrower's qualifying income.

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Income, Continued

Social Security Income

- Social Security income for retirement or long-term disability that the borrower is drawing from his or her own account/work record will not have a defined expiration date and must be expected to continue.
- However, if the Social Security benefits are being paid as a benefit for a family member of the benefit owner, that income may be used in qualifying if the lender obtains documentation that confirms the remaining term is at least three years from the date of the mortgage application.
- Document regular receipt of payments, as verified by the following, depending on the type of benefit and the relationship of the beneficiary (self or other) as shown in the table below.

Type of Social Security Benefit	Borrower is drawing benefit from own account/work record ¹	Borrower is drawing benefits from another person's account/work record ^{1,2}
Retirement	<ul style="list-style-type: none"> • Social Security Administrator's (SSA) Award Letter 	<ul style="list-style-type: none"> • SSA Award Letter, and • Proof of current receipt, and • Three-year continuance (e.g., verification of beneficiary's age)
Disability		
Survivor Benefits	N/A	
Supplemental Social Security Income (SSI)	<ul style="list-style-type: none"> • SSA Award Letter, and • Proof of current receipt 	N/A

¹ An SSA Award letter may be used to document the income if the borrower is receiving Social Security payments or if the borrower will begin receiving payments on or before the first payment date of the subject mortgage as confirmed by a recently issued award letter.

² Examples of how a borrower might draw social security benefits from another

person's account/work record and use the income for qualifying:

- A borrower may be eligible for benefits from a spouse, ex-spouse, or dependent parents (the benefit is paid to the borrower on behalf of the spouse, etc.); or
- A borrower may use social security income received by a dependent (a minor or disabled dependent).

Truist Note: Truist further clarifies that inquiries into or requests for additional documentation concerning the nature or severity of the disability or medical conditions of the borrower are not allowed.

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Income, Continued

Tax-Exempt Income

- When using nontaxable income to adjust the borrower's gross income, the lender should give special consideration to regular sources of income that may be nontaxable, such as child support payments, Social Security benefits, workers' compensation benefits, certain types of public assistance payments, and food stamps.
- The lender must verify that the particular source of income is nontaxable. Documentation that can be used for this verification includes award letters, policy agreements, account statements, or any other documents that address the nontaxable status of the income.
- If the income is verified to be taxable, and the income and its tax-exempt status are likely to continue, the lender may develop an "adjusted gross income" for the borrower by using the tax rate used to calculate the borrower's last year's income tax. If the borrower is not required to file a Federal tax return, the tax rate to use is 25%.

Temporary Leave and Short Term Disability

- Temporary leave from work is generally short in duration and for reasons of maternity or parental leave, short-term medical disability, or other temporary leave types that are acceptable by law or the borrower's employer. Borrowers on temporary leave may or may not be paid during their absence from work.
- If a lender is made aware that a borrower will be on temporary leave at the time of closing of the mortgage loan and that borrower's income is needed to qualify for the loan, the lender must determine allowable income and confirm employment as described below.
 - The borrower's employment and income history must meet standard eligibility requirements.
 - The borrower must provide written confirmation of his or her intent to return to work.
 - The lender must document the borrower's agreed-upon date of return by obtaining, either from the borrower or directly from the employer (or a designee of the employer when the employer is using the services of a third party to administer employee leave), documentation evidencing such date that has been produced by the employer or by a designee of the employer.

Note: Examples of the documentation may include, but are not limited to, previous correspondence from the employer or designee that specifies the duration of leave or expected return date or a computer printout from an employer or designee's system of record. (This documentation does not have to comply with the Allowable Age of Credit Documents guidelines.)

- The lender must receive no evidence or information from the borrower's employer indicating that the borrower does not have the right to return to work after the leave period.
- The lender must obtain a verbal verification of employment in accordance with guidance subsequently presented in the "Verbal Verification of Employment" topic. If the employer confirms the borrower is currently on temporary leave, the lender must consider the borrower employed.
- The lender must verify the borrower's income in accordance with standard guidance for the income source. The lender must obtain :

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Income, Continued

Temporary Leave and Short Term Disability, (continued)

- the amount of the “regular employment income” the borrower received prior to the temporary leave. Regular employment income includes, but is not limited to, the income the borrower receives from employment on a regular basis that is eligible for qualifying purposes (for example, base pay, commissions, and bonus).

Notes:

- Income verification may be provided by the borrower, by the borrower's employer, or by a third-party employment verification vendor.
- When a borrower is currently receiving short-term disability payments that will decrease to a lesser amount within the next three years because they are being converted to long-term benefits, the amount of the long-term payments must be used in determining the borrower's stable income.

- **Requirements for Calculating Income Used for Qualifying**

- If the borrower will return to work as of the first mortgage payment date, the lender can consider the borrower's regular employment income in qualifying
- If the borrower will not return to work as of the first mortgage payment date, the lender must use the lesser of the borrower's temporary leave income (if any) or regular employment income. If the borrower's temporary leave income is less than his or her regular employment income, the lender may supplement the temporary leave income with available liquid financial reserves. Following are instructions on how to calculate the “supplemental income”:
 - **Supplemental income amount = available liquid reserves divided by the number of months of supplemental income**
 - *Available liquid reserves:* subtract any funds needed to complete the transaction (down payment, closing costs, other required debt payoff, escrows, and minimum required reserves) from the total verified liquid asset amount.
 - *Number of months of supplemental income:* the number of months from the first mortgage payment date to the date the borrower will begin receiving his or her regular employment income, rounded up to the next whole number.
 - After determining the supplemental income, the lender must calculate the total qualifying income.
 - **Total qualifying income = supplemental income plus the temporary leave income**
 - The total qualifying income that results may not exceed the borrower's regular employment income.

Note: These requirements apply if the lender becomes aware through the employment and income verification process that the borrower is on temporary leave. If a borrower is not currently on temporary leave, the lender must not ask if he or she intends to take leave in the future.

- In addition to the above guidelines, the following applies for worker's compensation:
 - Benefits that have a defined expiration date must have a remaining term of at least three (3) years from the date of the mortgage application in order to be used for qualifying the borrower.
 - A copy of the borrower's disability policy or benefits statement must be obtained to verify the amount of the disability payments and to determine whether there is a contractually established termination or modification date.
- A statement from the benefits' payer (insurance company, employer, or other qualified and disinterested party) must be obtained to confirm the borrower's current eligibility for the disability benefits.

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Income, Continued

Tip Income

- Verification of tip income includes:
 - Obtain the following documents:
 - the borrower's recent paystub and
 - IRS W-2 forms covering the most recent two-year period or the most recent two years tax returns with IRS Form 4137, Social Security and Medicare Tax on Unreported Tip Income, to verify tips not reported by the employer.
 - Tip income may be used to qualify the borrower if the lender verifies that the borrower has received it for the last two years.
 - The lender must determine the amount of tip income that may be considered in qualifying the borrower.
-

Trust Income

- The borrower must provide a copy of the trust agreement or a trustee's statement that verifies the amount of the Trust, frequency of the distribution, and duration of the payments. However, if this documentation does not include information about the historical level of distributions from the trust, complete copies of the borrower's signed federal income tax returns that were filed with the IRS for the past two (2) years (including Schedule E) must be obtained.
 - Documentation must also verify that the income will continue for at least seven (7) years.
 - Trust account funds may be used for the required cash investment provided the borrower(s) can:
 - document the withdrawal, and
 - Trustee to verify that withdrawal will not negatively impact the income.
-

VA Benefits Income

- Document the borrower's receipt of VA benefits with a letter or distribution form from the VA.
- Verify that the income can be expected to continue for a minimum of three years from the date of the mortgage application. (Verification is not required for VA retirement or long-term disability benefits.)

Note: Education benefits are not acceptable income because they are offset by education expenses.

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Liabilities and Qualifying Ratios

Qualifying Rate The borrower must be qualified based on the maximum interest rate that may apply during the five-year period after the first regular periodic payment is due. For fully amortizing, traditionally underwritten loans, the following guidelines applies:

Fixed Rate

The borrower is qualified at the fully amortizing note rate payment.

5/1 LIBOR ARMs

The borrower is qualified based on the Note rate plus Initial Cap (5%).

7/1 and 10/1 LIBOR ARMs

- The borrower is qualified based on the GREATER of:
 - initial Note rate or
 - fully indexed rate (Index + Margin)

Qualifying Ratios

- The housing ratio includes the PITIA of the borrower's primary residence regardless of the subject property occupancy.
- The debt ratio includes housing ratio items, installment loans, revolving credit, mortgage payments on properties other than the primary residence and any other monthly debt.
- The standard maximum DTI (debt-to-income) ratio is 43%, regardless of the TLTV.

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Liabilities and Qualifying Ratios, Continued

- Alimony, Child Support, and/or Separate Maintenance Payments**
- Alimony and/or child support payments are not counted in the total debt ratio if there are 10 or less payments remaining.
 - The borrower must provide a complete copy of the divorce decree or complete separation agreement to verify the payment amount.
-

- Balloon Loans**
- Balloon debt payments on any type of loan with a balloon payment are acceptable if the payment comes due in less than five (5) years after the Note date, when the following guidelines are met:
 - Truist does not require actual payoff of the account, but the borrower does need sufficient assets available to pay off the outstanding balance in addition to the required funds to complete the transaction.
 - Use the account information from the credit report to determine eligibility unless other documentation in the loan file reflects information that is more current.

Reference: See the Secondary Financing topic previously presented for additional information when the balloon debt is a second lien.

- Bridge Loans**
- In all cases, the prior home mortgage payment and bridge loan payment **MUST** be included in the borrower's debt ratio calculation.
-

- Business Debt in Borrower's Name**
- If a business debt in the borrower's name has a history of delinquency, it must be counted in the debt ratio.
 - If a business debt in the borrower's name does not have a history of delinquency, it is not counted in the debt ratio if documentation verifies payment from company funds (i.e., 12 months canceled checks) and the cash flow analysis took the payment into consideration.
-

- Co-Signed Debt**
- If a borrower has co-signed a debt but is not making the payments, it is not included in the debt ratio if the following applies:
 - documentation can be provided showing the account is paid by the primary borrower of the co-signed loan for at least 12 months, and
 - the payment history does not reflect any late payments, and
 - the borrower provides 12 months of canceled checks to identify who is making the payments.
-

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Liabilities and Qualifying Ratios, Continued

Court-Assigned Debt

- Court-assigned debts arise when a borrower's debt is assigned to another party by court order (i.e., in divorce or separation).
 - These debts are not included in the debt ratio if the borrower provides a copy of applicable pages from a court order (i.e., divorce decree or separation agreement). In addition, documentation must be provided on any transfer of ownership (if applicable).
 - It is not necessary to verify that payments are being made by the party to whom the debt was assigned.
 - If a court-assigned account appears on the borrower's credit report with a past due amount, guidelines concerning past due accounts apply. In addition, if the account has been past due in the last 12 months, the payment must be counted against the borrower.
-

Home Equity Lines of Credit (HELOCs)

- HELOC transactions must be qualified using the greater of 1% of the full line amount or the payment as reflected on the credit report or the borrower's monthly HELOC statement.
-

Installment Debt

- Installment loans with ten (10) or less remaining payments are not included in the debt ratio calculation, provided as long as the borrower has sufficient assets to pay off the debt over and above required reserves and funds required for closing.
 - If the borrower(s) has a history of carrying installment debt and/or the type of payment (auto loan, personal note, etc) regardless of 10 months or less remaining the debt must be included in the Debt to income ratio
 - Installment accounts cannot be paid down to ten (10) or less remaining payments. Or revolving accounts paid off to qualify the borrower.
 - Truist does not permit the monthly alimony obligation to be reduced from the borrower(s) gross income when calculating qualifying DTI, it must be included as a monthly obligation.
 - Loans on 401K accounts may be excluded from the debt ratio, but must be included on the loan application.
 - If a borrower has co-signed a debt but is not making the payments, it is not included in the debt ratio calculation if the following applies:
 - documentation can be provided showing the account is paid by the primary borrower of the co-signed loan for at least twelve (12) months, and
 - the payment history does not reflect any late payments.
-

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Liabilities and Qualifying Ratios, Continued

Job Related Expenses (Unreimbursed Employee Business Expense)

- The lender must determine whether the borrower has unreimbursed employee business expenses for the following scenarios:
 - when a borrower has commission income that represents 25% or more of the borrower's total annual employment income, or
 - when an automobile allowance is included in the borrower's monthly qualifying income.
- If a borrower has unreimbursed employee business expenses, two (2) years individual federal income tax returns are required.
- The lender must determine the borrower's recurring monthly debt obligation for such expenses by developing a 24-month average of the expenses, using information from the borrower's IRS Form 1040 including all schedules (Schedule A and IRS Form 2106). Automobile depreciation claimed on IRS Form 2106 should be netted out of this calculation.
- For both of the above scenarios when calculating the total debt-to-income ratio, the monthly average for unreimbursed expenses should be subtracted from the borrower's stable monthly income. Automobile lease or loan payments are not subtracted from the borrower's income; they are always considered part of the borrower's recurring monthly debt obligations.
- When evaluating commission income that represents 25% or more of the borrower's total annual employment income, the lender must consider certain tax deductions reported on IRS Form 2106 (Employee Business Expenses) when conducting the cash flow analysis:
 - Out-of-pocket, unreimbursed business expenses; these expenses must be deducted from the borrower's income.
 - Actual expenses for a leased automobile, rather than the standard mileage rate — The lender must analyze the "Actual Expenses" section of IRS Form 2106 to determine the amount of the lease payments, and make sure the lease expense is counted only once in its cash flow analysis, either as an expense on IRS Form 2106 or as a monthly obligation.
- If the IRS Transcript of Tax Return(s) reflects non-reimbursed business expenses reported only on IRS Form 2106, then the borrower does not need to provide U.S. Income Tax Return (IRS Form 1040) including all schedules (Schedule A, Itemized Deductions and IRS Form 2106, Employee Business Expenses) unless required by guidelines.
 - The information from the IRS Transcript of Tax Return(s) can be used to calculate on non-reimbursed business expenses.

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Liabilities and Qualifying Ratios, Continued

Lease Payments

Lease payments are included in the debt ratio regardless of remaining payments.

Mortgage Assumptions

- If the borrower's ownership was bought out of a property on an assumption (with or without release of liability), the mortgage payment is not included in the debt ratio if the borrower provides the following:
 - a complete copy of the formal, executed assumption agreement, and
 - documentation of ownership transfer (i.e., Closing Disclosure), and
 - Proof the Assumptor (property purchaser(s)) mortgage history is current and not been 30 days or more past due in the last 12 months.
- If the payment has been 30 or more days past due in the last 12 months and the LTV is greater than 75% the payment is counted against the borrower.

Note: Value of the property, as established by an appraisal or the sales price on the Closing disclosure from the sale of the property, results in a loan-to-value (LTV) ratio of 75 percent or less.

Mortgage Payments on Previous Home

Properties Pending Sale

If the current primary residence is pending sale but the transaction will not be closed (with title transfer to a new owner) prior to the new transaction, the borrower's must qualify with both the current and proposed mortgage payments.

Conversion of Primary Residence to Second Home

- If the current primary residence is being converted to a second home the following applies:
 - both the current and proposed mortgage payments must be used to qualify the borrower for the new transaction, AND
 - reserves of six (6) months PITI must be documented for the conversion property, in addition to the reserve requirement for the proposed mortgage.

Reference: See the "Maximum Loan-to-Value (LTV)" subtopic in the "Loan Terms" topic for additional guidelines and terms.

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Liabilities and Qualifying Ratios, Continued

Mortgage Payments on Previous Home, (continued)

Conversion of Primary Residence to Investment Property >= 30% Equity

- If the current primary residence is being converted to an investment property, the following applies:
 - both the current and proposed mortgage payments must be used to qualify the borrower for the new transaction,
 - up to 75% of the rental income may be used to offset the mortgage payments in qualifying the borrower ONLY if there is documented equity of at least 30% in the existing property [derived from a current (dated within 60 days of the Note date for the new transaction) full (i.e., 1004) appraisal],
 - Truist requires borrowers with a current two unit primary residence that will be converted to an investment property to meet the 30% required equity position to utilize the rental income from **ANY** of the property's units, regardless if the units were previously occupied by the borrower or not.
 - If there is an existing HELOC on the previous primary residence, then the total line amount (total available credit line) of the HELOC must be utilized when calculating the 30% equity, except as follows:
 - if the HELOC credit limit has been permanently modified from the original amount, then the qualifying HTLTV is calculated based on the higher of the UPB or modified HELOC limit amount. Appropriate documentation that the HELOC has been permanently modified must be included in the loan file.
 - the borrower has at least two (2) years experience as a landlord as evidenced by two (2) years tax returns, AND
 - reserves of six (6) months PITI must be documented for the conversion property, in addition to the reserve requirement for the proposed mortgage.

Reference: See the "Maximum Loan-to-Value (LTV)" subtopic in the "Loan Terms" topic for additional guidelines and terms.

- Rental Income must be documented with:
 - a copy of the fully executed lease agreement, AND
 - the receipt of a security deposit from the tenant and deposit into the borrower's account.

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Liabilities and Qualifying Ratios, Continued

Mortgage Payments on Previous Home, (continued)

Conversion of Primary Residence to Investment Property < 30% Equity

- If the 30% equity in the property cannot be documented, rental income may NOT be used to offset the mortgage payment and the following guidelines apply:
 - both the current and proposed mortgage payments must be used to qualify the borrower for the new transaction, AND
 - reserves of six (6) months PITIA must be documented for the conversion property, in addition to the reserve requirement for the proposed mortgage.
- If there is an existing HELOC on the previous primary residence, then the total line amount (total available credit line) of the HELOC must be utilized when calculating the 30% equity, except as follows:
 - if the HELOC credit limit has been permanently modified from the original amount, then the qualifying HTLTV is calculated based on the higher of the UPB or modified HELOC limit amount. Appropriate documentation that the HELOC has been permanently modified must be included in the loan file.
 - Truist requires borrowers with a current two unit primary residence that will be converted to an investment property to meet the 30% required equity position to utilize the rental income from ANY of the property's units, regardless if the units were previously occupied by the borrower or not.

Reference: See the "Maximum Loan-to-Value (LTV)" subtopic in the "Loan Terms" topic for additional guidelines and terms.

- The above guidelines regarding conversion to a second home or investment property also apply to relocation borrowers.

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Liabilities and Qualifying Ratios, Continued

Property Taxes, Insurance, and HOA Assessments

- The taxes, insurance and HOA assessments, if applicable, due on a property owned or being purchased by a borrower **must always** be considered in the borrower's debt to income ratios, including properties that are currently owned free and clear.
 - If the transaction is new construction, the lender must use a reasonable estimate of the real estate taxes based on the value of the land and completed improvements.
 - The lender must qualify the borrower based on real estate taxes for improved property as provided by the title company and/or the specific county assessor's office.
 - In certain states, taxes may have been capped for the current seller, however when calculating the monthly payment, the lender must use the new tax projection which can often come from the title company.
 - The amount of taxes will be reduced based on federal, state, or local jurisdiction requirements. However, the taxes may not be reduced if an appeal to reduce them is only pending and has not been approved.
 - If there is a tax abatement on the subject property that will last for five years or less from the note date, qualify the borrower at the full tax rate.
 - For tax abatements that last more than five years, the borrower must be qualified based on the highest tax amount due during the first five years.
- Generally, it is assumed that, if the mortgage has been reported to the credit repositories, the payment includes taxes and insurance. This assumption also includes mortgages that are not on the credit report and other verification has been provided.
- If the mortgage is with a private individual, it is assumed that the payment does NOT include taxes and insurance.

Reference: See *Privately Held Mortgages* subsequently presented in the Credit Requirements topic for additional information regarding payment verification requirements for privately held mortgages.

- If the borrower discloses that the mortgage payment does not include taxes and/or insurance or the mortgage is with a private individual, lender must obtain documentation of the actual taxes, insurance, and if applicable, HOA fees.
- Other properties owned by the borrower identified on the loan application as a condominium, PUD, or townhouse must document HOA fees, even if the mortgage payment reflects on the credit report.

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Liabilities and Qualifying Ratios, Continued

30-Day Accounts

- An open 30-day charge account (such as AMEX), where the reported monthly payment equals the total outstanding balance or indicates a zero payment, requires the balance to be paid in full every month.
 - The loan file must contain evidence of sufficient assets to cover the unpaid balance, in addition to the down payment, closing costs, and reserves.
 - If sufficient assets are verified, the payment can be excluded from the DTI calculation.
 - This applies to personal and business charge accounts reflected on the credit report.
- If the borrower(s) is an employee of the business and the debt is paid by the business, the loan file must contain the following documentation:
 - Letter on company letterhead indicating that the business has been responsible for making the payments, OR
 - Evidence of monthly reimbursement for a minimum of 12 months.
- If the borrower(s) is self-employed and does not evidence sufficient personal assets to pay the account in full, it must be documented that the business pays the monthly account with the following:
 - Cancelled checks for a minimum of 12 months
 - The account has no 30 days lates in the last 24 months
 - The cash flow analysis of the business took the payment of the obligation into consideration.
- If the borrower(s) cannot document sufficient assets to cover the unpaid balance or show evidence of employer reimbursement, 5% of the outstanding balance must be included when calculating the DTI ratio.
- The loan file must contain comments clearly indicating the manner in which the open-30 day charge account was addressed.

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Liabilities and Qualifying Ratios, Continued

- Revolving Debt**
- Monthly payments on revolving or open-end accounts regardless of balance, must be included in the borrower's monthly debt ratio.
 - Open-ended or revolving debt cannot be paid off to qualify the borrower.

Notes:

- If there is no payment on an open-ended or revolving account with or without a balance on the credit report, the minimum payment is calculated as the greater of \$10 or 5% of the outstanding balance.
- Documentation from other third party sources can justify the use of a lower monthly payment.

Reference: See the Home Equity Lines of Credit (HELOC) subtopic previously presented for additional information.

Privately Held Mortgages

- If a borrower is refinancing a "privately held mortgage", the following payment verification requirements apply:
 - A housing payment history of 24 months must be met. At least six (6) months of the housing payment history must come from the current mortgage, the second six (6) months of the housing payment history may come from another mortgage, even if the mortgage is associated with another property. The last 12 months of the housing payment history may come from another mortgage or rental history.
 - The privately held mortgage payments must be verified with either cancelled checks or bank statements (if the payment is automatically withdrawn from the borrower's account).
 - Evidence must be included in the loan file that the lien being paid off is a current recorded lien against the subject property.
- All other credit history requirements apply.

Note: A "privately held mortgage" is a mortgage or trust deed which is granted to a borrower with private monies and is between an individual investor, partnership, LLC, trust, etc., who has interest in the property and/or the person who purchased the property.

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Liabilities and Qualifying Ratios, Continued

- Student Loans**
- For all student loans, whether deferred, in forbearance, or in repayment (not deferred), the lender must use the greater of the following to determine the monthly payment to be used as the borrower's recurring monthly debt obligation:
 - 1% of the outstanding balance, or
 - the actual documented payment (documented in the credit report, in documentation obtained from the student loan lender, or in documentation supplied by the borrower).
 - If the payment currently being made cannot be documented or verified, 1% of the outstanding balance must be used.

Note: If the actual documented payment is less than 1% of the outstanding balance and it will fully amortize the loan with no payment adjustments, the lender may use the lower, fully-amortizing monthly payment to qualify the borrower.

- Undisclosed Debts**
- Information disclosed on the loan application must be accurate and current through loan closing. This information includes (but is not limited to) any additional credit applied for or incurred during the application process and through loan closing.
 - If the borrower indicates new debt has been incurred which is not present on the initial application or on the credit report, documentation must be obtained from the borrower which indicates the balance and payment of the debt. This information must be included as a liability on the 1003 and the loan must be re-evaluated and/or re-priced based on this new information.
 - The final loan application (1003) must accurately reflect all liabilities at the time of closing.

Note: A second credit report is not required to be pulled prior to closing and/or prior to purchase to validate if the borrower has incurred any additional debt. However, if the Correspondent client's process includes pulling new credit or credit is pulled in error, prior to closing, the loan must be re-evaluated.

- Documentation**
- Copies and/or fax copies of documentation may be provided directly from the borrower to the lender with written certification from the borrower that the copies are true and correct copies of the original documents.
 - Credit documentation (credit reports, employment, income, and asset documentation) cannot be older than 120 days on the date Note is signed.
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Credit Requirements

Authorized User Accounts

When a credit account owner permits another person, typically a family member who is managing credit for the first time, to have access to and use an account, the user is referred to as an authorized user of the account. This practice is intended to assist related individuals in legitimately establishing a credit history and credit score based on the account and payment history of the account owner, even though the authorized user is not the account owner.

Consideration of Authorized User Accounts

- Credit report tradelines that list a borrower as an authorized user cannot be considered in the underwriting decision, except as outlined below.
 - An authorized user tradeline must be considered if the owner of the tradeline is the borrower's spouse and the spouse is not a borrower in the mortgage transaction.
 - An authorized user tradeline may be used if the borrower can provide written documentation (e.g., canceled checks, payment receipts, etc.) that he or she has been the actual and sole payer of the monthly payment on the account for at least 12 months preceding the date of the application. If the borrower cannot supply documentation, the account cannot be considered in the credit analysis or for meeting tradeline requirements.
 - If written documentation of the borrower's monthly payments on the authorized user tradeline is provided, then the payment history – particularly any late payments that are indicated – must be considered in the credit analysis and the monthly obligation must be included in the debt-to-income ratio.

Credit Score Requirements

- When credit scores are required, the qualifying score is identified as follows:
 - if there are three (3) scores, the middle score is used, or
 - if there are two (2) scores, the lowest score is used.
- At least two of the three credit bureaus must provide a credit score.
- The use of a credit score from a foreign country is not permitted.
- When there are multiple borrowers involved, the lowest applicable credit score among the borrowers is the minimum representative score.
- When using credit scores, the following factors cannot be used as offsets for credit weaknesses, as they have been factored into the score:
 - age of derogatory information,
 - number/proportion of accounts paid as agreed versus delinquent,
 - types of accounts paid as agreed vs. the types of accounts that are delinquent, and/or
 - recent pay-down of account balances.
- 0999, 999, or 9999 are NOT acceptable credit scores UNLESS the borrower does not have a credit score.

References:

- See the "Maximum Loan-to-Value (LTV)" subtopic in the "Loan Terms" topic for specific credit score requirements.
- See the Credit History Analysis subtopic subsequently presented for additional information on borrower(s) not meeting minimum tradelines.

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Credit Requirements, Continued

Credit History Analysis

General Information

- There cannot be any major adverse credit reported in the last 24 months on revolving or installment accounts.
- The borrower(s) **entire** credit history must be reviewed to determine that there is not a pattern of delinquent payment history.
- The borrower's credit history may be documented by any of the types of traditional credit reports (i.e., merged in-file or full RMCR).
- Truist does not permit the use of credit reports from a foreign country.
- Provided there is not impact to the borrower's ability to qualify, no research or explanations are required for tradelines that have not been reported by the creditor in one year or more.
- Information may be required of the borrower, including an explanation letter of late payments (with supporting documentation).
- Documentation of late payments is based on underwriting discretion upon full analysis of the loan file.

Minimum Tradeline Requirements

- The credit report must contain a minimum number of tradelines, sufficient seasoning and the minimum required credit score applicable to the transaction.
- There can be no 30-day late payments in the last 24 months on any mortgage (1st, 2nd, or HELOC) or rental accounts for all primary, second home, and investment properties.
- An acceptable borrower(s) credit report must satisfy one of the following options:

Note: At least one borrower on the loan must have a non-disputed installment or mortgage debt tradeline for either Option 1 or Option 2 below.

Option 1

- The credit report contains a total of at least three (3) open non-disputed tradelines; one (1) of which must be a non-disputed installment or mortgage tradeline,
- each of the three (3) tradelines must be open for at least 24 months, and
- each of the three (3) tradelines must be updated within the last six (6) months.

Option 2

- The borrower(s) must have a credit history of at least five (5) years,
- the credit report must contain at least five (5) non-disputed tradelines (open, paid or closed); one (1) of which must be a non-disputed installment or mortgage tradeline (open, paid or closed),
- individual tradelines may be established for less than a five (5) year period, and
- the tradelines being evaluated in Option 2 must have had activity within the most recent five (5) year period.

Notes:

- Generally, a non-traditional credit history is not acceptable.
- Authorized user accounts may not be used to meet the minimum tradeline requirements.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Credit Requirements, Continued

Credit History Analysis, (continued)

Borrowers Not Meeting the Minimum Tradeline Requirements

- Credit reports that contain too few qualifying tradelines, insufficient trade history and/or do not meet the above tradeline requirements may be considered on a case-by-case basis.
- Not eligible for First Time Homebuyers.
- All borrower(s) and co-borrower(s) with a credit score must meet minimum credit score requirements.

Reference: See the “Maximum Loan-to-Value (LTV)” subtopic in the “Loan Terms” topic for specific credit score requirements.

- Borrowers not meeting the minimum tradeline requirements are eligible provided all below requirements are met:
 - maximum loan amount \$1,000,000,
 - maximum 70% LTV/TLTV/HTLTV,
 - minimum gross disposable income (GDI) \$6,000,
 - 24 months reserves,
 - no major derogatory credit in the last 24 months,
 - not more than \$1,000 in aggregated balance(s) in judgments, collections, and/or charge-offs may reflect on the credit report,
 - any open judgment, collection, and/or charge-off must be paid at closing, and
 - a housing history with no late mortgage or rental payments in the last 24 months.

Note: The underwriter may require additional non-traditional credit as a compensating factor.

- Files must meet all other credit, income, and collateral guidelines WITHOUT exception.

Borrower Meeting Tradeline Requirements with a Co-Borrower Not Meeting Tradeline Requirements

- The borrower meeting tradeline requirements must meet the credit score and all product/underwriting guidelines.
- If the co-borrower has a credit score, and if the co-borrower’s income is required to qualify, the credit score must meet product requirements.
- Compensating Factor Code EN2 must be captured in the origination system for borrowers meeting tradeline requirements, but the co-borrower does not.
- No additional restrictions apply to these transactions.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Credit Requirements, Continued

Bankruptcy/ Foreclosure and/or Deeds in Lieu

- A borrower must have been discharged or dismissed from a Chapter 7 or 11 bankruptcy at least seven (7) years prior to loan application.
- The borrower cannot have had a foreclosure or deed in lieu of foreclosure within the seven (7) year period prior to loan application.
- The borrower cannot have a history of a previous foreclosure or Deed-in-Lieu with Truist. The borrower cannot have scheduled a Truist mortgage to be discharged or dismissed as part of a previous bankruptcy.
- If Chapter 13, bankruptcy must be:
 - discharged or dismissed at least four (4) years prior to loan application, and
 - MUST have a satisfactory Bankruptcy Court payment history. This history must cover payments from Approval of Chapter 13 plan to Discharge.
- Borrowers with more than one (1) bankruptcy filing are not eligible.
- When bankruptcy, foreclosure and/or deed-in-lieu of foreclosure information appears in the tradeline section of the credit report, but not in the public records section, use the bankruptcy, foreclosure and/or deed-in-lieu of foreclosure date showing under the tradeline section on the credit report to meet these requirements.
- The borrower must have re-established a satisfactory credit history and demonstrate the ability to manage his/her financial affairs since the time of the discharge/dismissal.
- The borrower must show a re-established satisfactory credit history as follows:
 - minimum four (4) credit references (one must be a traditional credit reference and one must be housing related),
 - at least three (3) credit references must have been active 24 months before application and all accounts must be current as of loan application,
 - no more than 2 x 30 day lates on installment or revolving debt in the 24 month before loan application,
 - no 60+ day lates on installment or revolving debt since discharge or dismissal,
 - no past due housing payments since discharge,
 - no new public records for bankruptcies, foreclosures, deeds-in-lieu, unpaid judgments, unpaid collections, garnishments, liens, etc. since discharge or dismissal,
 - minimal usage of revolving accounts, including accounts with high balances-to-limits (i.e., balances should not typically be more than 50% of the limits), and
 - the credit score for the LTV/TLTV loan amount combination is required for all borrowers.
- Documentation must include a copy of the bankruptcy petition, the schedule of debts and discharge or dismissal, and a letter of explanation from the borrower.

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Credit Requirements, Continued

Short Sales Reference: See [Section 1.28: Short Sale and Restructured Mortgage Loans](#) of the *Correspondent Seller Guide* for additional information on Short Sales.

Collections, Judgments, Garnishments, Liens, and Charge-Offs

- Not more than \$2,000 in aggregated balance(s) in judgment, collection, and/or charge-offs may remain unpaid after closing, and not more than \$1,000 in aggregated balance(s) that are from revolving or installment debt may remain unpaid after closing. No accounts may be paid down to meet these guidelines, they must be paid off.
- All garnishments and liens must be paid in full prior to closing, or paid off at closing as evidenced by the Closing disclosure.
- The borrower must provide a satisfactory letter of explanation and have re-established good credit (as evidenced by the residential mortgage credit report).

Note: Gifts may not be used to pay off a judgment, charge-off, collection, garnishment or lien.

Consumer Credit Counseling

- Borrowers that have been in CCC are ineligible for financing for five (5) years from their completion date.

Duplicate Public Records If it is unclear from the credit report that an item is duplicated, each item should be treated individually and appropriate documentation must be obtained.

Inquiries

- If the credit report reflects credit inquiries from lenders (including Truist Bank) within 120 days of the credit report date, explanation for all inquiries referenced, EXCEPT for the inquiry made by the originating lender that is directly related to the subject mortgage loan application, is required.

Note: An explanation for the credit inquiry made by the originating lender that is directly related to the subject mortgage loan application is not required.

- If the explanation reveals that new debt has been incurred which is not present on the initial application or on the credit report, documentation must be obtained from the borrower which indicates the balance and payment of the debt. This information must be included as a liability on the 1003 and the borrower must be requalified and/or the loan re-priced based on this new information.

Note: At this time, Truist will not be pulling a new credit report prior to purchase to validate if the borrower has incurred any additional debt.

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Credit Requirements, Continued

Past Due Accounts

- All past due accounts must be brought current at or prior to closing.
 - Additional underwriter review and consideration is required when there are past due accounts reported in the last 24 months.
-

Unverified Liabilities

- If there are liabilities disclosed by the borrower but not on the credit report, independent verification is required.
 - Verification of such liabilities is based on underwriting discretion upon full analysis of the loan file. The underwriter must determine if verification is necessary to support an approval (if not verified, an explanation is required as to why the liability is immaterial).
-

Documentation **General Information**

- Credit documents cannot be older than 120 days on the date the Note is signed.

Credit Report

- *Full Residential Mortgage Credit Reports* (RMCR's) or in-file credit reports are acceptable.
- If an in-file credit report is used, it must provide merged information from at least three (3) national repositories.
- If an account on the credit bureau report has not been updated within 90 days, an updated credit report or written verification of the account must be obtained.
- Provided there is no impact on the borrower's ability to qualify, no research or explanations are required for trade lines that have not been reported by the creditor in one year or more.

Verification of Mortgage/Rent

- Credit Bureau report reference for 24 months,
- a 24-month mortgage payment history, or
- 24 months canceled checks.

Note: If the borrower owns their current residence free and clear, a 24 month verification of mortgage is not required.

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Cash Requirements

Assets

- All assets disclosed on the final loan application must be verified.
- The following assets may be used as funds for closing (closing cost and prepaids), down payment, and reserves:
 - bonds
 - bridge loans
 - certificates of deposit (CDs)
 - checking accounts
 - gifts
 - money market funds
 - mutual funds
 - net equity
 - retirement funds
 - savings accounts
 - secured borrowed funds
 - stock
 - trust funds
- The following list shows ineligible sources of closing costs, down payment, and reserves:
 - 1031 tax exchange,
 - bridal registry funds
 - cash-on-hand,
 - cross collateralization,
 - pooled funds,
 - sweat equity,
 - gifts from unrelated person,
 - lines of credit on credit cards,
 - salary advance from employer (unsecured loan),
 - signature loans,
 - overdraft protection on checking accounts,
 - trade equity,
 - unsecured borrowed funds, and/or
 - unverified sale of assets.

Bridge Loans in Second Lien Position

- An equity bridge loan, which is held in second lien position, can be an equity line or loan from a lender securing the property listed for sale.
- There is no limit on the term of a bridge loan.
- The bridge loan cannot be cross collateralized against the new property.

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Cash Requirements, Continued

Business Assets as Source of Closing Funds

- When business assets are used for down payment and/or closing costs, a letter from the accountant stating that the borrower has access to the funds for withdrawal (i.e., all business owners agree that the borrower has access to the funds) and that withdrawal of the funds will not have a detrimental effect on the business must be provided.
- The accountant cannot be an interested party to the transaction and cannot be related to the borrower.
- Business funds cannot be used for meeting cash reserve requirements.

Down Payment Requirements

- The borrower must make a down payment of at least 5% from their own cash funds.
- The borrower may use gift funds for any additional down payment (over and above the required minimum (5%) and for all closing costs.

Cash Reserves

- Cash reserves must be comprised of eligible assets that a borrower can readily access. Refer to the “Assets” subtopic previously presented for additional information.
- Cash reserves must include the following components of the monthly housing expense (PTIA):
 - principal and interest
 - hazard, flood and mortgage insurance (MI) premiums
 - real estate taxes
 - ground rent
 - special assessments
 - HOA dues (excluding any utility charges that apply to the individual unit)
 - monthly cooperative corporation fee (less the pro rata share of the master utility charges for servicing individual units that is attributable to the borrower’s unit)
 - subordinate financing payments
- Cash reserves for all transactions are based on the fully amortizing PTIA payment at the qualifying rate.
- The borrower may use assets received as a gift to supplement his or her own funds, but cannot rely solely on gift assets in satisfying any applicable financial reserve requirement.
- If the transaction involves a cash-out refinance, cash received by the borrower at closing is NOT considered “reserves” or an asset.
- Reserve requirements are as follows:
 - **Standard LTV/TLTV**

Loan Amount	Reserves Requirement
<= \$1,000,000	6 months
> \$1,000,000	12 months

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Cash Requirements, Continued

Checking, Savings, and Certificate of Deposit (CD)

- The borrower must provide one of the following:
 - Most recent two months or 60 days of complete bank statements, if received monthly, or
 - the most recent complete quarterly bank statement, if received quarterly.
- If the account was opened within 90 days of the application date, has a large deposit or significantly greater than previously shown balance, include documentation of the source of the funds indicating they are from an acceptable source.
- Explanations may be required for large deposits on bank statements that may require additional documentation.

References:

- See the Large Deposits subtopic subsequently presented in this topic for additional information.
- See the Documentation subtopic subsequently presented in this topic for additional information and documentation options.

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Cash Requirements, Continued

Credit Cards

- Credit cards may be used to pay common and customary fees paid outside of closing such as application fees, closing costs and/or prepaid items under the following conditions:
 - the maximum amount charged is one percent (1%) of new loan amount, not to exceed \$5,000, and
 - when fees are charged to the borrower's credit card, the borrower's credit card debt must be recalculated taking into account the additional credit card balance and the recalculated debt must be included in the qualifying ratios, or
 - the borrower must have sufficient liquid assets (documentation in file) to pay charged fees, in addition to funds needed for other closing costs, down payment and reserve requirements.

Notes:

- Ordering a new credit report identifying the new credit card balances and payment based on the fees charged to the credit card is not required.
- To re-calculate the balance and payment to include in the qualifying ratios, users may add the amount charged to the existing credit card balance. A new credit card payment may be calculated by adding five percent (5%) of the new charged amount to the existing credit card payment being reported.
- The amount charged is not required to be paid off at or prior to closing.
- A copy of the charge receipt or authorization must be included in the loan file.
- The Closing Disclosure must reflect a POC credit to the borrower for the amount charged.
- Debit/check cards may be used to pay common and customary fees paid outside of closing (POC), such as application fees, closing costs and/or prepaid items; however, debit/check cards are not subject to the Credit Card guidelines outlined in this subtopic.
 - The amount placed on the debit/check card to pay POCs is treated and documented the same as if the POCs were paid by check.
- No one may collect any loan-related fee other than the estimated cost of the credit report before the borrowers have received the initial TIL provided by or on behalf of the intended creditor/lender on the transaction.

Reference: See the "Unacceptable Sources of Down Payment" subtopic subsequently presented for additional information.

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Cash Requirements, Continued

Earnest Money Deposit

- All earnest money deposit (EMD) sources must be verified with the following documentation:
 - a copy of the cancelled check and 2 months or 60 days of bank statements (up to and including the date the check cleared) to evidence a sufficient average balance to support the amount of the earnest money deposit, or
 - verification that there are sufficient funds on deposit in the applicant's accounts to cover the EMD and any other required funds to close.
- Large deposit guidelines apply.

Donations from Entities

- Donations from entities cannot be a secured lien against the subject property.
- Funds from a gift or grant provided by a church, municipality, non-profit organization (excluding credit unions), or public agency may be used for down payment and closing costs if all of the following applies:
 - the property is a primary residence,
 - the borrower has provided the required minimum down payment from his/her own cash funds for the applicable first mortgage product,
 - the gift or grant is not in the form of secondary financing,
 - documentation is provided of the gift or grant (i.e., a complete copy of the award letter or legal agreement with terms and conditions), and
 - documentation verifies there is no repayment and indicates how funds will be transferred (i.e., to borrower, lender or closing agent).
- If the LTV/TLTV/HTLTV is 80% or less, the full amount of down payment may be provided by a gift or grant from an acceptable entity.
- Funds are not eligible if donated to an acceptable entity from the property seller or other interested party to the transaction and the entity passes the funds to the borrower for down payment. Such funds, however, may be used for closing costs/prepays and are subject to seller contribution limits.
- Funds are eligible for use as down payment if they are donated to an acceptable entity from the lender (with no assurance that the funds will be used to assist borrowers obtaining mortgages through the lender) or from the borrower's employer and are not tied to a particular transaction.
- **Special Feature Code Requirement:** SFCs MUST be entered in the origination system. Enter one of the following SFCs as applicable:
 - 047 – Federal Subsidy (FHLB FHP)
 - 048 – State or Local Government Subsidy
 - 049 – Public or Private Subsidy

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Cash Requirements, Continued

Employer Assisted Housing Programs

- An owner-occupant borrower can use funds provided by his/her employer to pay part of the closing costs or to supplement his/her financial reserves.

Note: Unsecured employer assisted funds cannot be applied to reserves.

- The borrower generally must use his/her own funds to make the minimum cash down payment, although the down payment can be supplemented with financial assistance from the borrower's employer.
- Employer's affiliated credit union (in addition to the employer) may provide funds under the following conditions:
 - If credit union provides funds then the loan file must be documented that the credit union is affiliated with the employer.
 - If unable to document affiliation then funds may not be used.
 - Only employees (not employee family members) are eligible.

Note: The Employer Assisted Housing Program must be an established, ongoing, company-wide employer benefit program, not just an accommodation developed for an individual employee.

- The employer's financial assistance for either closing costs or the down payment may be in the form of a grant, a direct, fully repayable second mortgage or unsecured loan; a forgivable second mortgage or unsecured loan; a deferred payment second mortgage or unsecured loan; or mortgage payment assistance.
- When assistance is a secured second mortgage, the transaction must satisfy the requirements for mortgages subject to subordinate financing.
 - The financing does not have to require regular payments of either principal and interest or interest only. Instead, the financing may be structured in any of the following ways: fully amortizing level monthly payments; deferred payments for some period before changing to fully amortizing level payments; deferred payments over the entire term; or forgiveness of the debt over time. The financing terms may provide for the employer to require full repayment of the debt if the borrower's employment is terminated (either voluntarily or involuntarily) before the maturity date of the subordinate financing.
- **For Truist Internal Employees Only.** SFCs 049 and D25 MUST be entered in the origination system when employer assisted homeownership benefits are a source of funds.

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Cash Requirements, Continued

Gifts

- Gift funds may be used for both primary residence and second home transactions.
- Gift funds may be used for any additional down payment (over and above the required minimum five percent (5%) and for all closing costs.
- The gift must be provided from an immediate family member.
- The borrower may use assets received as a gift to supplement his or her own funds, but cannot rely solely on gift assets in satisfying any applicable financial reserve requirement.
- A gift letter is always required and must contain the following information:
 - donor's name
 - donor's mailing address,
 - subject property address,
 - donor's relationship to borrower,
 - donor's telephone number,
 - amount of the gift,
 - date of the gift transfer,
 - establish that the funds are a gift and do not have to be repaid, and
 - donor's signature.

Note: It is not acceptable to notate the loan file/application with the gift donor information in lieu of a gift letter.

- The gift funds must be verified in either the borrower's or the donor's account at underwriting.
- The transfer of gift funds to the borrower must be documented in one of the following ways:
 - if funds transfer before closing, a copy of the donor's canceled check or withdrawal slip and a copy of the borrower's deposit receipt, or
 - if funds transfer at closing, the Closing Disclosure with gift funds reflected on it or a copy of the certified check from the donor.

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Cash Requirements, Continued

- Gifts of Equity**
- Gifts of equity are eligible for primary residence and second home purchases only.
 - The gift must be provided from an immediate family member.
 - If land was deeded to the borrower as a gift before loan application, gift guidelines do not apply.
 - If property was given in a deed of gift, current appraised value of the land is used to determine LTV.
 - A gift of equity cannot be combined with any additional monetary gifts from the seller, and the borrower must contribute a minimum of five percent (5%) from their own funds towards the down payment regardless of the LTV/TLTV/HTLTV.
 - A gift letter is always required and must contain the following information:
 - donor's name
 - donor's mailing address,
 - subject property address,
 - donor's relationship to borrower,
 - donor's telephone number,
 - amount of the gift,
 - establish that the funds are a gift and do not have to be repaid, and
 - donor's signature.
 - A gift of equity from the property seller who is also a related person is acceptable when all of the following are met:
 - related person is not the builder, developer, real estate agent or any other interested party to the transaction nor affiliated with same, and
 - meets all the gift requirements.
 - The gift of equity must be reflected on the Closing Disclosure.
 - See the Gifts subtopic previously presented for additional information.
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Cash Requirements, Continued

Government Bonds

- Only 70% of the current account value may be used towards reserves.
 - If funds from government bonds are used for closing, the borrower must provide a list of the bond serial numbers and purchase price of each bond (used to determine the value).
 - When bonds are liquidated, the borrower must provide a copy of the check for the funds and a copy of the deposit receipt or bank statement reflecting the deposit into the borrower's depository account.
-

Closing Disclosure Credits

- Credits on the Closing Disclosure (other than POC items) cannot be considered the borrower's cash funds and should not be added to assets or used as additional down payment.
 - This includes pro rata real estate taxes to be credited from the seller.
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Cash Requirements, Continued

Individual Development Accounts (IDAs)

- IDAs are accounts where nonprofit agencies match borrower funds regularly deposited into a savings account designated for the sole purpose to accumulate funds to purchase a home.
- Non-profit agencies that offer IDA programs have options with respect to accumulating and holding the “matching” funds, which include:
 - the use of parallel “savings” account that is separate from the homebuyer’s savings account,
 - separately designated “matching” funds within a single agency account via accounting processes to allocate matching funds to a particular homebuyer, and
 - the use of a trustee account which would contain both the homebuyer’s funds and the agency’s matching funds.
- When a homebuyer reaches the target amount and is ready to complete the home purchase, the funds will be disbursed from the non-profit agency account to the closing agent via a single check or multiple checks. If the agency’s “matching” funds are held in an account that is separate from the homebuyers account, then the matching funds need not be commingled with the homebuyer’s funds prior to disbursement to the closing agent. It is acceptable to allow the separate disbursement of funds from the agency and from the homebuyer, as long as the terms of the IDA program are met.
- Funds that the borrower deposited into an IDA may be used for down payment and closing cost, and depending on the repayment terms of the IDA program, the borrower may or may not be required to meet the minimum down payment requirements from his or her own funds.
- If the non-profit agency does NOT require repayment of the “matching” funds and does not file a lien against the property, the following conditions apply:
 - the ratio of matching funds cannot exceed 4:1 (i.e., if borrower deposits \$100, match cannot exceed \$400),
 - the borrower may use the “matching” funds for some or all of the down payment (and closing costs), without first being required to meet the minimum down payment requirement from his or her own funds, and
 - funds are identified on the 1003 as an asset with the non-profit name and address as “financial institution.”
- If the non-profit agency requires repayment of the “matching” funds, agrees to defer or forgive repayment provided certain conditions are met, or files a lien against the property, the following conditions apply:
 - the borrower may use the “matching” funds to supplement the down payment (and closing costs) provided the borrower has met the minimum down payment requirements from his or her own funds,
 - the ratio of matching funds cannot exceed 3:1 (i.e., if borrower deposits \$100, match cannot exceed \$300),
 - funds are identified on the 1003 as a gift with appropriate information.
- The nonprofit agency providing IDA funds must provide documentation of the IDA program to verify if funds must be repaid and the rate at which the agency “matches” the borrower’s deposits into the account.

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Cash Requirements, Continued

Individual Development Accounts (IDAs), (continued)

- The borrower must provide documentation of regular deposits made into the account from both the borrower and the agency (i.e., copies of all applicable months of bank statements to reflect deposits totaling the balance).
- **Special Feature Code Requirement:** SFCs MUST be entered in the origination system. Enter one of the following SFCs as applicable:
 - 048 – State or Local Government Subsidy
 - 049 – Public or Private Subsidy

Funds Disbursed from a Trust

- Provide verification of the trust funds that includes the following:
 - typed copy of the trust agreement, or
 - signed statement on letterhead from the trustee that:
 - identifies the trustee including name, address, telephone number and an individual contact. The trustee must be an independent party that typically handles trust accounts (trust company, financial institution, CPA, lawyer).
 - identifies the borrower as the beneficiary,
 - shows that the borrower has access to all or a certain specific amount of the funds, and
 - shows that the trust has the assets to disburse funds to the borrower.
- If the assets are needed for closing, proof of receipt is required.

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Cash Requirements, Continued

- Secured Loans**
- Borrowed funds that are secured by an asset may be used as a source of funds for the down payment, closing costs, and financial reserves.
 - Assets that may be used to secure funds include automobiles, artwork, collectibles, real estate, or financial assets [such as savings accounts, certificates of deposit, stocks, bonds, and 401(k) accounts.
 - Proof of the value and ownership of the asset used to secure the loan must be documented in the mortgage loan file.
 - Terms of the secured loan must be documented in the file. It must be confirmed that the funds have been transferred to the borrower and verified that the party providing the secured loan is not party to the sale or financing of the property.

Note: It is acceptable for a lender to provide secured lending for BOTH the down payment and the financing of the new mortgage loan. The lender must provide written documentation ensuring that the collateral for the secured loan has a value of at least the amount of the loan.

- The payment must be included in the total debt ratio EXCEPT when the loan is secured by the borrower's financial assets. When the loan is secured by the borrower's financial assets, monthly payments for the loan do not have to be included in the total debt ratio. If the same financial asset also is used as part of the borrower's reserves, the underwriter must take into consideration the fact that the value of the asset has been reduced by the proceeds from the secured loan (and any related fees).
- If the loan does not require a payment, a payment must be calculated using the term, interest rate, and loan amount.

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Cash Requirements, Continued

**Unacceptable
Sources of
Down Payment**

- 1031 Tax Exchange,
- Bridal registry funds,
- Cash-on-hand,
- Cross collateralization,
- Gifts from unrelated person.
- Lines of credit on credit cards,
- Overdraft protection on checking accounts,
- Pooled funds,
- Rent with option to buy,
- Salary advance from employer (unsecured loan),
- Signature loans,
- Sweat equity,
- Trade equity,
- Unsecured borrowed funds, and
- Unverified sale of assets.

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Cash Requirements, Continued

- Large Deposits**
- When bank statements (typically covering the most recent two months or 60 days) are used for qualifying, the lender must evaluate large deposits, which are defined as a single deposit or multiple deposits over a one month period that exceeds 50% of the total monthly qualifying income for the loan.
 - Requirements for evaluating large deposits vary based on the transaction type, as shown in the table below.

Transaction Type	Evaluation Requirements
Refinance transactions	<ul style="list-style-type: none"> Documentation or explanation for large deposits is not required; however, the lender remains responsible for ensuring that any borrowed funds, including any related liability, are considered.
Purchase transactions	<ul style="list-style-type: none"> If funds from a large deposit are needed to complete the purchase transaction (that is, are used for the down payment, closing costs, or financial reserves), the lender must document that those funds are from an acceptable source. Additionally, written documentation of the rationale for using the funds must be included in the loan file. Occasionally, a borrower may not have all of the documentation required to confirm the source of a deposit. In those instances, the lender must use reasonable judgment based on the available documentation as well as the borrower's debt-to-income ratio and overall income and credit profile. Examples of acceptable documentation include the borrower's written explanation, proof of ownership of an asset that was sold, or a copy of a wedding invitation to support receipt of gift funds. The lender must place in the loan file written documentation of the rationale for using the funds. Verified funds must be reduced by the amount (or portion) of the undocumented large deposit (as defined above), and the lender must confirm that the remaining funds are sufficient for the down payment, closing costs, and financial reserves. When the lender uses a reduced asset amount, net of the unsourced amount of a large deposit, that reduced amount must be used for underwriting purposes. <p>Note: When a deposit has both sourced and unsourced portions, only the unsourced portion must be used to calculate whether or not it must be considered a large deposit.</p>

Notes:

- If the source of a large deposit is readily identifiable on the account statement(s), such as a direct deposit from an employer (payroll), the Social Security Administration, or IRS or state income tax refund, or a transfer of funds between verified accounts, and the source of the deposit is printed on the statement, the lender does not need to obtain further explanation or documentation.
- However, if the source of the deposit is printed on the statement, but the lender still has questions as to whether the funds may have been borrowed, the lender should obtain additional documentation.

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Cash Requirements, Continued

Life Insurance Cash Value

- Cash value of life insurance is generally a “non-liquid” asset.
- If the borrower is using funds from cash value of a life insurance policy for closing, documentation of the cash value and withdrawal of funds is required.
- Cash value of a vested life insurance policy may be used as a source of cash reserves. Funds that have not been vested or that cannot be withdrawn under circumstances other than the account owner’s retirement, death or employment termination should not be counted as a source of cash reserves.

Mutual Funds

- Only 70% of the current account value may be used towards reserves.
- The borrower must provide one of the following:
 - two (2) months of complete account statements, if received monthly, or
 - the most recent complete quarterly account statement, if received quarterly.
- If sale or liquidation of an asset is needed to complete the transaction, documentation of the borrower’s actual receipt of funds is required.
- Explanations may be required for large deposits on account statements that may require additional documentation.

Reference: See the Large Deposits subtopic previously presented in this topic for additional information.

Repair Credit

- Eligible only on primary residences.
- Repair credit cannot exceed the actual amount of closing costs and prepaids.
- Repair credit cannot affect the property value or habitability. If new construction, the final Certificate of Occupancy (CO) is required before closing.
- The cost of property repairs are not permitted unless the funds are placed into an escrow account pending the substantiated completion of the proposed improvements or repairs.

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Cash Requirements, Continued

Retirement Funds

- Vested funds from individual retirement accounts (IRA/SEP/Keogh accounts) and tax-favored retirement savings accounts (401[k] accounts) may be used as the source of funds for the down payment, closing costs and financial reserves.
- In order for the retirement accounts to be considered as effective reserves, the borrower must have vested funds in the account.
- A copy of retirement account plan must be obtained and reviewed to insure vested funds are eligible for withdrawal (not borrowed, such as a loan), regardless of the borrower's age or employment status.
- Funds that cannot be withdrawn under circumstances other than the account owner's retirement, employment termination or death are not eligible.
- The asset value is calculated as follows: vested amount X 60% minus the outstanding balance of any loan(s).
- The borrower must provide all of the following:
 - a complete copy of the most current retirement account statement identifying the borrower's vested amount and the terms and conditions for loans or the withdrawal of funds,
 - a copy of the check representing account funds (if funds are used for down payment or closing costs), and
 - a copy of the deposit receipt where funds were deposited into the borrower's account or a complete copy of the bank statement reflecting the deposit (if funds are used for down payment or closing costs).
- When funds from these sources are used for the down payment or closing costs, any applicable withdrawal penalties or income tax must be subtracted so that only the "net withdrawal" is counted.
- When funds from these sources are used for financial reserves, the funds do not have to be actually withdrawn from the account.
- When a retirement account only allows withdrawals in connection with the borrower's employment termination, retirement, or death, these funds should not be considered.

Sale of Personal Assets

- The borrower must provide all of the following:
 - evidence of asset ownership,
 - verification of asset value (as determined by an independent and reputable source),
 - documentation of sale and transfer of ownership of asset (i.e., bill of sale or statement from purchaser), and
 - copy of receipt of proceeds from sale (i.e., deposit slip, bank statement or copy of purchaser's check).

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Cash Requirements, Continued

- Sales Proceeds**
- The borrower must provide a copy of the fully executed Closing Disclosure at the closing of the home being sold, to verify the source of funds.
 - When the borrower's employer assumes the responsibility for paying off the existing mortgage in connection with a corporate relocation plan, a copy of the executed buy-out agreement may be used to document the source of funds.
 - A copy of a sales contract or listing agreement may not be used as verification of the proceeds from the sale.
-

- Stocks and Bonds**
- Only 70% of the current account value may be used towards reserves.
 - The borrower must provide one of the following:
 - two (2) months of complete account statements, if received monthly, or
 - the most recent complete quarterly account statement, if received quarterly.
 - If sale or liquidation of an asset is needed to complete the transaction, documentation of the borrower's actual receipt of the funds is required.
 - Stock options and non-vested restricted stock are not eligible for use as reserves.
-

- Verification of Deposit**
- A fully executed verification of deposit, or
 - current two (2) months or 60 days complete bank statements showing beginning and ending balances, or
 - most recent complete quarterly bank statements, if received quarterly.
 - Explanations are required for large deposits on the bank statements and these deposits may require additional documentation.

Reference: See the Large Deposits subtopic previously presented in this topic for additional information.

Note: If Asset income is being used to qualify the borrower, additional asset documentation will be required.

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Cash Requirements, Continued

- Documentation**
- All assets needed to complete the transaction (used for the down payment, closing costs, or financial reserves) must be documented with evidence that the funds are from an acceptable source.
 - Internet on-line bank or brokerage statements must identify the financial institution, the last four digits of the account number, the borrower's name, the account balance, and source of information (i.e., URL reflected on document).
 - Copies and/or fax copies of documentation may be provided directly from the borrower to the lender with written certification from the borrower that the copies are true and correct copies of the original documents.
 - Internal documentation may be used if the company provides the information on a document with company letterhead and the signature of an authorized employee.
 - One (1) of the following must be provided:
 - a fully-executed verification of deposit, or
 - most recent 2 months or 60 days complete bank statements showing beginning and ending balances, if received monthly, or
 - most recent complete quarterly bank statements, if received quarterly.
 - Explanations are required for large deposits on the bank statements and these deposits may require additional documentation. See the Large Deposits section for additional information.
 - Asset documents cannot be older than 120 days on the date the Note is signed.
-

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Contributions by Interested Parties

General Reference: See [Section 1.13: Interested Party Contributions Limits](#) of the *Correspondent Seller Guide* for additional information.

- Lender Credits**
- If applied to closing costs, seller contribution limits do not apply.
 - If applied to prepaids, seller contribution limits apply.
-

Seller Contributions The following table shows information on maximum seller contribution limits.

Primary Residences and Second Homes	
TLTV	Max Contribution %
80% and below	6%
Above 80%	3%

Note: The limits are based on TLTV and not LTV.

Temporary Interest Rate Buydowns Not eligible.

ARM Alternative Not eligible.

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Mortgage Insurance

General

Not required.

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Appraisal Requirements

General

The table below reflects minimum appraisal requirements based on loan amount.

Loan Amount or Combined Total Loan Amount ¹	Appraisal Requirements
< \$1,500,000 ²	One (1) full appraisal by a State Certified Appraiser
>= \$1,500,000 and <= \$2,000,000	Two (2) full appraisals by State Certified Appraisers

¹The total loan amount includes the outstanding balance on second mortgages and the total credit line amount on home equity lines of credit (HELOCs).
²Two full appraisals are required on family transfer transactions when the loan amount or combined loan amount is >= \$1,000,000.

- Homes that have a geothermal heat pump as the main heating and cooling system are eligible. The Underwriter must determine that the appraisal supports the market for this type of property.

Reference: See [Section 1.07: Appraisal Guidelines](#) of the *Correspondent Seller Guide* for additional information.

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Appraisal Requirements, Continued

Declining Markets

Guideline Summary

- The requirements covered in these guidelines apply to all properties located in a declining market as determined by either the appraiser of the subject property or the [Declining Market Index](#).
 - The Declining Market Index defines which level of LTV/TLTV reduction is necessary for both the first mortgage and the Truist second mortgage based on the state, geography, and MSAs.
 - The [Declining Market Index](#) is a list of declining markets that is published on a quarterly basis or as necessary based on valuation shifts in the housing market.
- It is the responsibility of all Truist teammates and/or Correspondent personnel involved in the appraisal review and/or approval to know these guidelines and apply the appropriate first or second mortgage guidelines to the subject transaction.
- If it is determined that the subject property is located in a declining market, the guidelines in this section must be followed.

Determining if Subject Property is in a Declining Market

- A property shall be deemed to be located in a declining market if either of the following apply:
 - The appraiser marked the appraisal report that property values are declining or referenced that values are declining in the appraisal comments, or
 - the *Declining Market Index* indicates a declining market.

Note: If the property is located in a declining market, these guidelines supersede appraisal valuation guidelines as outlined in the individual product requirements.

- If the property is deemed to be located in a declining market as noted by the [Declining Market Index](#) list, the maximum allowable LTV/TLTV for the product as stated in the product guidelines will require a reduction to the LTV/TLTV as previously outlined in the *Declining Market Index*.
- If the property is deemed to be located in a declining market as noted by the appraiser, but the area in which the property is located is not reflected on the *Declining Market Index*, a 5% reduction to the LTV/TLTV will be required.

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Appraisal Requirements, Continued

Declining Markets, (continued)

Acceptable Appraisal Reports

- If the subject property is located in a declining market, a full appraisal must be obtained in order to document value.
- For purposes of this document, a full appraisal is *Fannie Mae Form 1004/Freddie Mac Form 70* (Uniform Residential Appraisal Report), *Fannie Mae Form 1073/Freddie Mac Form 465* (Individual Condominium Unit Appraisal Report), or *Fannie Mae Form 1025/Freddie Mac Form 72* (Small Residential Income Property Appraisal Report – 2-4 Family).
- Update/Recertification of Value:
 - If the effective date of the appraisal is greater than 120 days from the projected close date, an *Update of Value* (Form FNMA 1004D/Freddie Mac Form 442) must be used to certify value has not declined.
 - If the subject property has declined in value another full appraisal is required prior to closing and the market value on the second full appraisal must be used for the LTV/TLTV calculation.

Guidelines to Follow When a Property is in a Declining Market Appraisal Reconciliation

- If the Declining Market Index indicates a declining market and the appraisal does not or market conditions are not adequately documented, the following applies:
 - The reviewer should contact the appraiser to obtain additional information as required and/or to modify the appraisal report to identify a declining market along with corresponding supply/demand and marketing time.
 - If it is the appraiser's opinion that the subject's market is not declining, maximum financing may be justified when the appraisal clearly supports stable values and marketability of the subject property as outlined below.

Note: This also applies to properties located in the states of California and Florida.

- at least two (2) comparable sales must be within ninety (90) days of the date of the appraisal, with at least one (1) from the subject's property's immediate neighborhood. If there are no comparable sales from the subject's immediate neighborhood that occurred within the last ninety (90) days, then the appraiser may use a sale that occurred within the last six (6) months and provide comments on why no recent sales were available, as well as current sale trends in the area.
- days on market verified and reported for each comparable supports appraiser's estimate of marketing time as reflected on the first page of the report.

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Appraisal Requirements, Continued

Declining Markets, (continued)

- at least one (1) additional comparable of a pending sale to document that the market is stable. The additional comparable pending sale should be from the subject's immediate neighborhood.

Note: A total of five (5) comparables in the form of closed sales, pending sales or listings could be included in the file.

- additional documentation to support a non-declining market including but not limited to a detailed explanation of local market conditions and/or additional comparable sales/pending sales as required to substantiate value and marketability should be included as necessary.
- The reviewer should utilize other tools available such as CoreLogic to validate the opinion expressed in the appraisal that the subjects market is not declining. This information should be retained in the loan file.

General Appraisal Guidelines

- The appraisal must be reviewed thoroughly by an underwriter to ensure the marketability and value of the property is valid and supported.
- If the loan transaction must be approved by an individual with higher lender authority, that individual must also approve the appraisal report.
- The underwriter is expected to use his/her discretion in relation to all transactions and to perform the level of due diligence necessary to ensure the subject's value and marketability is substantiated.
- Careful attention must be given to an appraisal report for properties located in markets with declining values to mitigate risk and ensure compliance with Truist guidelines.
- The *Declining Market Appraisal Checklist* ([COR 0051](#)) has been created as a tool to assist in underwriting properties located in declining markets.
- If the [Declining Market Index](#) indicates the subject property is located in a declining market and the appraiser has not marked property values as declining on the appraisal, the appraiser must provide documentation to support the value conclusion as outlined in this section.
 - Required documentation will be based on the information provided by the appraiser and the approval of such documentation will be made by the underwriter.

Note: It is not acceptable for the appraiser to ignore these issues and not report the factual property value trends and market conditions.

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Appraisal Requirements, Continued

Declining Markets, (continued)

Neighborhood Analysis

- **Property Values/Housing Trends**
 - The appraiser must state if housing values are declining in the “Housing Trends” section of the Neighborhood analysis and comment on the reason for decline. The Demand/Supply and marketing time sections should support the option selected in the Property Values section.
- **Demand, Supply and Marketing Time**
 - If demand/supply is noted as over-supply the appraiser must comment on the reason for the over-supply and the impact on the value of the subject property.
 - If marketing time is noted as exceeding six (6) months the appraiser must comment on the reason for the extended marketing period and its effect on the value of the subject property.
- **Market Conditions**
 - The “Market Conditions” narrative section should provide a detailed description on neighborhood market activity and support the neighborhood housing trends marked. The appraiser should use additional information to support the conclusion if possible.

Sales Comparison Analysis

- Selection of comparable sales and associated adjustments should be consistent with the findings communicated in the “Neighborhood Analysis” section of the appraisal report.
- The most recent data available must be used for the comparable sales.
 - There must be at least three (3) sales closed within the previous six (6) months. If sales within six (6) months are not available the appraiser must comment on the lack of recent market activity and the effect on the value and marketability of the subject property.
- If the subject is located in a declining market, at least one (1) pending sale and/or current listings from the market should be included to validate the value as well as market activity. This is in addition to the three (3) closed sales. If listings/pending sales are not available the appraiser should comment on the lack of recent market activity and the effect on the value and marketability of the subject property.
 - The appraiser should exercise caution in using the highest listings available and represent competitive properties in the neighborhood.
 - The appraiser should adjust the listings accordingly to reflect the listing to sales price ratios for the subject neighborhood.
 - Days on market should be verified and reported for each pending sale/listing to support the appraiser’s estimate of marketing time as reflected on the first page of the report.
- Comparables that are older than ninety (90) days should be analyzed and appropriate negative time adjustments should be made to reflect declining values in the neighborhood.

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Appraisal Requirements, Continued

Declining Markets, (continued)

- Excessive sales concessions can artificially inflate the sales price of a property.
- Particular attention should be given to unusual sales or financing concessions and a detailed explanation provided.
- Comparable sales from inside the subject's immediate neighborhood should be used if at all possible.
 - If all comparable sales used are from outside the subject's neighborhood the appraiser must provide a detailed explanation as to why no sales were available in the immediate neighborhood. In addition, the appraiser must provide an explanation why the specific comparable sales were selected.
 - Location of the outside sales must be analyzed and adjustment for location made if deemed appropriate.
- If more recent comparable sales are available outside the subject neighborhood at least one (1) sale from the subject's neighborhood should be used.
- Additional comparable sales are acceptable and should be included as needed to support the final value conclusion.

Reference: See the "Sales Comparison Approach" subtopic in the "Appraisal Analysis" topic in [Section 1.07: Appraisal Guidelines](#) of the *Correspondent Seller Guide* for additional information on selecting the comparables.

Construction-to-Permanent Modification (One-Time Close) Appraisal Review Guidelines

- Existing appraisal guidelines apply for construction-to-permanent one-time and two-time loans located in an area of declining values with the following exceptions:
 - If the subject property is located in a declining market at time of completion, the appraiser must complete both of the following sections of the appraisal form 1004D/442 at time of final inspection.
 - Summary Appraisal Update section, and
 - Certification of Completion section.

New Construction Appraisal Review Guidelines

- The contract/sales date and projected closing date should be reported and analyzed.
- Time differences in marketing conditions between the contract/sales date and the effective date of the appraisal should be carefully reviewed for impact on the subject property value.
- The appraisal should contain at least one (1) sale from within the subject subdivision and one (1) sale from outside the subdivision.
- The appraiser should report the builder of the comparables in addition to the builder of the subject property if the comparables are also new construction.

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Appraisal Requirements, Continued

Declining Markets, (continued)

Lock Procedures

- The [Declining Market Index](#) will be updated as market conditions warrant. With each *Declining Market Index* update, the appropriate guidance will be provided related to loans currently in the pipeline.
- Locked loans where the subject property was not in a declining market when the loan was originally locked will be honored even if the new *Declining Market Index* indicates the property is now in a declining market provided the loan closes prior to lock expiration.
- Lock extensions and re-locks on properties that are deemed to be in a declining market due to updates to the *Declining Market Index* may be granted however, the original terms of the loan may not be available.
- Borrowers should be counseled to understand that the original terms of the loan may not be available if the lock expires.
- Loans locked on properties deemed to be in a declining market will remain as originally locked even if updated information from the appraiser or the *Declining Market Index* indicate the property is no longer in a declining market.

Electronic Signatures

Electronic signatures on appraisals are acceptable.

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Appraisal Requirements, continued

Properties Affected by a Disaster

Overview

- The purpose of these guidelines is to determine what defines a disaster area and when an additional property inspection is required.
- Adverse events that receive Individual Assistance in a formal declaration issued by local, state or federal department of emergency management are required to follow these guidelines.
- In addition, when there is knowledge of an adverse event occurring in and around the subject property's geographic region, additional due diligence is required to determine whether the disaster area guidelines must be followed. There may be situations when an inspection may be warranted or required by Truist, even when the FEMA declaration has not granted Individual Assistance.
- Correspondent lenders are responsible for determining those areas impacted by the adverse event and to take the appropriate action as stated in these guidelines to ensure the subject property has not been adversely affected. This applies to all loans sold to Truist, including loans that have been underwritten by Truist.
- If at any time, there is knowledge of a recent adverse event or reason to believe the subject property might be impacted by a recent adverse event, the lender must be cognizant and use caution when processing, underwriting, or closing loans in an area that may have been impacted by adverse events.
- These guidelines must be followed even if the loan has already received an underwriting approval.
- In the event of a federally declared disaster or state of emergency, Truist may receive specific instructions or procedures from our investors that may require additional documentation or assurances. Communication regarding any additional requirements will be released as soon as it is available.
- Correspondent lenders are reminded of their representations and warrants under the *Correspondent Loan Purchase Agreement* for Secured Property condition.

What Determines a Disaster Area

- A disaster area is an area where an adverse event has occurred.
- An adverse event is defined as one that causes substantial damage to numerous homes or a disruption in the economy in a geographic area.
- Adverse events include, but are not limited to, hurricanes, earthquakes, floods, landslides, tornadoes, wildfires, volcanic eruptions, civil unrest, and terrorist attacks.

FEMA

- FEMA maintains a current list of all federally declared disaster areas on the FEMA website.
- If the FEMA website is not available, FEMA may be contacted at (202) 646-4600 or (800) 621-FEMA (3362) for the listing.

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Appraisal Requirements, continued

Properties Affected by a Disaster, (continued)

Time Periods for Following Disaster Area Guidelines

- These disaster guidelines must be followed for 90 days following the:
 - Incident period ending date, or
 - The date of the adverse event occurrence if the incident period end date is not clear.

Notes:

- The incident period end date is the date designated by FEMA that establishes the end of an adverse event.
- There may be instances when there is a time lapse between the date that an adverse event occurs and FEMA assigning an incident number. In these cases, the date of the adverse event should be used.
- Truist reserves the right to extend this time period beyond 90 days in situations of catastrophic disasters. Extensions will be communicated by memorandum or email, when necessary.

Inspection Guidelines

- A completed acceptable inspection report must be obtained to ensure no damage to the property.
- The property inspection report must be completed by an independent, approved third party vendor or a licensed third party professional to certify the condition of the subject property.
- Home inspectors and general contractors must meet the state and/or local licensing/certification requirements, where required.
- No party to the loan transaction is permitted to complete the inspection report.
- Must include color photographs that show the front, back, and street scene view of the property.
- If the inspector is unable to obtain a rear photo due to unforeseen circumstances (i.e. pets, locked gate, etc.), the inspector should state on the inspection report why a photograph was not taken and whether any damage was observed from the areas that were accessible.
- The loan file must be documented with both the inspection report and evidence of inspector licensing.
- The inspection report cannot be used to validate/recertify or estimate market value of the property, but must identify any impact to habitability, marketability, and value.
- Truist requires any damage to be repaired and re-inspected, prior to loan delivery.
- Truist accepts the following inspection formats for a required inspection after an adverse event:
 - A final inspection or appraisal update (Fannie Mae Form 1004D/Freddie Mac Form 442) signed by the original appraiser, OR
 - a licensed appraiser, home inspector, general contractor, or third party inspection company must complete the acceptable inspection report.

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Appraisal Requirements, continued

Properties Affected by a Disaster, (continued)

- If the inspection report identifies any significant damage, a licensed appraiser must complete an interior inspection prior to Truist purchasing the loan with color photographs and an estimate of repair costs.
 - If the extent of the damage is equal to or less than \$15,000 and the property is considered habitable, the repairs must be completed, or an escrow must be established, before closing the loan.
 - If the extent of the damage is greater than \$15,000, or the property is not habitable, repairs must be completed prior to closing.
- For Emergency Declarations made in anticipation of a pending adverse event, no additional inspection is required until the adverse event has actually occurred.

Adverse Event Occurs Prior to Closing

- If Appraisal Received:
 - The appraiser must comment on the adverse event and certify that there has been no decline in value.
 - If damage is evident, the property must be repaired and re-inspected.

Adverse Event Occurs After Closing and Prior to Purchase or Funding

- Truist will suspend the loan until acceptable documentation is received based on the below criteria for loans to be eligible for purchase/funding:
- If appraisal received:
 - An acceptable inspection report or Appraisal Update and/or Completion Report – Form 1004D must be obtained by the Correspondent lender.
 - If damage is evident, the property must be repaired and re-inspected.

Re-verification of Employment and Income

- If a disaster incident occurs **after** the Verbal Verification of Employment (VVOE), the lender must obtain an additional VVOE to ensure the borrower is still employed and that they are continuing to receive the same amount of income stated on the loan application).
- If at the time of closing, the borrower is no longer employed or the qualifying income has been reduced (i.e. verify for self-employed borrowers that the business is not impacted by the adverse event), this information must be reported to the underwriter for evaluation and re-approval prior to closing the loan.

Property Flipping

Reference: See the *Property Flipping Guidelines* topic within General [Section 1.07: Appraisal Guidelines](#) document in the *Correspondent Seller Guide* for additional information.

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Automated Underwriting System (AUS) Issues

AUS Eligibility The Key Loan Program is not eligible for automated underwriting.

Rates, Points and Lock-Ins

Interest Rate and Price The initial interest rate and discount points are established by Truist. Refer to Truist's Rate Sheet.

Registration and Lock-In It is important that the loan type be communicated when the loan is registered or locked.

Reference: See [Section 1.03: Loan Registration and Lock-in Procedures](#) of the *Correspondent Seller Guide* for additional information

Program Code The following table shows the program code:

Key Fixed Rate	Product Code
Key Fixed Rate, 15 Year	KEY15
Key Fixed Rate, 30 Year	KEY30

Key 5/1 LIBOR ARM	Product Code
Key 5/1 LIBOR ARM – 5/2/5 Caps: Non-Convertible	PAL55

Key 7/1 LIBOR ARM	Product Code
Key 7/1 LIBOR ARM – 5/2/5 Caps: Non-Convertible	PAL75

Key 10/1 LIBOR ARM	Product Code
Key 10/1 LIBOR ARM – 5/2/5 Caps: Non-Convertible	PAL10

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Application and Consumer Compliance

General

- All consumer disclosures or notices required by federal, state and local laws and regulations must be complied with. This includes, but not limited to, the Real Estate Settlement Procedures Act, the Equal Credit Opportunity Act, the Flood Disaster Protection Act, the Truth-in Lending Act, the Fair Credit Reporting Act., all as amended, and with all applicable usury limitations.
- Further, all consumer disclosures relating to the mortgage loan must have been properly given on a timely basis and in compliance with applicable laws, rules and regulations.

Reference: Please refer to [Section 1.35: Compliance Overview](#) in the *Correspondent Seller Guide* for further information on consumer disclosures, consumer handbooks, compliance and predatory lending.

Loan Application Requirements

Truist requires the initial Uniform Residential Loan Application (Form 1003/65) to be **fully executed by all borrowers and the lender's interviewer prior to the closed loan file submission to Truist.**

Note: Truist will accept photocopies, facsimile or imaged electronic documents to satisfy this requirement.

Consumer Handbook on Adjustable Rate Mortgages

Reference: Please refer to [Section 1.35: Compliance Overview](#) in the *Correspondent Seller Guide* for further information on consumer disclosures, consumer handbooks, compliance and predatory lending.

Program Disclosures

The applicable ARM program disclosure must be presented to and signed by the borrower prior to loan application, when originating a 5/1, 7/1, or 10/1 ARM transaction. The form must be present in the file prior to funding.

****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Loan Submission and Underwriting

Underwriting/ Loan Submission

- The originating lender is responsible for reviewing the credit package according to the guidelines and requirements this product description prior to submitting the file to Truist for underwriting.
 - The original credit documents (in appropriate file order) should be in a manila folder with the borrower's name(s), property address, Truist loan number and the origination lender's name typed on the label.
 - For appropriate order of the documents in the credit package, complete the *Correspondent Underwriting Checklist* ([COR 0005](#)).
-

MI Contract Underwriting

Not eligible

Reviewing Sales Contracts

- The lender must review the executed sales contract.
 - The lender must take reasonable steps to determine that the sales contract is validly signed by the correct parties in all required places.
 - The lender must obtain all signed copies of the sales contract(s), including a complete copy of the final sales contract with any modifications or revisions agreed upon by the borrower and seller.
 - If the seller(s) is/are an entity (i.e., LLC, Corporation, Trust, etc.), provide evidence that the person signing the contract is authorized to act on behalf of the entity.
 - At least one of the borrower(s) on the loan application must be identified as the purchaser/buyer on the sales contract and the appraisal, unless there is a product or state specific requirements that purchasers on the sales contract must be on the loan application and appraisal.
 - Sales price on the fully executed sales contract, loan application, and appraisal must match as of the effective date of the appraisal.
 - Explanations for any discrepancies that affect the subject property value or description must be documented and/or corrected.
 - Changes to the sales contract, made after the effective date of the appraisal, are acceptable and do not require the appraisal to be updated, provided the changes do not affect the subject property value or description.
 - Sales concessions and/or personal property on the sales contract must be considered in the appraiser and underwriter's analysis. In some cases, personal property and/or sales concessions may impact the maximum LTV/TLTV/HTLTV.
 - If the sales contract indicates private water and/or sewage systems and if the appraiser indicates there is evidence of possible failure (ponding, puddles, sewage smell, etc.), an inspection is required and any identified deficiencies must be repaired prior to closing.
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Closing and Loan Settlement Documentation

General

The following closing guidelines are specific to the Key Loan Program. Unless specified below, all closing forms and documentation should follow standard Truist guidelines.

Reference: Refer to the following sections of the *Correspondent Seller Guide* for additional Truist closing information.

- [Section 1.08: Loan Delivery and Purchase Review](#)
 - [Section 1.12: Completion Escrow](#)
 - [Section 1.14: Hazard and Flood Insurance](#)
 - [Section 1.16: Title Insurance](#)
-

Escrow Waivers

Escrow waivers are allowed according to the requirements in the Waiver of Escrow guidelines within general [Section 1.08: Loan Delivery and Purchase Review](#) and [Section 1.14: Hazard and Flood Insurance](#).

Document Warranties

- Lenders must use the mortgage documents for conventional mortgage loans that are correct for the jurisdiction, the mortgage type, the lien type and the property type.
 - The lender must use the most current version and appropriate forms. In some cases, the mortgage forms may have to be adapted to meet the lender's jurisdictional requirements
 - Any changes made to multi-state documents must comply with all applicable laws.
 - Truist relies upon your representations and warranties that the loans are enforceable in accordance with the terms of the Correspondent Lender agreement and comply with all applicable laws.
 - Accordingly, it is advisable that forms and documents be reviewed by your legal counsel for compliance with the laws of the state in which each loan is made.
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Document Review Fee

For all loans, a document review fee will be charged and will be deducted from proceeds at loan purchase.

Reference: See General [Section 1.08: Loan Delivery and Purchase Review](#), in the *Correspondent Seller Guide*, for information on fee charges.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Closing and Loan Settlement Documentation, Continued

Life Estate Tenancy

Ineligible.

Power of Attorney

Reference: See General Section 1.08: Loan Delivery and Purchase Review, in the *Correspondent Seller Guide* for information on power of attorney guidelines.

Principal Curtailments

- If the Closing Disclosure reflects the borrower receiving more cash back than is permitted for a limited cash-out refinance, the lender can apply a principal curtailment for the excessive cash back. This is to reduce the amount of cash back to the borrower, thus bringing the loan into compliance with the maximum cash-back requirement. Otherwise, the loan amount must be recalculated and loan documents updated.
 - If the lower loan amount based on the principal curtailment would result in a loan pricing adjustment, then the loan amount must be recalculated.
 - The maximum amount of the principal curtailment cannot exceed \$1,000.
 - If a principal curtailment is made at the time of closing, it must be documented on the Closing Disclosure with the amount of the principal curtailment and reason.
 - No other loan documents (i.e., Loan Estimate, Initial Disclosures, and 1003) must reflect the principal curtailment amount. These documents must only show the maximum allowable cash back to the borrower.
-

Property Insurance

- In addition to standard Truist guidelines, the following requirements apply:
 - The company used to insure the property must be rated as follows:
 - a “B+” or better in Best’s Insurance Reports,
 - an “A” or better by Demotech, Inc., and/or
 - a “Class VI” financial rating in Best’s Key Rating Guide.
 - The policy must have the standard clause that requires the insurance carrier to notify the named mortgagee at least ten (10) days before any reduction in coverage or cancellation of the policy.
 - The name and address of the agent as well as the agent’s signature is required to appear on the policy.
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Right of Rescission

If the loan is a refinance transaction, the Right of Rescission cannot be waived at any time.

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****Note:** As of August 28, 2020, Truist applied temporary COVID-19 Related Restrictions and Flexibilities to the Key Loan Program. Refer to Bulletin [COR20-038](#) and [COR20-043](#).

Closing and Loan Settlement Documentation, Continued

Title Insurance

- In addition to standard Truist guidelines, the following requirements apply:
- The title commitment and/or binder must be marked-up and acknowledged with the signature of the closing agent.
- The mark-up must reflect the title exceptions that will be removed or insured.
- The closing instructions must recite all modifications required to the title commitment together with a listing of required title endorsements.
- An encroachment on the mortgaged premises by improvements on an adjoining property are acceptable provided the encroachments meet the following conditions:
 - extends one (1) foot or less over the property line of the mortgaged premises,
 - has a total area of 50 square feet or less,
 - does not touch any buildings, and
 - does not interfere with the use of any improvements on the mortgaged premises or the use of the mortgaged premises not occupied by the improvements.

Work Completion Escrow Holdback

Reference: Please refer to [Section 1.12: Completion Escrow](#), in the *Correspondent Seller Guide* for further information on completion escrows.

Closing Legal Documents

The following table shows the applicable closing legal documents and forms for the **Fixed Rate loans**.

Legal Documents	Investor Form
Fixed Rate Note	Fannie Mae/Freddie Mac 3200 or state specific version
Security Instrument	Fannie Mae/Freddie Mac state specific version
1-4 Family Rider, if applicable	Fannie Mae/ Freddie Mac 3170
Condominium Rider, if applicable	Fannie Mae/ Freddie Mac 3140
PUD Rider, if applicable	Fannie Mae/ Freddie Mac 3150
Second Home Rider, if applicable	Freddie Mac 3890

The following table shows the required legal documents for **NON-CONVERTIBLE 5/1, 7/1 and 10/1 LIBOR ARMs**.

Legal Documents	Investor Form
5/1, 7/1 and 10/1 LIBOR ARM Note	Fannie Mae/Freddie Mac 3528 or state specific version
5/1, 7/1 and 10/1 ARM Rider	Fannie Mae/ Freddie Mac 3187
Condominium Rider, if applicable	Fannie Mae/ Freddie Mac 3140
1-4 Family Rider, if applicable	Fannie Mae/ Freddie Mac 3170
PUD Rider, if applicable	Fannie Mae/ Freddie Mac 3150
Second Home Rider, if applicable	Freddie Mac 3890