

## Correspondent Guidelines

Loan Program:

5/6mos SOFR ARM 2/1/5 Dollar Bank  
7/6mos SOFR ARM 5/1/5 Dollar Bank  
10/6mos SOFR ARM 5/1/5 Dollar Bank

(1500cs)  
(1700cs)  
(1000cs)

LTV Limits:

PURCHASE AND "LIMITED CASH-OUT" REFINANCE MORTGAGES							
Occupancy	Property Type <sup>②</sup>	Max LTV	Max TLTV	Max HTLTV	Loan Limits <sup>①, ③</sup>	FICO Score	DTI
<b>Primary Residence</b>	1 Unit	> 80 ≤ 90%	90%	90%	\$647,200	620	N/A <sup>①</sup>
		90%	Secondary financing is not permitted.		\$850,000	720	45
		80%	90%	90%	\$850,000	620	
		85%	90%	90%	\$1,000,000	720	
		85%	85%	85%	\$1,500,000		
	80%	80%	80%	\$2,000,000			
2 – 4 Units		Ineligible					
<b>Second Home</b>	1 Unit	75%	75%	75%	\$647,200	620	N/A
		75%	75%	75%	\$850,000	720	45
		70%	70%	70%	\$1,250,000		
2 – 4 Units		Ineligible					
<b>Investment &amp; Non-Owner Occupied</b>	1 - 4 Units	Ineligible					

- ① All conforming loan amounts must receive a DU Approve. Loans receiving a Refer with Caution recommendation are ineligible.
- ② Refer to the [condominium section](#) for limitations on condominiums.
- ③ Dollar Bank does not follow the guidelines for high-balance conforming loan amounts for properties located in high-cost areas as defined by the FHFA. We default to the standard maximum conforming loan amount, regardless of the location of the property.

CASH-OUT REFINANCE MORTGAGES							
Occupancy	Property Type <sup>②</sup>	Max LTV	Max TLTV	Max HTLTV	Loan Limits <sup>①, ③</sup>	FICO Score	DTI
<b>Primary Residence</b>	1 Unit	75%	75%	75%	\$647,200	700	NA <sup>①</sup>
		75%	75%	75%	\$750,000	720	45
		70%	70%	70%	\$1,000,000	720	45
2 – 4 Units		Ineligible					
<b>Second Home, Investment &amp; Non-Owner Occupied</b>	1 - 4 Units	Ineligible					

- ① All conforming loan amounts must receive a DU Approve.
- ② Refer to the [condominium section](#) for limitations on condominiums.

## Correspondent Guidelines

MAXIMUM CASH-OUT FOR LOAN AMOUNTS OVER CONFORMING LIMIT		
Occupancy	LTV	Maximum Cash-Out Permitted <sup>④</sup>
<b>Primary Residence</b>	≤ 60%	\$500,000
	> 60% ≤ 75%	\$300,000

④ Maximum Cash-Out Permitted cannot exceed the amount defined in the matrix above in the following calculation: (New Loan Amount) – (Total Amount of Existing Liens secured by the subject property)

Follow Fannie Mae guidelines to determine if a loan is a Limited Cash-out or a Cash-out Refinance. Refer to the Refinance Characteristics Section later in this document.

### ARM Features:

Feature	Description		
<b>ARM Product</b>	<b>5/6mos SOFR ARM</b>	<b>7/6mos SOFR ARM</b>	<b>10/6mos SOFR ARM</b>
<b>Product Number</b>	<b>1500cs</b>	<b>1700cs</b>	<b>1000cs</b>
<b>Product Description</b>	An Adjustable-Rate Mortgage (ARM) that adjusts every 6 months after the initial fixed period		
<b>Initial Fixed Period</b>	5 years	7 years	10 years
<b>Interest Rate/Payment Adjustment Frequency</b>	Every 6 months after the initial fixed rate period		
<b>Qualifying Rate</b>	≤ 80% LTV	0 - 90% LTV	
	Higher of note rate or fully indexed rate	Higher of Note Rate or Fully Indexed Rate	
	> 80 ≤ 90% LTV		
	Note Rate + 2%		
<b>30 Day SOFR Index</b>	The SOFR Index is the Standard Overnight Funds Rate, which is the 30 day average yield of the cost of borrowing cash overnight collateralized by the U.S. Treasury securities in the repurchase agreement (repo) <a href="#">as published</a> by the Federal Reserve Bank of New York.		
<b>Margin</b>	3.000%		
<b>First Adjustment Cap</b>	2.000%	5.000%	5.000%
<b>Each Subsequent Adjust Cap</b>	1.000%	1.000%	1.000%
<b>Maximum Lifetime Cap</b>	Start rate + 5.000%		
<b>Payment Change Cap</b>	There is no payment cap. The payment is recast with each interest rate change based on the outstanding principal balance over the remaining term.		
<b>Interest Rate Floor</b>	Not to be less than the margin.		
<b>Buydown</b>	Not Available		
<b>Conversion Option</b>	None		
<b>Assumable</b>	Due on sale during the initial fixed period and assumable thereafter, subject to an assumption fee and certain conditions.		
<b>FNMA ARM Plan</b>	4927 or Generic 5	4928 or Generic 7	4929 or Generic 10

### Underwriting Guidelines:

**Fannie Mae DU<sup>®</sup>, Approve only on this product for conforming loan amounts.** Loans that exceed the maximum conforming loan amount require a manual underwrite by a Dollar Bank underwriter using full documentation.

#### Eligible Properties:

- Single family, attached/detached
- 1-unit properties
- Second Homes
- Warrantable Condos: Refer to condominium section below for unit / development characteristics and limitations on LTV and TLTV.
- PUDs

Investment Properties and Manufactured Homes are not permitted.

## Correspondent Guidelines

**Condominium Guidelines:**

Maximum loan amount permitted is the agency conforming maximum, which is currently \$647,200

Condominium properties must meet the criteria for Fannie Mae's **limited review**. Refer to Section B4-2.2 of the Fannie Mae Seller Guide to determine eligibility. Each correspondent/wholesale client is responsible for making these representations and warrants.

Condominium projects only meeting criteria for Fannie Mae's full review are ineligible for sale to Dollar Bank.

Condominium projects in which the entire development has between 2 to 4 units are ineligible for sale to Dollar Bank.

	Limited Review	
Property Type	<ul style="list-style-type: none"> <li>Primary Residence</li> <li>Second Home</li> </ul>	
Project Review Type	Established Condominium <ul style="list-style-type: none"> <li>At least 90% of the total units in the project have been conveyed to the unit purchasers</li> <li>The project is 100% complete, including all units and common elements.</li> <li>The project is not subject to additional phasing or annexation</li> <li>Control of the homeowner's association has been turned over to the unit owners.</li> </ul>	
Warrantability	Client must warrant that the condominium development meets the requirements for a FNMA limited review. A certificate or affidavit from a third-party source or an underwriting level person for each client warranting project eligibility must be in each loan file.	InterIsland Mortgage Corp. is a third-party source that can be used. To establish an account with InterIsland Mortgage Corp, phone 941-748-3087.
Occupancy Type	Maximum LTV / TLTV / HLTV	
Primary Residence	80% Purchase 80% No / Limited Cash Out Refinance 75% Cash Out Refinance	
Second Home	75% Purchase 75% No / Limited Cash Out Refinance Cash Out Refinance - Not permitted	
Investment Property	Ineligible	

## Correspondent Guidelines

**Seller Contributions:**

- May be used toward prepays and/or closing costs.
- Seller Contributions are based on the lesser of property's sale price or appraised value.

Occupancy	Seller Contribution	LTV TLTV
Loans ≤ \$647,200		
Primary Residence and Second Home	6%	> 75% & ≤ 90%
	9%	≤ 75%
Investment & Non-Owner Occupied	Ineligible Purpose	
Loans > \$647,200		
Primary Residence	3%	≤ 90%
Second Home	Not Permitted	
Investment Property	Ineligible Purpose	

**Appraisals:**

Each lender that sells loans to Dollar Bank must ensure that its origination appraisal practices conform to the requirements of Fannie Mae and comply with the revision to Regulation Z, the Appraisal Rule (published in the Federal Register on October 28, 2010) and the revised Interagency Appraisal and Evaluation Guidelines (published in the Federal Register on December 10, 2010) that were added as part of the Dodd-Frank Financial Reform Legislation.

**Limitation on the use of a single appraisal company.** We will require the use of multiple appraisal companies. You may not submit loans appraised by any single appraisal company that exceeds 30% of your total production of loans submitted to Dollar Bank for underwriting. This will be closely monitored. When the amount exceeds 30%, the loan will be pended and a request for a new appraisal utilizing a different appraisal company will be made.

Units	Loan Amount	Loan Purpose	Appraisal
1	≤ \$1,500,000	All purposes	One Full Interior/Exterior Appraisal is required. Reduced requirements including a property inspection waiver (PIW) from Desktop Underwriter® is not permitted.
	Loans > \$1,000,000 and requiring MI	Purchase and No Cash out Refinance	One full appraisal and an appraiser provided field review supporting its value.
	>\$1,500,000	Purchase and No Cash out Refinance	Two Full Interior/Exterior Appraisals

The requirements defined above apply to primary residences and second homes. Investment properties are ineligible.

- ❶ Desktop Appraisals are not permitted on any refinance.
- AUS Property Inspection Waivers are not permitted.

**Down Payment and Gifts/Grants:**

- **Minimum borrower contribution requirements on Conforming Loans:**
  - Gifts/grants from an allowable Fannie Mae source are allowed on primary residences.
  - Follow agency AUS guidelines and feedback with respect the required down payment for conforming loan amounts.
- **Minimum borrower contribution requirements on Jumbo Loans:**
  - The Maximum LTV permitted on loans with gifts is 75%
  - Gifts cannot be used to cover reserve requirements

## Correspondent Guidelines

Acceptable Donors:

- A relative, defined as the borrower’s spouse, child or other dependent or by any other individual who is related to the borrower by blood, marriage, adoption or legal guardianship  
or
- A fiancé, fiancée, or domestic partner
- The donor may not have any affiliation with the builder, developer, real estate agent or any other interested party to the transaction.

**Subordinate Financing:**

Loan to Value	LTV Calculation with Subordinate Financing
Total LTV (TLTV) Includes the sum of:	<ul style="list-style-type: none"> <li>• Unpaid principal balance of the first mortgage</li> <li>• Unpaid principal balances of all traditional subordinate financing, if any</li> <li>• Drawn-upon balance of a home equity line of credit from which the borrower has withdrawn funds</li> </ul>
Home Equity Total LTV (HTLTV)	<ul style="list-style-type: none"> <li>• Includes the un-drawn balance of a home equity line of credit</li> </ul>

**Private Mortgage Insurers**

Upon approval of your lock-in, Dollar Bank will assign the mortgage insurance company we will accept as insurer on your loan by writing the mortgage insurance company’s name on the confirmation lock-in form. The correspondent/wholesale client will still obtain the mortgage insurance coverage.

**Mortgage Insurance Coverage:**

LTV	20 Year Term	25 & 30 Year Terms
> 80 ≤ 85%	6	12
> 85 ≤ 90%	12	25

**Debt Ratio:**

Loans ≤ \$647,200	DTI Restriction
> 80% LTV	Dictated by MI guidelines
≤ 80% LTV	No restrictions with Desktop Underwriter Approve Eligible findings
Loans >\$647,200	DTI Restriction
All LTV's	45%

**FICO:**

Refer to purpose, [LTV and loan amount matrices](#)

## Correspondent Guidelines

**Reserves:**

Refer to limitations on borrowers' section below if the borrowers own multiple properties.	
Loans ≤ \$647,200	Reserves
Primary Residence	Dictated by Desktop Underwriter® Guidelines
Second Home	6 months PITI and on all other properties the following is required: *Other financed properties <ol style="list-style-type: none"> <li>1. 2% of the aggregate UPB of total financed properties less than 4 properties</li> <li>2. 4% of the aggregate UPB of total financed properties greater than 4 to 6.</li> <li>3. 6% of the aggregate UPB of total financed properties greater than 6 to 10</li> </ol> *Can't have more than 10 financed properties
Investor & Non-Owner Occupied	Ineligible Purpose
Loans > \$647,200 ≤ \$1,500,000	Reserves
Primary Residence	6 months PITI for loan amounts up to \$750,000 12 months PITI for loan amounts > \$750,000 ≤ \$1,500,000
Second Home	12 months PITI
Investor & Non-Owner Occupied	Ineligible Purpose
Loans > \$1,500,000	Reserves
Primary Residence	18 Months PITI
Second Home	Ineligible Purpose
Investor & Non-Owner Occupied	

**Amortization Term:** 15 to 30 years

**Credit Underwriting:**

**Conforming Loan Amounts**

- DU must return a risk class of Approve/Eligible.
- Loan cannot be manually underwritten.

**Jumbo Loan Amounts**

- Loan must be manually underwritten using full documentation by a Dollar Bank Underwriter.

**Escrow Waiver:**

The waiver of an escrow/impound account must be approved by the Underwriting Department. (Please see rate sheet for the corresponding adjustment.)	
Primary Residence	<ul style="list-style-type: none"> <li>• Maximum LTV / TLTV of 80%.</li> <li>• For conforming loan amounts, must verify 2 months of reserves regardless of transaction type and AUS feedback. Refer to <a href="#">reserve requirements for jumbo amounts</a>.</li> </ul>
Second Home	<ul style="list-style-type: none"> <li>• Refer to purpose, LTV and loan amount matrices</li> <li>• For conforming loan amounts, must verify 2 months of reserves regardless of transaction type and AUS feedback. Refer to <a href="#">reserve requirements for jumbo amounts</a>.</li> </ul>
Investment Property / Non-Owner Occupied	<ul style="list-style-type: none"> <li>• Ineligible Purpose</li> </ul>

## Correspondent Guidelines

**Refinance Characteristics:**

Description	No / Limited Cash-Out Refinance	Cash-Out Refinance	
Maximum Cash Back	2% or \$2,000, whichever is less	Loans not requiring MI	Refer to <a href="#">Maximum Cash-Out Matrix</a>
		Loans requiring MI	Not permitted.
Items that can be financed with new loan	Closing costs, financing costs and prepays.	Closing costs, financing costs and prepays.	
Seasoning of Existing Mortgage	<ul style="list-style-type: none"> <li>Transaction must pay off an existing lien on the subject property</li> <li>Only subordinate liens used to purchase the property may be paid off with the new mortgage</li> <li>Property can't be currently listed for sale. It must be taken off the market and borrowers must confirm their intent to occupy the subject property</li> <li>Cash back can't exceed the lesser of 2% or \$2,000.</li> </ul> <p>Payoff of a Refinance Mortgage: Refinances of liens that received cash-out and are less than 6 months prior to the date of application will be treated as cash out refinances and priced accordingly.</p>	<ul style="list-style-type: none"> <li>Transaction must pay off existing liens or be a new mortgage on a property with no liens showing on title</li> <li>Properties that were listed for sale must have been taken off the market on or before the disbursement date of the new mortgage loan. The property must have been purchased at least 6 months prior to the disbursement date of the new mortgage. This can be waived for a borrower who inherits or was legally awarded (by divorce, separation or dissolution of a domestic partnership) the subject property or if all the delayed financing requirements defined below are met.</li> </ul> <p>Delayed financing requirements to be met are as follows if less than 6 months ownership:</p> <ul style="list-style-type: none"> <li>Original purchase was an arms-length transaction</li> <li>Receipt of the settlement statement or title report verifying no mortgage on the property</li> <li>The source of funds used to purchase the property are documented</li> <li>If the source of funds was an unsecured loan or a loan secured by another asset, the new settlement statement must reflect that all cash out proceeds be used to pay off or pay down the loan used to purchase the property</li> <li>The new loan amount can be no more than the actual documented amount in purchasing the property plus the closing costs, prepaid</li> </ul>	

## Correspondent Guidelines

**Refinance Characteristics:**

Description	No / Limited Cash-Out Refinance	Cash-Out Refinance
		fees and points on the new loan. • Cash-out refinance must comply with the applicable LTV/TLTV/HTLV and all other requirements.
Payoff of Subordinate/Junior Liens with Proceeds of New Loan	If the junior lien was used in its entirety to acquire the subject property and it can be documented in the mortgage file, it can be paid off from proceeds of the new loan.	Can be paid off from proceeds of new loan, regardless of seasoning.
Remaining Subordinate/Junior Liens	Must be subordinated and Secondary Financing Requirements must be met.	Must be subordinated and Secondary Financing Requirements must be met.

**Property recently listed for sale:**

**All dates referenced below are as of the date of the loan application.**

- Property currently listed for sale: Ineligible for Limited Cash Out or Cash-out Refinance
- Property listed for sale within the last 90 days: Limited Cash Out Refinance Only
- Properties listed for sale within six months of application are limited to cash out up to 70% LTV/TLTV/HTLV for conforming loans or 60% LTV/TLTV/HTLV permitted for jumbo loans ([Refer to the cash out matrix](#)).

**Eligible Borrower Types:**

- U.S. Citizens
- Permanent Resident Aliens
- Non-permanent Resident Aliens
- Non-Occupant Co-Borrowers are not permitted.

**Limitations on Borrowers:**

Primary Residence: No Limitations

Second Home: No more than 4 financed properties. Borrowers owning 4 properties or less must have 2 months PITI reserves for each property owned.

Borrowers owning 5 or more properties must have 6 months reserves for each property owned in addition to the requirements needed in the reserve requirements section for the subject property.

Investment Property: Ineligible.



## Correspondent Guidelines

### Income

#### Conforming Loan Amounts:

Must be verified according to Fannie Mae Guidelines. At a minimum you must obtain streamlined documentation for loans that are eligible to be run through Loan Desktop Underwriter®. Manual Underwrite requires full documentation.

#### Jumbo Loan Amounts:

##### W2 Employees

- Consecutive Paystubs covering the most recent 30 days
- W2's from the most recent 2 years

##### Self Employed

- Personal and Business Tax Returns from the most recent 2 years
- Profit and Loss Statement if borrower's application is dated more than 60 days after the end of the businesses tax year
- If most recent year return is not filed, need the full year profit and loss and current year profit and loss statement.

##### Self Employed Income Analysis Worksheet

- [Fannie Mae's Form 1084](#)
- [MGIC's SAM Cash Flow Analysis Worksheet](#)
- [Arch MI's Tax Return Analysis Calculator Worksheet \(AMITRAC\)](#)

##### Rental Income

- Personal Tax Returns from most recent 1 years

### Documents:

Note: FNMA 3442.xx (State specific documents must be used where applicable.)

Rider: FNMA 3142

**MERS documents are Permitted.** Dollar Bank will accept loans with the security instrument naming MERS as the Original Mortgagee (MOM) and Nominee for the Lender, its successors and assigns. The security instrument is required to be registered on the MERS System as a MOM loan and the Mortgage Identification Number (MIN) that is generated to be listed on the security instrument.

If the security instrument instead names the Correspondent Lender as the Mortgagee, we will either accept an Assignment that assigns the loan from the Correspondent Lender to Dollar Bank or an Assignment that assigns the loan from the Correspondent Lender to MERS with the Mortgage Identification Number (MIN) listed. Loans that are assigned to MERS must be registered in the MERS System as a Non-MOM loan.

Once the loan has been purchased by Dollar Bank, the **Investor** and **Servicer** are required to be transferred in the MERS System to Dollar Bank using our MERS Organization ID **1015033**. When the transfer is complete, please send an email to [correspondentlending@dollarbank.com](mailto:correspondentlending@dollarbank.com) with the batch number so we may confirm the transfer.