

Elite Access Submissions Quick Reference Guide

This QRG lists documents required when submitting Elite Access transactions to Homebridge; it is **not** required for submission

Documentation Requirements Vary by Option

Required - ALL Transactions

- 1008
- 1003 w/ NMLS ID signed by broker; **must include the Demographic Information Addendum**
- Credit report (**must be < 60 days old**)
- Signed Borrower Certification and Authorization **or** Borrower Credit Authorization
- 3.4 file required if submitted outside of P.A.T.H.
- Purchase Contract w/ Addendums (if applicable)
- Completed and signed Homebridge Broker Compensation Election Form (non-approved brokers **only**)
- Service Provider List
- Affiliated Service Provider Fee Certification (if applicable)
- Notice of Intent to Proceed
- Loan Estimate (signed **if** the LE includes a signature line; if no signature line, signed not required)
- Broker Disclosed Transactions **ONLY**: Your Home Loan Toolkit Delivery signed by borrower and certifying documents (as applicable) were provided **within 3 days of loan application** (available on Homebridge website; **must use** Elite Access version under Elite Access Specific on the Forms page)
- Homeownership Counseling Disclosure (broker version) signed and dated by the borrower **within 3 days of loan application**
- E-Sign Disclosure and Consent signed and dated by the borrower (if applicable)

Recommended not Required (to avoid closing delays):

- State Specific Disclosures
- Broker Disclosed Transaction ONLY**:
 - Anti-Steering Loan Options Disclosure, signed and dated by the borrower **and** Broker within 3 days of Broker's application date (Homebridge version or Broker version from Broker LOS with same/similar wording)

Additional Requirements Based on Doc Option

In addition to the documentation listed under "Required – ALL Transactions" topic (above) the following is required **based on specific doc type**.

Items in RED are required at submission; others may follow

FULL DOC – Wage Earner/Salaried

- Paystubs w/ 30 days earnings & YTD, and**
- W-2s w/ most recent 2 years**
- Bank Statements most recent 2 months (all pages). **If purchase required at submission**; refis ok to follow
- Completed and Signed 4506-C* for most recent 2 years
 - HB Disclosed Transactions: Not required**
 - Broker Disclosed Transactions** (choose one option)
 - Provide completed/signed at time of loan submission, **OR**
 - During the loan process provide Homebridge signed copy from HB's initial lender disclosures (**preferred method**)

FULL DOC –Salaried w/Commission/Bonus/OT

- Paystubs (30 days earnings and YTD), and**
- W-2s (most recent 2 years), and**
- 2-years tax returns (commission income ONLY)**
- Bank Statements most recent 2 months (all pages). **If purchase required at submission**; refis ok to follow
- Written** VOE
- Completed and Signed 4506-C* for most recent 2 years
 - HB Disclosed Transactions: Not required**
 - Broker Disclosed Transactions** (choose option below):
 - Provide completed/signed at time of loan submission, **OR**
 - During the loan process provide Homebridge signed copy from HB's initial lender disclosures (**preferred**)

FULL DOC – Self-Employed

- Tax Returns w/all schedules (2 years most recent personal & business including all schedules), and**
- Bank Statements most recent 2 months (all pages). **If purchase required at submission**; refis ok to follow
- YTD P&L and balance sheet
- Completed and Signed 4506-C* for most recent 2 years for personal returns only; **not required for business**
 - HB Disclosed Transactions: Not required**
 - Broker Disclosed Transactions** (choose one option below):
 - Provide completed/signed at time of loan submission, **OR**
 - During the loan process provide Homebridge signed copy from HB's initial lender disclosures (**preferred method**)

Bank Statement - Personal

- Personal bank statements most recent consecutive for 12 or 24 months (all pages) Multiple accounts are acceptable**
- 3 months business bank statements (to verify income is coming from borrower's business) N/A if borrower does not have business acct**

Bank Statement – Business

- Business bank statements most recent consecutive for 12 or 24 months (all pages) required for all qualifying methods. Multiple accounts are acceptable**

Additional documentation determined by qualifying method:

- Method One: Uniform Expense Ratio:** No addl. documentation
- Method Two: Profit and Loss**
 - P&L prepared by CPA/**EA/CTEC/CTA**** covering 12 or 24 months as applicable
- Method Three: CPA Letter for Expense Ratio**
 - CPA/**EA/CTEC/CTA**** Letter that includes the business expense ratio

Asset Utilization

- Bank and/or Financial Account Statements (all pages) for most recent 6 months for all calculation methods (purchase and refinance)**

1099 Only

- One or two years 1099s**
- Paystub, check(s), or bank statement(s) showing YTD income**
- Written VOE, CPA letter, other documentation acceptable to Homebridge to document 2-year's employment history

Additional documentation determined by qualifying method

- Method One:** Uniform Expense Factor-No addl. documentation
- Method Two: Profit and Loss**
 - P&L prepared by CPA/EA/**CTEC/CTA****
- Method Three: CPA Letter for Expense Ratio**
 - Letter that includes the business expense ratio prepared by a CPA/EA/**CTEC/CTA****
- Completed and Signed 4506-C* with Homebridge specific IVES information on Line 5a for most recent 1 or 2 years 1099 transcripts as applicable
 - HB Disclosed Transactions: Not required**
 - Broker Disclosed Transactions** (choose option below):
 - Provide completed/signed at time of loan submission, **OR**
 - During the loan process provide Homebridge signed copy from HB's initial lender disclosures (**preferred method**)
 - During the loan process provide Homebridge signed copy from HB's initial lender disclosures (**preferred method**)

P&L Only

- Most recent 12 month unaudited P&L prepared by a CPA/EA/CTEC/CTA****
- Documentation confirming 2 yrs. self-employment (see guides for acceptable documentation)

* If business income used to qualify, completed/signed 4506-C for each business

**Only individuals with a CPA/EA/CTEC/CTA license may provide the P&L; tax preparers with only a PTIN and not one of the noted designations are not acceptable. Refer to the Elite Access guidelines for complete requirements