

# ARRIVE HOME

## Earned Equity Program Underwriting Matrix v4.1.1

<b>Matrix Overview</b>	This matrix is a <u>summary only</u> of parts of the Arrive Home™ EEP Product Guide.
<b>Program Overview</b> 3.1	The Arrive Home™ Earned Equity Program (EEP) is a purchase transaction whereby a governmental entity purchases a home selected by a Homebuyer, and then the Homebuyer either leases the property and enters into a long-term purchase agreement, or the Homebuyer enters into a seller financing agreement; in either case, this ultimately allows the Homebuyer to live in and control the home until such time as the Homebuyer can finance the home.
<b>Disclaimer</b> 3.1.1	The paired lease and long-term purchase agreement, or seller financing agreement, is not part of the FHA loan and is a separate relationship between the governmental entity and the Homebuyer. A completed Seller's Disclosure required.
<b>Overview: FHA 1st Mortgage</b> 3.2 & 3.2.1	30-year term, fixed rate, full amortization only. Purchase only. FHA 203(b), 1–2 units, primary residence only. The FHA 1st mortgage must be purchased by the master servicer after closing.
<b>High Balance</b> 3.2.2	The FHA 1st mortgage may be high balance. High balance loans always receive an LLPA adjustment.
<b>Required 2nd Lien</b> 3.2.3	All FHA 1st mortgages must also have a 10-year soft/forgivable 2nd of 1% assistance that carries no payment and bears no interest. The 2nd must be in the Correspondent's company name and assigned at closing to TRHEEA.
<b>Eligible Property Types</b> 3.3.1	1–2 units. SFR, PUD, townhome, attached, detached, modular, manufactured. Condos allowed with FHA approval.
<b>Ineligible Property Types</b> 3.3.2	3+ units. Second homes, investment properties, co-ops, single-wide manufactured.
<b>Property Rights</b> 3.3.3	Fee simple and leasehold.
<b>Homebuyer Legal Status</b> 3.4	US Citizens eligible. Lawful permanent resident aliens eligible (with green card/SSN). Non-permanent resident aliens eligible with proof of ability to repay and ITIN. DACA eligible.
<b>General Credit History Requirements</b> 3.5	Credit score of 580 or higher from at least one major credit bureau. Soft pulls may be considered with sufficient documented housing history. Eligible credit reports should reflect minimum 1 trade line with 12 months of history. Alternative tradeline histories may be considered.
<b>&lt;580 Credit, No Credit Score</b> 3.5.1	May be considered on an exception basis if strong compensating factors can be provided.
<b>Required Soft Pull, UDM, or Credit Refresh</b> 3.5.2	Required to ensure no new debt prior to closing. Updated report required within 10 days of closing.
<b>Student Loans</b> 3.5.3	Must be in good standing. Follow FHA guidelines for calculating DTI.
<b>Bankruptcies</b> 3.5.4	<i>Chapter 7:</i> Eligible if the bankruptcy is discharged at the time of closing. <i>Chapter 13:</i> Eligible if the bankruptcy is discharged at the time of closing or filed within 12 months of closing and there is evidence of payments made for 12 months. All bankruptcies must be recorded on the credit report.

<b>Foreclosures, Deed-in-Lieu, Short Sales</b> 3.5.5	Eligible upon discharge, or satisfaction, prior to closing. Must be recorded on the credit report.
<b>Judgements, Tax Liens</b> 3.5.6	Eligible if paid, settled, or discharged prior to closing. Alternative, eligible if a satisfactory payment arrangement is documented with a minimum of 3 payments made in the plan; must be calculated as part of DTI.
<b>Property Tax Assessments</b> 3.5.7	Follow FHA guidelines.
<b>Fraud Report</b> 3.5.8	Required for each Homebuyer that signs the long-term purchase agreement, or seller financing agreement.
<b>General DTI Requirements</b> 3.6	Max 50/60 DTI. Exceptions may be considered with strong compensating factors, but not when a foreclosure, deed-in-lieu, or short sale less than 1 year from closing are present.
<b>General Requirements for Asset/Reserves</b> 3.7	<p>Document cash/liquidity to consummate the transaction required, including the following:</p> <ul style="list-style-type: none"> <li>• 1st payment due</li> <li>• Closing costs, including title fees, per title fee sheet</li> <li>• Sufficient down payment funds (minimum 3.5%)</li> <li>• 1 month housing payment in reserves</li> </ul> <p>~Additional reserves may be required based on exceptions granted and strength of the overall transaction.</p> <p>All funds for closing are <b>finalized</b> after receipt of the following:</p> <ul style="list-style-type: none"> <li>• Final CD</li> <li>• Settlement Statement from Title</li> <li>• Closing Request Form</li> <li>• Final Cost Disclosure (created by Arrive Home™ after receipt of the Final CD and Settlement Statement)</li> </ul>
<b>Asset Documentation</b> 3.7.1	<p>Relevant assets require the following:</p> <ul style="list-style-type: none"> <li>• 2 months of bank statements (most recent), covering 2 statement periods</li> <li>• Assets/reserves must be liquid at the time of closing</li> </ul> <p>Business bank statements and investment accounts may be eligible.</p> <p>Additional funds require an LOE certifying the funds did not come directly, or indirectly, from the seller, the real estate agent, the lender, or any other interested party.</p>
<b>Gift Funds</b> 3.7.2	Allowed.
<b>Verification and Wiring for Funds to Close</b> 3.7.3	If underwriting is unable to verify total funds required to close the lease in the Homebuyer's account, the underwriter will place a prior to purchase condition for funds to be re-verified twenty-four (24) hours prior to the date of closing. All funds to close the FHA transaction and the relationship between the Homebuyer and the governmental entity must be wired to TRHEEA prior to the date of closing. <b>TRHEEA will require a copy of the wire confirmation evidencing that the funds came from the Homebuyer's account.</b>
<b>General Housing History Requirements</b> 3.8	12-month housing history required.
<b>Rental Housing History</b> 3.8.1	<p>Documented payment history required; good standing required. The following will be considered:</p> <ul style="list-style-type: none"> <li>• Fully completed VOR</li> <li>• Private Landlord/Private VOR (with payment history evidenced via canceled checks, bank statements, or receipt and review of a ledger of payments through a third-party source)</li> <li>• Alternative Methods (Venmo, Zelle, PayPal, must be documented)</li> </ul> <p>Cash payments can be verified by a VOR. Requires one of the following:</p> <ul style="list-style-type: none"> <li>• Copies of cashiers checks for the most recent 2 months</li> <li>• 3 months bank statements showing money going to the landlord</li> </ul>
<b>Mortgage</b> 3.8.2	0x30 housing payment required, must be documented by a credit report.
<b>Private Mortgage</b> 3.8.3	Payment history via bank statements, cancelled checks, or reasonable equivalent required.

<b>General Income Requirements</b> 3.9	12-month documented history, calculated according to FHA and mortgage industry standards, required, unless otherwise stated below.
<b>W2 Employees</b> 3.9.1	Required: <ul style="list-style-type: none"> <li>• 2 months paystubs (must be most recent)</li> <li>• Prior year W2</li> <li>• Documented Written Verification of Employment (WVOE) (to validate income)</li> </ul> If Homebuyer is ITIN but a SSN is provided on W2s, pay stubs, etc, most recent year of tax returns and transcripts required.
<b>New Employment History</b> 3.9.2	Less than 12 months employment history will require documented compensating factors.
<b>1099/Independent Contractor</b> 3.9.3	Required: <ul style="list-style-type: none"> <li>• Previous year's tax returns</li> <li>• 3 months of bank statements (to validate income; most recent required)</li> <li>• Paystubs, if applicable; if not paid via paystubs, then copies of checks, or a general P&amp;L, required</li> </ul> Calculate income using: <ul style="list-style-type: none"> <li>• The previous year's tax return</li> <li>• An average of earnings deposits supported by 3 months of bank statements</li> </ul>
<b>Self-Employed</b> 3.9.4	Required: <ul style="list-style-type: none"> <li>• Previous year's tax return, all schedules</li> <li>~Must be documented as filed with the IRS, or executed tax transcripts are required</li> <li>• YTD P&amp;L and 3 months of bank statements (to document cash flow; must be most recent)</li> <li>• K1s and 1120s (depending on self-employment type)</li> </ul> Self-employment business types will be reviewed for effective income analysis. Arrive Home™ will consider atypical income or asset profiles for all self-employed types, including investors and those with tax returns or P&L statements that may not reflect their true liquidity.
<b>Bank Statements Only</b> 3.9.5	Acceptable for self-employed or wage-earning. Required: <ul style="list-style-type: none"> <li>• 12 months of bank statements (most recent)</li> <li>• Consistent deposits must be documented with sufficient income to meet DTI qualification</li> </ul> For wage earners, an acceptable LOE to support the reason that bank statements are being used is required
<b>Other Income Source</b> 3.9.6	Interest and dividend income may be considered. If considered, the following are required: <ul style="list-style-type: none"> <li>• Documentation and verification of the Homebuyer's ownership of the assets on which the interest or dividend income was earned</li> <li>~Must be reviewed and approved by Arrive Home™</li> <li>• Verification of the 2-year history of the income must be verified using one of the following options: <ul style="list-style-type: none"> <li>~(A) copies of the borrowers' signed, federal tax returns; or</li> <li>~(B) copies of account statements with earned income documented</li> </ul> </li> </ul>
<b>Sump Sum Asset Depletion</b> 3.9.7	Allowed. Take the total of all assets depleted and divide by 120 months to calculate monthly qualifying income.
<b>Liquidity</b> 3.9.8	Substantial documented liquidity allowed on a case-by-case basis. Defined by evidence of 50% of the value of the subject property documented as liquid.
<b>Including Rental Income</b> 3.9.9	Allowed if the home purchased using EEP has more than one unit and the vacant unit will be rented. Calculate income from unit at 75% market value of proposed rent assessed by the FHA appraiser.
<b>P&amp;L Additional Notes</b> 3.9.10	P&Ls may be signed by the Homebuyer, not a CPA, if an Arrive Home™ underwriter judges the P&L reasonable based on a review of bank statements.
<b>Non-Occupant Homebuyers</b> 3.10	May be allowed. Income cannot be used for all qualifying income. Non-occupant Homebuyer(s) must sign the lease and long-term purchase agreement, or the seller financing agreement, and otherwise meet EEP eligibility requirements.

<b>Additional Properties Owned</b> 3.11	Requires pre-approval from the Arrive Home™ Exception Team (exceptions@arrivehome.org).
<b>Retained Primary Residence</b> 3.11.1	One retained departing residence allowed. Required: <ul style="list-style-type: none"> <li>• Strong supporting documentation justifying the need to move and obtain Arrive Home™ EEP financing</li> <li>• An LOE (signed and dated by the Homebuyer)</li> <li>• UW support and approval</li> </ul> For retained REO, the property's disposition at closing must be either of the following: <ul style="list-style-type: none"> <li>• Leased (with supporting lease agreement and evidence of deposit or rent received)</li> <li>• Pending sale</li> </ul>
<b>Rental Properties</b> 3.11.2	May be considered with the following: <ul style="list-style-type: none"> <li>• 3 months reserves documented (to support REO)</li> <li>• Properties documented with lease agreements and receipt of rental income</li> </ul> REO (rental properties) additional overlays: <ul style="list-style-type: none"> <li>• Minimum 580 credit score (no exceptions)</li> <li>• Maximum PTI/DTI: 43%/50%</li> </ul> ~Exceptions may be considered, depending upon the strength of the Homebuyer
<b>Property Appraisal General Requirements</b> 3.12	Required: <ul style="list-style-type: none"> <li>• A full FHA appraisal</li> <li>• Appraisal marked "as-is" at the time of purchase or has a completion cert/1004D (if property was "subject to" repairs or completion prior to purchase)</li> <li>• Appraiser certified that the subject property meets FHA minimum property requirements; no health, safety or adverse conditions can be present</li> <li>• Subject property does not have commercial influence, and/or is not considered a "working farm," and/or and does not have commercial agricultural income potential</li> </ul>
<b>Property Condition</b> 3.12.1	Appraisal must state the property conditions as one of the following: <ul style="list-style-type: none"> <li>• C1–C3</li> <li>• C4–C5 (allowed with exception review)</li> </ul> ~C5 properties may be ineligible without significant repair or renovation; see 3.13 (Property Home Inspection) for more information The roof must be in acceptable condition and good repair. Properties built prior to 1978 will require a full property inspection, regardless of appraiser condition assigned, performed by a certified property inspector. All properties found to have aluminum electrical wiring may be ineligible for EEP financing based on ability to acquire acceptable hazard insurance. Properties built prior to 1901 may require additional time to obtain the insurance binder.
<b>Cost Approach to Value (RCE)</b> 3.12.2	Required to be completed.
<b>Automated Valuation Model (AVM)</b> 3.12.3	Will be pulled on all submitted appraisals to support the full appraised value; values must be within 10% of the full appraised value. Any appraised value greater than 10% in difference from the AVM value is subject to a desk review, or counter-offer to the sales price.
<b>Property Home Inspection General Requirements</b> 3.13	When required, must be performed by a licensed home inspector <b>prior to closing</b> . Required for all properties listed in C4–C5 condition, and for properties built prior to 1978 (performed by a certified property inspector). Required: <ul style="list-style-type: none"> <li>• All health and safety items addressed and/or repaired, as required by the inspection</li> <li>• All major systems inspected, including HVAC, plumbing, electrical, appliances, siding, major fixtures, and flooring (with a life expectancy of at least 5 years)</li> <li>• Roof inspection (with a useful life expectancy of at least 10 years)</li> <li>• Furnace and air conditioning systems documented to have been serviced within the previous 12 months, unless covered by a Certified Home Warranty</li> <li>• Smoke detectors and carbon monoxide systems tested and certified as operable per local building and health/safety codes</li> <li>• Septic systems must have separate septic inspections performed, and they must be pumped and inspected along with the drain field</li> <li>• If electrical tests are not performed, it must be confirmed that power meters are functioning and are not bypassed</li> </ul>
<b>Certified Home Warranty</b> 3.13.1	Required for all transactions that require a home inspection. Required for all properties where full inspections are performed.

<p><b>Home Inspection Repair Requirements</b> 3.13.2</p>	<p><b>All health and safety items</b> noted on the home inspection report as requiring further inspection or repair, and <b>any items noted as "major concerns"</b> by the inspector, <b>must be repaired or remedied prior to closing</b>. When roof inspections are required, all major roofing repairs must be done <b>prior to closing</b>. All significant electrical issues, including replacing fuses with circuit breakers, or updating aluminum wiring and knob and tube wiring to modern electrical wiring, must be repaired <b>prior to closing</b>. All other moderate to minor items noted by the inspector may be included as repair requirements post-closing, as indicated by a Cure Addendum that the Homebuyer must sign prior to closing.</p> <p>All cures are required to be completed, with evidence of completion, submitted to Arrive Home Servicing within 6 months of closing. Any cures not completed within 6 months will result in a Homebuyer fee assessment of \$100; this fee will be charged the following month and each month afterward until evidence of the work is submitted. At 12 months, if not completed, the fee will increase to \$250 a month until all cures are resolved.</p>
<p><b>Wood-Destroying Organism Inspection Requirements</b> 3.13.3</p>	<p>For existing construction, the Correspondent (Mortgagee) is responsible for confirming that the Property is free of wood-destroying insects and organisms. All purchase/sale contracts must provide all seller disclosures related to inspection requirements by state and addendums accordingly. Appraisers must report any apparent evidence of wood-destroying insect infestation, fungus growth, or dry rot. If the appraisal is made subject to an inspection by a qualified pest control specialist, the Correspondent must obtain the inspection and evidence of any required treatment to confirm the Property is free of wood-destroying insects and organisms.</p> <p>If the property (existing construction only) is located in an area defined as having a "very heavy" or "moderate-to-heavy" probability of termite infestation, then a wood-destroying insect inspection report must be required by the Correspondent and provided to Arrive Home™ for review. Any/all evidence of infestation must be remedied prior to closing. (For a list of states "very heavy" or "moderate-to-heavy," see the <i>EEP Product Guide</i>, section 3.13.4.)</p>
<p><b>Renter's Insurance</b> 3.14</p>	<p>Optional.</p> <p>If included, policy must be proven paid prior to closing; the following standard coverage required:</p> <ul style="list-style-type: none"> <li>• Personal property, liability, and additional living expenses</li> <li>• The deductible should be standard for the policy, not to exceed \$1,000</li> <li>• Any additional coverages that are considered standard for the marketplace of the subject property</li> </ul>
<p><b>Renter's Insurance Coverage Waiver Disclosure</b> 3.14.1</p>	<p>Required if the Homebuyer chooses to forego a renter's insurance policy.</p>
<p><b>Fee Disclosure</b> 3.15.1</p>	<p>Required on both the government entity loan and the Homebuyer lease or seller purchase agreement.</p> <p>All fees on the government entity loan must be disclosed to TRHEEA upon application in an initial disclosure, and at closing in a final disclosure; an initial LE and/or initial CD with transaction fees reflected required; waiting periods are not required. Upon receipt of the initial LE and/or CD, Arrive Home™ will provide an initial Homebuyer Cost Disclosure(CCD) for the Homebuyer to review and fully endorse. This CCD will not be disclosed until a Purchase Contract has been provided and the Arrive Home™ Assignment Addendum has been signed and dated by TRHEEA. A Final CCD will be provided based on the final balanced Closing Disclosure uploaded to the Arrive Home™ CS Portal. If changes made to the Final CD result in a difference in the fees previously disclosed, the lender must advise the Arrive Home™ Processing Team, and an updated Final CCD will be provided for Homebuyer review and endorsement.</p> <p>At closing, <b>the Correspondent must use the CCD provided by Arrive Home™</b>. The Correspondent may never disclose a CCD to the Homebuyer that is not provided by Arrive Home™.</p>
<p><b>Fee Limits</b> 3.15.2</p>	<p>Charges on the lease and long-term purchase agreement, or the seller financing agreement, that benefit the originator directly or indirectly (in excess of TRHEEA charges) must be less than or equal to 1% of the total FHA loan amount. The originator must advise the Arrive Home™ Processing Team of the charge increase, and this will be added as a Program Participation Percentage line item on the Initial Homebuyer Cost Disclosure. If the Program Participation Percentage fee is disclosed after the Initial CCD has been endorsed by the Homebuyer, an updated Initial CCD reflecting the additional Program Participation Percentage fee must be signed and dated by the Homebuyer prior to receiving a Clear to Close or final approval on the transaction. Program Participation Percentage fees will not be added after the Clear to Close has been provided.</p>
<p><b>Fees to the Homebuyer</b> 3.15.3</p>	<p>Total origination/Section A fees charged by the lender may not exceed 3% of the purchase price. Discount points that are not "bona fide" count against that 3% limit.</p> <p>TRHEEA charges the following fees to the Homebuyer:</p> <ul style="list-style-type: none"> <li>• \$1,250 Program Underwriting Fee</li> <li>• 1 month complete payment to be collected at closing</li> <li>• 1/12th of the annual Program Management Fee, to be collected at closing</li> <li>• \$100 Refundable Lease Security Deposit Fee</li> <li>• \$250 HOA Service Fee (if applicable)</li> </ul>
<p><b>Contract/Lease Cancellation Prior to Closing</b> 3.17.1</p>	<p>The contract/lease is subject to the Homebuyer (Tenant) qualifying for and executing the TRHEEA lease agreement, or seller financing agreement, on the subject property. If there is a change in the Homebuyer circumstances and the Homebuyer no longer qualifies for the lease or the Homebuyer refuses to execute the final lease contract, this purchase agreement is void and the maximum liability for TRHEEA's non-performance is forfeiture of the earnest money.</p>
<p><b>Fuse Boxes and Electrical Wiring</b> 3.17.2</p>	<p>Homes will need to be updated from fuse boxes to breaker panels prior to closing.</p> <p>Homes with knob and tube wiring must be updated to standard electrical wiring prior to closing.</p>

<p><b>Disaster Certificates</b> 3.17.3</p>	<p>In counties that have been deemed disaster areas by FEMA, Arrive Home™ will require a 1004D disaster certificate, or a 442, with exterior photos. The certificate must be dated after the incident period. Follow FHA guidelines for appraisal and 1004D requirements when the subject property is in a county affected by a recent FEMA disaster declaration. It is solely the Correspondent's responsibility to be aware of and act upon any mortgage loans that were, prior to the sale to Arrive Home™, impacted by disasters. Arrive Home™ does not have the responsibility to provide notification to the seller of disaster areas. If, at any time after loan purchase, Arrive Home™ or a subsequent investor determines that the subject property was damaged and not in fully marketable condition at time of sale, the loan will be subject to repurchase.</p>
<p><b>PUDs, HOAs, and Occupancy Restrictions</b> 3.17.4</p>	<p>All properties located in a PUD (Planned Unit Development) will require documentation from the HOA (including the ByLaws, CC&amp;Rs, and any other relevant documentation) that addresses potential occupancy restrictions for contract-for-deed transactions that the HOA interprets as non-owner occupied. Subject property may be ineligible if occupancy is not approved by the HOA.</p>
<p><b>Financed Solar Panels</b> 3.17.5</p>	<p>Solar panels are acceptable provided the solar panels are included in the price of the home and financed as part of the mortgage. Leased solar panels are not currently acceptable. THREEA will not assume a solar panel lien and/or make any payments on financed solar panels associated with the property.</p>
<p><b>Exceptions General Guidance</b> 3.18</p>	<p>To request an exception, please email both your corporate account director and exceptions@arrivehome.org. See the <i>EEP Product Guide</i>, sections 3.18.1 and 3.18.2, for further guidance on credit, income, and DTI exception requests.</p>
<p><b>Pre-Approvals</b> 3.19</p>	<p>To request a pre-approval, please do the following:</p> <ul style="list-style-type: none"> <li>• Address the email to preapproval@arrivehome.org</li> <li>• Have the subject line be "Credit Review Request," followed by the borrower's last name and the text "EEP"</li> <li>• Attach the following supporting documentation: <ul style="list-style-type: none"> <li>~Lender Pre-qualification</li> <li>~Credit Report</li> <li>~Income</li> <li>~Assets</li> <li>~Tax Returns (if self-employed)</li> <li>~W2 (if W2)</li> <li>~Lease Application/1003</li> </ul> </li> </ul>
<p><b>TRHEEA Property Insurance General Requirements</b> 4.18</p>	<p>Arrive Home™ will request and select hazard insurance for each participating property prior to closing. Each policy will consist of the following characteristics:</p> <ul style="list-style-type: none"> <li>• All policies will conform to HUD guidelines</li> <li>• Tule River Homebuyer Earned Equity Agency (TRHEEA) will be listed as the named insured</li> <li>• The property address on the policy will match the property address listed on the appraisal</li> <li>• No exclusions for the roof or any other portion of the home will exist</li> </ul> <p>All hazard insurance applications must be submitted with the property appraisal. See the <i>EEP Product Guide</i>, sections 4.18.1 through 4.18.7, for additional guidance regarding hazard insurance.</p>
<p><b>Title Insurance General Note</b> 4.19</p>	<p>Title insurance is not a requirement for Arrive Home™ second liens, although it may be applied at the lender's discretion. All title insurance requirements are in line with FHA guidelines for lien insurance protection for first liens used in connection with the purchase transaction.</p>
<p><b>Adding Persons to Title and Sales Contracts</b> 4.19.1</p>	<p>Arrive Home™ allows persons to be added to the contract and title that are not on the loan, such as non-purchasing spouses, per Agency and state guidelines.</p>
<p><b>Homebuyer Funds to Title</b> 4.19.2</p>	<p>The Homebuyer is responsible for providing all down payment funds, including closing costs and 1st month's payment due in certified funds, to title.</p>
<p><b>Interest Credit</b> 4.20</p>	<p>Not allowed.</p>
<p><b>When Homebuyers Begin Payments</b> 7.1</p>	<p>Lease payments begin the month immediately following the closing of the loan. If a new month begins within 7 days of the month of closing, the first lease payment will be collected at closing.</p>
<p><b>First Payment Due</b> 7.2.1</p>	<p>1st Payment Due, and all subsequent ownership equity agreement payments, must be received by the Master Servicer. No servicing transfer gap should exist that affects payments due/payments received.</p>
<p><b>Other Notes</b></p>	<p>Lenders who wish to participate in this program must be approved as a correspondent of Arrive Home™. <b>This Product Matrix contains underwriting guidelines for the Arrive Home™ Earned Equity Program.</b> If you have any questions, please reach out to your Corporate Account Director.</p>