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USDA REPAIR ESCROW QUESTIONS EXPLAINED

• What is the USDA Repair Escrow Loan Program?

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- What are the program guidelines?
- What types of improvements are allowed?
- What are the general contractor guidelines?
- How is a USDA Repair Escrow appraisal different from a regular appraisal?
- How should the loan be structured?
- What happens after closing?







USDA REPAIR ESCROW OVERVIEW

- The USDA Repair Escrow Mortgage enables Borrowers to either purchase an existing home or refinance their current home while including minor non-structural repairs.
- USDA defines an existing home as:
 - ✓ Homes well over 12 months
 - Spec homes completed for 12 months or more with no occupancy
 - Homes less than 12 months old but previously occupied
- The USDA Repair Escrow program does not require a HUD Consultant.



INCREASED MARKET OPPORTUNITY

WHY A USDA REPAIR ESCROW?

Purchases and Refinances:

• If unexpectedly, an appraisal is subject to required repairs to meet HUD's MPR, this program can become a great solution for you and the borrower. This program can prevent the borrower from having to walk away or come out-of-pocket for any required repairs, this allowance can save an entire loan!



PROGRAM FEATURES

USDA LOAN BENEFITS:

- ✓ 100% financing for first time and repeat homebuyers
- ✓ Fixed rate mortgage loan
- ✓No maximum loan amount
- ✓ 620 minimum FICO with relaxed underwriting guidelines
- ✓ Seller may contribute up to 6% towards closing costs based on purchase price of home
- ✓ Ability to finance repairs 10% of the final loan amount
- Appraisal value is based on "after improved value"
- ✓ Repairs begin after closing so there is no hardship or delay of funds for the seller
- ✓ USDA will issue the loan note guarantee without the repair completed



PROGRAM OVERVIEW

Permanent loan is USDA therefore all standard USDA guidelines apply. Please refer to the USDA handbook, Chapter 12 Section 12.9 A & C, for additional guidance: <u>https://www.rd.usda.gov/files/3555-1chapter12.pdf</u>

GUIDELINES

- FICO: 620 minimum credit score requirement
 - 2 credit scores required for all qualifying borrowers
- **Recommendation:** As determined by GUS
 - Must receive: Accept/Eligible or Refer/Eligible
- Maximum DTI:
 - Accept/Eligible: Follow GUS Findings
 - Refer/Manual Underwriting:
 - The monthly housing expense to income ratio may not exceed 29 percent of repayment income.
 - The total debt ratio may not exceed 41 percent of repayment income.
- Terms: 30 Yr. Fully Amortizing Fixed
 - Purchase
 - Rate/Term Refinance

Property Types: The security property must be owned and occupied by the applicants as their principal residence

- 1 Unit
- Condominiums (3555.205)
 - Must be approved or accepted by HUD/FHA, VA, Fannie Mae or Freddie Mac
- PUDs (3555.207)
- New Manufactured Housing (3555.102 and 3555.208)
 - Singlewide & Multi-wide
- Existing Manufactured Housing
 - Follow the guidelines for the Existing Manufactured Housing Unit Pilot Program



PROGRAM OVERVIEW

GUIDELINES

• Maximum LTV

• USDA financing is 100% of appraised value

• Income Limits

- The Borrower's adjusted income may not exceed the Rural Development limit for the area:
 - Income Eligibility http://eligibility.sc.egov.usda.gov/eligibility/incomeEligibilityAction
 - Income Limits https://www.rd.usda.gov/files/RD-GRHLimitMap.pdf
- Property Eligibility
 - UW must determine the home is habitable
 - http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfp&NavKey=property@11
- Guarantee Fee
 - USDA Rural Development guaranteed home loans will be subject to the following fee schedule:
 - Upfront Guarantee Fee: 1%
 - Annual Fee: Please refer to USDA for current rate.



PROGRAM OVERVIEW

REPAIRS	INSPECTION
 The combination of both exterior AND interior repair escrows cannot exceed 10 percent of the final loan amount. 	 A final inspection report on a 1004D must be completed by the appraiser with photos certifying the defect/repair has been properly repaired is required as outlined in the 3555-1.
 Repair items will be required to be completed within 180 days of loan closing. 	



PROGRAM OVERVIEW

CHANNELS	GEOGRAPHIC RESTRICTIONS		
 Broker Correspondent Table Funded Non-Delegated UW Delegated UW 	 Hawaii AFR does not operate in the state of Hawaii and does not permit loans with a subject property in Hawaii for all programs in all channels with the exception of Correspondent Delegated UW transactions. 		



PROGRAM OVERVIEW

INELIGIBLE REPAIRS	AFR OVERLAYS
 Escrow accounts are not permitted for foundation/structural, electric, and plumbing repairs. ✓ Flexibility is allowed when the repair can be completed timely and does not place occupants/collateral in jeopardy. Any repair affecting the livability of the structure 	 Follow all overlays outlined in the Single Family Guaranteed Loan Program (USDA) Program Matrix and: AFR will require a contingency reserve of 1.5 times (50%) the cost of repairs Contingency Reserve Calculation Example \$1,000.00 Repair Amount x 50% Contingency Reserve Requirement \$ 500.00 Contingency Reserve \$ Amount
Note: Please check with an AFR team member if you are unsure about the eligibility of a required repair.	 No self-help permitted Borrower is not permitted to contribute their own funds to the repair escrow. AFR requires an FHA Roster Appraiser to perform the appraisal.
	• AFR requires an FHA Roster Appraiser to perform t



CONTRACTORS

- ***** There can be no identity or conflict of interest between the Borrower and Contractor.
- **All transactions must be arm's length.**
- ***** Family members are not eligible, nor can the borrower be employed by or be an owner in the contractor's business.
- AFR requires the use of 1 General Contractor ("GC"); multiple GCs are not permitted.
- AFR must obtain a written agreement between the Borrower and the GC. The GC must agree in writing to complete the work for the amount of the Cost Estimate and within the allotted time frame.
- Although obtaining more than one bid is recommended, it is not required.
- In situations where more than one Contractor is needed, one must be named the GC. All others will become subcontractors under the GC's supervision.
- The GC is responsible for disbursing all funds to the subcontractors when funds are released from escrow.

- The GC must carry sufficient insurance equal to the greater of \$100,000 or the loan amount per occurrence through a valid and current general liability insurance policy.
- Important: Licensing requirements vary in each state/municipality for contractors. If a repair calls for a specialized contractor, such as electrical or plumbing repair, the contractor must be licensed to do the work per state requirement.
- The GC must provide a detailed estimate/bid itemizing all the repairs that are to be completed with costs broken down to material and labor, and note if permits are going to be required. Needs to include the specific repair and approximate cost of permit itself.
- The estimate must indicate that all proposed work is not structural in nature.
- Reminder: AFR does not permit "Self-Help"



REQUIRED DOCUMENTATION

The following documentation is required for the USDA Repair Escrow:

WRITTEN PROPOSAL AND COST ESTIMATES

- The Mortgagee must obtain a written proposal and Cost Estimate from a contractor for each specialized repair or improvement.
- The Mortgagee must ensure that the selected contractor meets all jurisdictional licensing and bonding requirements.
- The Cost Estimate must state the nature and type of repair and cost for each Work Item, broken down by labor and materials.



USDA REPAIR ESCROW

CONTRACTOR'S ESTIMATE: ACCEPTABLE FORMAT

Work Proposal Sales Contract	P: 555-55		ness Address, Home	p, President Town, IL 12345
Bid Date: January 1, 2010 Project Address < 777 Lucky Lane Our Town, IL 54321 Client Name < B. A. Homeowner	Required		pletion Date: begi	
The undersigned contractor agrees to furnish the following Detailed Description / Scope of Work	material, improvm	ents, labor and/or servic Material Cost	Labor Cost	
Provide Labor, Equipment and materials to dem ground pool (Partially recessed) and wooden de Excavated hole shall be backfilled with up to 2 dirt and brought to grade. Area to be topped wit	ack. Ioads of fill	\$800.00	\$1,000.00	
Repair (1) area appx $2' \times 2'$ area of drywall in u bedroom. Paint not in quote and to be complete		\$50.00	\$150.00	
Replace carpet in Hallway, Bed1(Master), Clps Clos2, Bed2, Clos3, Bed3, Fam/Grt	1, Clos4,	\$1405.49	\$140.55	
Scrub Stains/Touch up walls		\$50.00	\$50.00	
		ees. If permits are no Permits Required"	·	\$50.00 \$250.00
TOTAL				\$3,946.04
*** Cont	ractor Legal Di	sclaimer(s) ***		
No structural improvements are allowed with the USDA Repair Escrow. Bids must include the statement: "NO STRUCTURAL WORK IS BEING PERFORMED"				
Dated: Fix-it-Up General Contracting, Inc Include Business License Number By: I.R. Fixitup, President	Buyer:			

USDA REPAIR ESCROW

CONTRACTOR'S ESTIMATE: UNACCEPTABLE FORMAT

- Missing the property address
- Missing the name of contractor
- Missing the name of contractors business
- Missing dates
- Missing itemization of cost of labor versus material for each repair item
- Missing signatures for all borrowers and the contractor

2166
2166
176.0
98.2
\$2



HOW IS THE APPRAISAL DIFFERENT?

APPRAISAL

- The appraisal is ordered as a USDA appraisal.
- The appraiser must provide a value and make the appraisal subject to the following repairs or alterations on the basis of a hypothetical condition that the repairs or alterations have been completed
- The appraiser must notify the Mortgagee of any health and safety issues in the Property that are not address on the proposal
- Any additional repairs noted by the appraiser must be addressed and completed either prior to close and verified with a certificate of completion or must be included in the USDA repair escrow

 The appraiser must certify if the property will meet HUD's MPR based off the required completed repairs

Reminder: AFR will require the appraiser to be an FHA Roster Appraiser to perform the appraisal.

FHA roster appraisers can be identified at https://entp.hud.gov/idapp/html/apprlook.cfm



MAXIMUM ESCROW AMOUNT

How it is determined? Total repair cost escrowed may include all of the following and may not exceed 10% of the final loan amount.

MAXIMUM ESCROW AMOUNT



Reminder: Borrowers may not provide the additional money to escrow repairs. The maximum escrow amount is 10% of the final loan amount. In the event the amount exceeds this, the property is ineligible for the USDA escrow repair program.

USDA REPAIR ESCROW STRUCTURING THE LOAN

1003 Page 3 "Details of Transaction": Enter the total repair amount (*repair costs + contingency reserve + inspection fees + permits if required*) in the "Alterations, improvements, repairs" line.

VII. DETAILS OF TRANS	SACTION	VIII. DECLARATIONS				
a. Purchase Price	\$ 262,000.00	If ycenswer "Yes" to any questions a through i, please use	Borr	ower	Co-Bo	rrowe
b. Alterations, improvements, repairs	5,000.00	comution sheet for explanation.	Yes	No	Yes	No
c. Land (if acquired separately)		a. Are there any outstanding judgments against you?		X		X
d. Refinance (incl. debts to be paid off)		b. Have you been declared bankrupt within the past 7 years?		X		X
e. Estimated prepaid items	1,516.55	c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?		X		X
f. Estimated closing costs	10,337.42	In the last 7 years 7		_		
g. PMI, MIP, Funding Fee		d. Are you a party to a lawsuit?		X		X
h. Discount (if Borrower will pay)		e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment?		X		X
i. Total costs (add items a through h)	278,853.97					
j. Subordinate financing		bond, or loan guarantee. If "Yes," provide details, including date, name and address of Lender, FHA or VA case number, if any, and reasons for the action.)				
k. Borrower's closing costs paid by Seller		f. Are you presently delinguent or in default on any Federal debt or any other		X		X
I. Other Credits (explain)	100.00 - 100.00 - 100.00	f. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond or loan guarantee? If "Yes," give details as described in the preceding question. g. Are you obligated to pay alimony, child support, or separate maintenance? h. Is any part of the down payment borrowed? Are you a co-maker or endorser on a note?				
		 j. Are you a U.S. citizen? k. Are you a permanent resident alien? I. Do you intend to occupy the property as your primary residence? If "Yes," complete question m below. 				
m. Loan amount (exclude PMI, MIP, Funding Fee financed)	132,108.00	 m. Have you had an ownership interest in a property in the last three years? (1) What type of property did you own – principal residence (PR), second 		X		X
n. PMI, MIP, Funding Fee financed	2,011,00	home (SH), or investment property (IP)?				
o. Loan amount (add m & n)	124.419.00	(2) How did you hold title to the home – solely by yourself (S), jointly with your spouse (SP), or jointly with another person (O)?				
 Cash from / to Borrower (subtract j, k, I & o from i) 	4,290,00	you spould (or), or jointly was another person (o)?	-			

USDA REPAIR ESCROW STRUCTURING THE LOAN

Loan Estimate page 2: Enter the total repair amount (repair costs + contingency reserve + inspection fees + permits if required) in the "Adjustments and Other Credit" line.

• The holdback <u>amount</u> disclosed on the LE carries over to 'the 'Adjustments and Other Credits' line on the Closing Disclosure.

Total Closing Costs (J)	\$9,660
Closing Costs Financed (Paid from your Loan Amount)	-\$4,803
Down Payment/Funds from Borrower	\$0
Deposit 🥏	\$0
Funds for Borrower	\$0
Seller Credits	\$0
Adjustments and Other Credits	\$5,000
Estimated Cash to Close	\$9,857

USDA REPAIR ESCROW STRUCTURING THE LOAN

Closing Disclosure: Be sure the total repair amount (*repair costs + contingency reserve + inspection fees + permits if required*) is shown as an adjustment in line 5 then complete additional steps below.

- ✓ Fee Description: Enter "Escrow Holdback"
- ✓ Amount: Enter amount of the repairs to match Alterations section on page 3 of the 1003
- Adjustment Type: Select "Other" from drop down
- Note: When the CD is prepared the Adjustment type must be entered to match the approval and/or corresponding renovation documents.

BOF	ROWER'S TRANSA	CTION	
K. D	ue from Borrower at Cl	losing	\$277,337.42
01 5	Sale Price of Property		\$262,000.00
02 5	Sale Price of Any Person	al Property In	cluded in Sale
03 (Closing Costs Paid at Clo	osing (J)	\$10,337.42
04			
Adju	ustments		
05 E	Escrow Holdback		\$5,000.00
06			
07			
Adju	ustments for Items Pai	d by Seller in	Advance
80	City/Town Taxes	to	
09	County Taxes	to	
10	Assessments	to	
11			
12			
13			
14			



REPAIR PERIOD

REPAIR PERIOD

- Prior to closing, the Renovation Department will contact both the borrower and the contractor to review the program.
- Once the loan funds, the mortgage proceeds will either payoff the existing liens or the seller, and the Escrow Account will be established for the repairs.

Reminders:

- The repair period starts when the Mortgage is funded.
- The repairs must begin within 30 days of closing.
- Borrowers must make their regular mortgage payments throughout the course of construction.
- The maximum repair period is 180 days



FINAL DRAW UPON COMPLETION

All correspondence and questions should be directed to AFR's Renovation Department as they are the administrators of the borrower's repair escrow account.

FINAL DRAW UPON COMPLETION

- When all of the work is complete, Contractor and Borrower sends an email requesting the final inspection to: <u>renovation@afrwholesale.com</u>
 - The email must include a completed Conditional Waiver & Release and the Mortgagor's Letter of Completion
- AFR will order the applicable final compliance inspection from the original appraiser or AMC if not available
 - Upon the receipt of the acceptable final inspection and forms, a disbursement will be made to the contractor for all monies due, up to the bid amount.
 - The draw will be ACH wired directly to the general contractor with the borrower's authorization. (Refer to the Home Renovations Portal slides for additional details.)
- Funds remaining in the escrow account, that are representative of loan funds or a seller concession as part of the sales contract, upon completion of the work, will be used to reduce the unpaid principal balance of the mortgage.
 - AFR does not allow the Borrower to contribute their own funds to the repair escrow and no funds will be returned directly to the borrower.
 - A seller's personal funds utilized to fund the repair escrow (excluding a seller concession as part of the sales contract) may be returned to the seller.



ACCOUNT SETUP

Getting paid has never been easier; AFR has streamlined the draw request process!

Our unique Renovations Home Portal will provide you with an easy to use, end-to-end technology solution for processing your draw requests.

Step 1	Step 2
 As a contractor, the process starts with an invitation from AFR 	 Upon clicking the link, you will be taken to our Create an Account Page.
HOME RENOVATIONS	Welcome to the AFR Renovations Home Portal! You've been invited to create an account within our Renovations Home Portal. Please fill out the following information below to create an account with us and begin the draw request process.
Hello Oliver, you have been invited to the Renovations Home portal <u>Click here</u> to register your account The AFR Team	Profile Password & Security Payment Information Profile Information Please provide us with some personal information to setup your profile. * required First Name: HOWIE
Login to AFR Loan Center	Last Name: LEND Company Name: CONSTRUCTION BY HOWIE
Please do not reply to this email. Lender NMLS: 2826. Trade/Service marks are the property of American Financial Resources, Inc. Some products may not be available in all states. This is not a commitment to lend. All loans subject to credit approval. All rights reserved.	Phone: 877 696-6486 Email Address: Onetimeclose@afrwholesale.com



ACCOUNT SETUP

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• Once there, please follow the account set up instructions.

e Password & Security Payment Information	
Go Back	
Password & Security	
Please create password to setup your account with us. * required	
Password Requirements:	
Passwords must be 8 characters or more and meet at least 3 of the 4 following requirements:	
Uppercase letter(s)	
Lowercase letter(s)	
♥ Number(s)	
Special Character(s)	
Password: *	

Confirm Password: *	
•••••	
NEXT	

 In order to process your payments promptly, we request your ACH information. All payment information entered into our portal is confidential and protected.

Step 4

	yment Informati		
com info			n route your funds to you when the draw has been nent information and edit this later by editing your account
Nan	ne on Bank Account:		
N	ame on Bank Account		
Acc	ount Type: (Checking or sav	ings)	
			~
Ban	k Name:		
Bi	ank Name		
Acc	ount Number:		
A	ccount Number		
Con	firm Account Number:		
A	count Number		
Rou	ting Number:		Where do I find this?
Con	firm Routing Number:		



REQUESTING A DRAW

Once your account is set up, you will be taken to the default view.

Here, you'll be able to view the status of your Draw(s) and have a visual representation of your Draw's processing state.

For newly invited Contractors, this screen will be more or less empty.

Step 1	Step 2
 To request a new draw, either click the message in the main view (Click Here to Add New Draw) or Click the Request Draw link on the border. 	Once clicked, you will be taken to the Draft Page Model of the taken to the Draft Page Wew Draws *Request Draw My Profile Forms Request Draw
The sequest Draws And Profile Forms	DRAFT PENDING APPROVED PAYMENT COMPLETED
View Draws Search DRAFT O PENDING APPROVAL O APPROVED O COMPLETED ALL DRAWS Draw Number v Draw Amount v Draw Amount v Draw Number v Loan Number v Borrower v Draw Amount v Draw Status v Click Here to Add New Draw Complete D Complete D Draw Amount v Draw Status v	To request a draw, please select a loan, enter draw information, and upload images of the completed contracted work. You must have your profile information. Draw History Image your profile information Following borrower approval, the draw amount will be wired to the accounty of have provide in your profile information. Prade Wired Image your profile information Following borrower approval, the draw amount will be wired to the accounty of have provide information. Prade Wired Image your profile information Image your profile information. Prade Wired Image your profile information Image your profile information. Prade Wired Image your profile information Image your your profile information. Prade Wired Image your your profile information Image your your your your your your your your
	Draw Information Draw Amount: Draw Number Draw Amount Draw Amount Draw Amount Draw Amount Draw Amount
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REMINDERS

If you are associated with more than one AFR loan, then you will be asked to specify which loan you would like to create a Draw in. If you are only associated with one loan, then simply choose the only displayed loan.

Once a loan is selected, please supply a draw number and the draw amount depicted in the documentation.



USDA REPAIR ESCROW

REQUIRED FORMS

All required forms can be found on the AFR Resource Center:

- 1. <u>https://resources.afrloancenter.com/</u>
- 2. Forms
- 3. USDA Repair Escrow

- USDA Repair Escrow



Contractor Profile and Authorization to Wire Funds



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IRS Form W-9 (Website)

Notice Regarding Escrow Holdbacks / Escrow Repairs



Repair Escrow Completion Letter

Repair Escrow Owner - Contractor Agreement

Texas Disclosure Statement



RECAP OF HOW THE ESCROW REPAIR WORKS (PURCHASE)





AFR UNIVERSITY

ARE YOU AFR CERTIFIED?

Thank you for participating in today's webinar on USDA Repair Escrow Mortgages!

TAKE THE NEXT STEP!

We hope that you now have a better understanding of this exciting opportunity to expand your product portfolio. We now offer online testing for you to measure your understanding of this program through AFR University.

Upon completion of our online testing for this program, you will be provided feedback on how well you did, and any areas you may need to review. Also...with a passing grade, receive your AFR University Certificate for USDA Repair Escrow Mortgages.

Take the next step and become AFR Certified! Visit our test portal to take your test and learn more about the benefits of our AFR University certification program.

Take me there now!





ABOUT US AMERICAN FINANCIAL RESOURCES, INC.

American Financial Resources, Inc. (AFR) <u>www.afrwholesale.com</u>, is a national residential mortgage lender dedicated to helping homeowners, home buyers, and mortgage professionals achieve their financing goals by delivering innovative mortgage solutions and an unparalleled customer experience.

Based in Parsippany, NJ and established in 1997, we are a Ginnie Mae, Fannie Mae and Freddie Mac Seller/Servicer, FHA Mortgagee, USDA National Lender and VA Automatic Lender. We provide Wholesale and Correspondent mortgage solutions by offering an extensive product catalog with competitive pricing, unique partnership opportunities, and flexible business relationships.

We strive to exceed the expectations of our lending partners and nurture healthy, profitable relationships, ultimately providing a simplified mortgage process with the highest levels of customer service.

COMPANY HIGHLIGHTS

- FULL SERVICE MORTGAGE LENDER IN 50 STATES
- SERVICING WHOLESALE AND CORRESPONDENT CHANNELS
- DIVERSE DELIVERY OPTIONS INCLUDING FHA, VA, USDA, FANNIE MAE AND FREDDIE MAC
- RANKED #1 IN 203(k) LENDING FOR SPONSORED ORIGINATIONS
- NATIONS LEADING RENOVATION AND MANUFACTURED HOME LENDERS
- DEDICATED SALES AND OPERATIONS SUPPORT



CONNECT WITH US

AMERICAN FINANCIAL RESOURCES, INC.

If you are a mortgage professional new to American Financial Resources, Inc. Wholesale Division (AFR Wholesale), we welcome the opportunity to discuss our programs with you. For our current Lending Partners, we want to hear from you. Please contact us directly with your comments, questions, and feedback.





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