



**QUONTIC BANK**

**NON-TRADITIONAL MORTGAGE LOANS**

**PRODUCT GUIDELINES**

06/11/2024



QUONTIC BANK  
NON-TRADITIONAL MORTGAGE  
PRODUCT GUIDELINES  
TABLE OF CONTENTS

| <u>LOAN PROGRAMS</u>                | <u>PAGE</u> |
|-------------------------------------|-------------|
| OWNER OCCUPIED – Lite Doc           | 3-7         |
| OWNER OCCUPIED – Asset Utilization  | 8-12        |
| INVESTOR – Lite Doc                 | 13-16       |
| INVESTOR – Asset Utilization        | 17-20       |
| INVESTOR – DSCR                     | 21-24       |
| INVESTOR – DSCR+                    | 25-27       |
| INVESTOR – Foreign National - DSCR+ | 28-30       |
| MASTER UNDERWRITING GUIDELINES      | 32-39       |
| QUONTIC BANK MISSION                | 40          |

| <b>Owner Occupied - LITE DOC</b>    |   |                     |                |          |
|-------------------------------------|---|---------------------|----------------|----------|
| <b>1-4 FAMILY, CONDO, PUD, COOP</b> |   |                     |                |          |
| OCCUPANCY                           | UNITS   | MAXIMUM LOAN AMOUNT | MAX LTV & CLTV | MIN FICO |
| <b>PRIMARY RESIDENCE</b>            | <b>PURCHASE &amp; RATE/TERM REFINANCE</b>                               |                     |                |          |
|                                     | 1   | \$1,000,000         | 80%            | 660      |
|                                     | 1   | \$1,500,000         | 75%            | 660      |
|                                     | 1   | \$2,000,000         | 80%            | 720      |
|                                     | 1   | \$2,500,000         | 75%            | 740      |
|                                     | 1   | \$2,000,000         | 70%            | 700      |
|                                     | 1   | \$3,000,000         | 70%            | 740      |
|                                     | 1   | \$2,500,000         | 60%            | 720      |
|                                     | 2-4   | \$1,500,000         | 75%            | 700      |
|                                     | 2-4   | \$2,000,000         | 75%            | 720      |
|                                     | 2-4   | \$2,000,000         | 70%            | 700      |
|                                     | 2-4   | \$1,500,000         | 65%            | 680      |
|                                     | <b>CASH-OUT REFINANCE (maximum cash-out proceeds up to \$1,000,000)</b> |                     |                |          |
|                                     | 1   | \$1,000,000         | 80%            | 740      |
|                                     | 1   | \$1,500,000         | 75%            | 700      |
|                                     | 1   | \$2,000,000         | 75%            | 720      |
|                                     | 1   | \$1,500,000         | 70%            | 660      |
|                                     | 1   | \$2,000,000         | 70%            | 700      |
|                                     | 1   | \$2,500,000         | 70%            | 740      |
|                                     | 1   | \$3,000,000         | 65%            | 740      |
| 1                                   | \$2,500,000   | 60%                 | 720            |          |
| 2-4                                 | \$2,000,000   | 70%                 | 700            |          |
| 2-4                                 | \$2,000,000   | 65%                 | 680            |          |
| 2-4                                 | \$2,500,000   | 65%                 | 700            |          |
| <b>SECOND OR VACATON HOME</b>       | <b>PURCHASE &amp; RATE/TERM REFINANCE</b>                               |                     |                |          |
|                                     | 1   | \$1,500,000         | 75%            | 700      |
|                                     | 1   | \$2,000,000         | 75%            | 720      |
|                                     | 1   | \$2,000,000         | 70%            | 700      |
|                                     | <b>CASH-OUT REFINANCE (maximum cash-out proceeds up to \$1,000,000)</b> |                     |                |          |
| 1                                   | \$2,000,000   | 60%                 | 700            |          |

|       |   |
|-------|---|
| NOTES | <ul style="list-style-type: none"><li>• LTVs &gt; 75% are Limited to 1-Unit Properties (SFH, PUD, Condo, Coop)</li><li>• Second Homes: 2-4 Unit Properties are Ineligible.</li><li>• Non-Warrantable Projects:<ul style="list-style-type: none"><li>○ Purchase &amp; Rate/Term: Max 75% LTV</li><li>○ Cash-Out: Max 70% LTV</li></ul></li><li>• <u>ITIN Borrowers Overlays:</u><ul style="list-style-type: none"><li>○ Max Loan Amount: \$1,000,000</li><li>○ LTVs &gt; 75% Require Minimum 680 FICO</li><li>○ Cash-Out: Max 75% LTV</li><li>○ No Coops</li></ul></li></ul> |
|-------|---|

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Owner Occupied - Lite Doc**  
[Refer also to Master Underwriting Guidelines beginning on p.32](#)

### Minimum Loan Amount:

- \$150,000
- Texas 50(a)(6) - Primary Cash-Out Refinance - \$250,000

### Eligible Properties:

- Primary Residence: SFH, 2-4 Family, Condo, PUD, Coop
- Second Home: SFH, Condo, PUD, Coop (2-4 Family not eligible for second home)
- Non-Warrantable Projects:
  - Purchase & Rate/Term: Max 75% LTV
  - Cash-Out: Max 70% LTV
- Rural Properties (Max 20 acres)

### Ineligible Properties:

- Rural Properties with more than 20 acres
- Properties located in HI lava zones 1 & 2.

### Borrower Eligibility:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- ITIN Borrowers\*

### \*ITIN Borrower Overlays:

- Max Loan Amount \$1,000,000
- LTVs > 75% Require Minimum 680 FICO
- Cash-Out Refinances: Max 75% LTV
- No Coops

### Ineligible Borrowers:

- Foreign Nationals
- Corporations and LLCs

### ARM Caps, Margin, Index:

- 6% Cap after initial fixed period
- 2% Cap per each adjustment
- 6% Cap lifetime cap
- Floor: Equal to Margin
- Index: 30-day Average SOFR (adjusting every 6 months)
- Margin: 4.50%

### Debt to Income Ratio ("DTI"):

- Max 50% DTI Ratio.
- 2-4 Family: May add 75% of the non-owner-occupied units' gross rent to borrower's total qualifying income (based on lower of market rents per appraisal or actual documented rents).

### Employment/Income Documentation:

#### ○ Wage-Earning Borrowers

- Written Verification of Employment (VOE) requested by Quontic verifying at least two years of employment and current income only (prior years' income is not required). VOE must be completed and signed by employer.
- If business is family-owned, VOE must be completed and signed by the business's CPA/Accountant/Tax Preparer.
- Satisfactory verification of employer's validity to be completed by Quontic. These would include but are not limited to:
  - Google search (or comparable search engine)
  - Reverse phone search
  - Corp/LLC search per State Registry
  - Filed Articles of Organization/Incorporation, Operating Agreement, or Bylaws

Quontic staff to make notation/explanation on the 1008 is required if there are no returns when attempting an internet search.

#### ○ Self-Employed Borrowers – Business Income / Validation:

- Must be self-employed for at least 1 year and in the same line of business for at least 2 years.
- Business License / Registration / Certification / Credentials to be provided, if applicable.
- An internet search or other satisfactory verification of the business is required with documentation to be included in the credit file to support the business's existence. These would include but are not limited to:
  - Google search (or comparable search engine)
  - Reverse phone search
  - Corp/LLC search per State Registry
  - Filed Articles of Organization/Incorporation, Operating Agreement, or Bylaws

Quontic staff to make notation/explanation on the 1008 is required if there are no returns when attempting an internet search.

#### ○ Self-Employed Borrower – CPA/Accountant/Tax Preparer/Enrolled Agent – Income Verification

- CPA/Accountant/Tax Preparer/Enrolled Agent's letter confirming:
  - Length of relationship with borrower
  - Borrower's position/title
  - Ownership percentage of company
  - Business inception date, and
  - Statement on good standing of the borrower's business
- CPA/Accountant/Tax Preparer/Enrolled Agent prepared 12-month Profit & Loss Statement (P&L) for a period ending within 90 days of closing.
- Letter and P&L must be dated and signed on accounting firm's letterhead evidencing signer's contact information, or completed using Quontic Profit & Loss and Self-Employment Letter forms. CPA/Accountant/Tax Preparer/Enrolled Agent must have a valid PTIN (preparer tax identification number). Letter and/or P&L must not contain any exculpatory language that may compromise the integrity of the information provided.
- CPA/Accountant/Tax Preparer/Enrolled Agent must have an existing relationship with the borrower for at least one (1) year or have filed the borrower's most recent tax return. Quontic reserves the right to request additional information such as accepting a letter and P&L from a preparer with a shorter relationship history or from a preparer that did not file borrower's last tax return. This would be accompanied with a satisfactory explanation and supporting documentation establishing the accountant-client relationship. Examples may include but are not limited to: completing borrower's business IRS Form 941 for the most recent quarter, review of last 12-months' business documents to produce P&L and intent to file next year's returns, etc.
- Satisfactory verification of business and CPA/Accountant/Tax Preparer/Enrolled Agent validity to

be completed and documented by Quontic staff. Examples of verifications would include but not be limited to:

- PTIN search <https://www.ptindirectory.com/membership-certificates.cfm>
- CPA verification <https://cpaverify.org/> (CPA's only)
- IRS website

**Other Real Estate Owned:**

- See Master Guidelines for general requirements.
- Section VI Assets and Liabilities Schedule of Real Estate Owned of the 1003 application must be fully completed to include the following information:
  - Present Market Value
  - Amount of Mortgages & Liens
  - Gross Rental Income (note: will use 75% to qualify loan)
  - Mortgage Payments
  - Other Expenses not escrowed in mortgage payment (taxes, insurance, HOA, etc.)
- If using rental income from other real estate owned to qualify, CPA/Accountant/Tax Preparer/Enrolled Agent to provide signed and dated letter on accounting firm's letterhead or completed Quontic Rental Income Form confirming all properties owned by the borrower and the monthly/annual gross rental income from each of those properties.
- Verification of properties owned free-and-clear is required.

**Cash Reserve Requirements:**

| LTV/CLTV                  | Minimum Reserve Requirement |
|---------------------------|-----------------------------|
| Less than or equal to 65% | 0 months PITIA              |
| Greater than 65%          | 3 months PITIA              |

- **Cash Reserves Notes:**
  - Gifts may NOT be used to meet the reserve requirements (however, gifts can still be used towards the down payment and closing costs). Reserves must come from borrower funds.
  - Cash-out proceeds may ONLY be used and applied towards Reserves, if:
    - LTV is 70% or less; and
    - FICO is 720 or greater.
  - Reserve requirements apply to subject property PITIA only.
  - Borrowers who own other financed properties are required to evidence an additional 1 month of PITIA reserves for the subject property for each additional financed property, capped at a maximum total of 18 months PITIA reserves.

**Maximum Cash-Out Proceeds:**

| LTV/CLTV                  | Maximum Cash-in-Hand Proceeds |
|---------------------------|-------------------------------|
| Less than or equal to 60% | \$1,000,000                   |
| Greater than 60%          | \$500,000                     |

| <b>Owner Occupied - ASSET UTILIZATION</b> |   |                            |                           |                 |
|---|---|----------------------------|---------------------------|-----------------|
| <b>1-4 FAMILY, CONDO, PUD, COOP</b>       |   |                            |                           |                 |
| <b>OCCUPANCY</b>                          | <b>UNITS</b>  | <b>MAXIMUM LOAN AMOUNT</b> | <b>MAX LTV &amp; CLTV</b> | <b>MIN FICO</b> |
| <b>PRIMARY RESIDENCE</b>                  | <b>PURCHASE &amp; RATE/TERM REFINANCE</b>                               |                            |                           |                 |
|   | 1   | \$1,000,000                | 80%                       | 660             |
|   | 1   | \$1,500,000                | 75%                       | 660             |
|   | 1   | \$2,000,000                | 80%                       | 720             |
|   | 1   | \$2,500,000                | 75%                       | 740             |
|   | 1   | \$2,000,000                | 70%                       | 700             |
|   | 1   | \$3,000,000                | 70%                       | 740             |
|   | 1   | \$2,500,000                | 60%                       | 720             |
|   | 2-4   | \$1,500,000                | 75%                       | 700             |
|   | 2-4   | \$2,000,000                | 75%                       | 720             |
|   | 2-4   | \$2,000,000                | 70%                       | 700             |
|   | 2-4   | \$1,500,000                | 65%                       | 680             |
|   | <b>CASH-OUT REFINANCE (maximum cash-out proceeds up to \$1,000,000)</b> |                            |                           |                 |
|   | 1   | \$1,000,000                | 80%                       | 740             |
|   | 1   | \$1,500,000                | 75%                       | 700             |
|   | 1   | \$2,000,000                | 75%                       | 720             |
|   | 1   | \$1,500,000                | 70%                       | 660             |
|   | 1   | \$2,000,000                | 70%                       | 700             |
|   | 1   | \$2,500,000                | 70%                       | 740             |
|   | 1   | \$3,000,000                | 65%                       | 740             |
|   | 1   | \$2,500,000                | 60%                       | 720             |
|   | 2-4   | \$2,000,000                | 70%                       | 700             |
|   | 2-4   | \$2,000,000                | 65%                       | 680             |
| 2-4                                       | \$2,500,000   | 65%                        | 700                       |                 |
| <b>SECOND OR VACATON HOME</b>             | <b>PURCHASE &amp; RATE/TERM REFINANCE</b>                               |                            |                           |                 |
|   | 1   | \$1,500,000                | 75%                       | 700             |
|   | 1   | \$2,000,000                | 75%                       | 720             |
|   | 1   | \$2,000,000                | 70%                       | 700             |
|   | <b>CASH-OUT REFINANCE (maximum cash-out proceeds up to \$1,000,000)</b> |                            |                           |                 |
| 1   | \$2,000,000   | 60%                        | 700                       |                 |



|                     |   |
|---------------------|---|
| <p><b>NOTES</b></p> | <ul style="list-style-type: none"><li>• LTVs &gt; 75% are Limited to 1-Unit Properties (SFH, PUD, Condo, Coop)</li><li>• Second Homes: 2-4 Unit Properties are Ineligible.</li><li>• Non-Warrantable Projects:<ul style="list-style-type: none"><li>○ Purchase &amp; Rate/Term: Max 75% LTV</li><li>○ Cash-Out: Max 70% LTV</li></ul></li></ul> |
|---------------------|---|

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Owner Occupied - Asset Utilization**  
Refer also to **Master Underwriting Guidelines** beginning on p.32

### Minimum Loan Amount:

- \$150,000
- Texas 50(a)(6) - Primary Cash-Out Refinance - \$250,000

### Eligible Properties:

- Primary Residence: SFH, 2-4 Family, Condo, PUD, Coop
- Second Home: SFH, Condo, PUD, Coop (2-4 Family not eligible for Second Home)
- Non-Warrantable Projects:
  - Purchase & Rate/Term: Max 75% LTV
  - Cash-Out: Max 70% LTV
- Rural Properties (max 20 acres)

### Ineligible Properties:

- Rural Properties with more than 20 acres
- Properties located in HI lava zones 1 & 2.

### Borrower Eligibility:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.

### Ineligible Borrowers:

- ITINs
- Foreign Nationals
- Corporations and LLCs

### ARM Caps, Margin, Index:

- 6% Cap after initial fixed period
- 2% Cap per each adjustment
- 6% Cap lifetime cap
- Floor: Equal to Margin
- Margin: 4.50%
- Index: 30-day Average SOFR (adjusting every 6 months)

### Debt to Income Ratio ("DTI"):

- Max 50% DTI Ratio.
- 2-4 Family: May add 75% of the non-owner-occupied units' gross rent to borrower's total qualifying income (based on lower of market rents per appraisal or actual documented rents).

### Employment/Income Documentation:

- **No statement of Employment on 1003. No Employment documentation or verification required.**
- Total qualifying monthly income will be calculated by adding all eligible, post-closing eligible assets

at their utilization factor (below), divided by 60 months.

- Funds required for down payment, closing costs, and/or minimum reserve requirements will be deducted from the total assets and may not be utilized in the income calculation.
- A recent account statement for each eligible asset used to qualify the borrower must be provided. Statement(s) must be within 90 days of the closing date.

**Eligible Assets & Utilization Factor:**

- Assets in Liquid Cash accounts, such as Checking, Savings, Money Market, Certificate of Deposit = 100% of value
- Assets in Brokerage, Mutual Funds, Securities, Publicly Traded Stocks and Bonds, Mutual Funds = 90% of vested value
- Assets in Crypto Currencies = 40% of US Dollar value
- Assets in Retirement, IRA, Roth accounts =
  - 70% of vested value if borrower is younger than 59 ½ years in age
  - 90% of vested value if borrower is older than 59 ½ years in age
- Assets are not required to be liquidated unless 100% of the asset value is required to qualify.
- Gift funds are ineligible to be used towards the income calculation. However, gift funds are acceptable to be used for down payment and/or closing costs. See Master Guidelines for general gift documentation requirements.
- Cash-out proceeds are ineligible to be used towards the income calculation. However, cash-out proceeds may still be used and applied towards the minimum reserve requirements (to follow).

**Other Real Estate Owned:**

- See Master Guidelines for general requirements.
- Section VI Assets and Liabilities Schedule of Real Estate Owned of the 1003 application must be fully completed to include the following information:
  - Present Market Value
  - Amount of Mortgages & Liens
  - Gross Rental Income (note: will use 75% to qualify loan)
  - Mortgage Payments
  - Other Expenses not escrowed in mortgage payment (taxes, insurance, HOA, etc.)
- If using rental income from other real estate owned to qualify, CPA/Accountant/Tax Preparer/Enrolled Agent to provide signed and dated letter on accounting firm’s letterhead or completed Quontic Rental Income Form confirming all properties owned by the borrower and the monthly/annual gross rental income from each of those properties.
- Verification of properties owned free-and-clear is required.

**Cash Reserve Requirements:**

| LTV/CLTV                  | Minimum Reserve Requirement |
|---------------------------|-----------------------------|
| Less than or equal to 65% | 0 months PITIA              |
| Greater than 65%          | 3 months PITIA              |

- **Cash Reserves Notes:**
  - Gifts may NOT be used to meet the reserve requirements (however, gifts can still be used towards the down payment and closing costs). Reserves must come from borrower funds.
  - Cash-out proceeds may ONLY be used and applied towards Reserves if:
    - LTV is 70% or less; and
    - FICO is 720 or greater.

- Reserve requirements apply to subject property PITIA only.
- Borrowers who own other financed properties are required to evidence an additional 1 month of PITIA reserves for the subject property for each additional financed property, capped at a maximum total of 18 months PITIA reserves.

**Maximum Cash-Out Proceeds:**

| LTV/CLTV                  | Maximum Cash-in-Hand Proceeds |
|---------------------------|-------------------------------|
| Less than or equal to 60% | \$1,000,000                   |
| Greater than 60%          | \$500,000                     |

| <b>Investor - LITE DOC</b><br><b>1-4 FAMILY, CONDO, PUD</b> |  |                        |                       |                         |
|---|--|------------------------|-----------------------|-------------------------|
| OCCUPANCY   | UNITS  | MAXIMUM<br>LOAN AMOUNT | MAXIMUM<br>LTV & CLTV | MINIMUM<br>CREDIT SCORE |
| NON-OWNER OCCUPIED  | <b>PURCHASE &amp; RATE/TERM REFINANCE</b>  |                        |                       |                         |
|   | 1-4  | \$2,000,000            | 75%                   | 700                     |
|   | 1-4  | \$3,000,000            | 70%                   | 700                     |
|   | 1-4  | \$2,000,000            | 70%                   | 680                     |
|   | 1-4  | \$3,000,000            | 65%                   | 680                     |
|   | 1-4  | \$2,000,000            | 60%                   | 660                     |
|   | <b>CASH OUT REFINANCE (maximum cash-out proceeds up to \$500,000)</b>  |                        |                       |                         |
|   | 1-4  | \$2,000,000            | 70%                   | 700                     |
|   | 1-4  | \$3,000,000            | 65%                   | 700                     |
|   | 1-4  | \$2,000,000            | 65%                   | 680                     |
|   | 1-4  | \$3,000,000            | 60%                   | 680                     |
| NOTES   | <ul style="list-style-type: none"> <li>Investment Properties located in the following States are limited to ARM products ONLY: AK, DC, IL, KS, MI, MN, NJ, NM, RI, PA</li> </ul> |                        |                       |                         |

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Investor – Lite Doc**  
Refer also to Master Underwriting Guidelines beginning on p.32

### Minimum Loan Amount:

- \$150,000

### Eligible Properties:

- SFH, 2-4 Family, Condo, PUD
- Rural Properties (Max 5 acres)

### Ineligible Properties:

- Coops
- Rural Properties with more than 5 acres
- Properties located in HI lava zones 1 & 2.

### Borrower Eligibility:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- Corporations and LLCs
- First-Time Homebuyers

### Ineligible Borrowers:

- ITIN Borrowers
- Foreign Nationals

### ARM Caps, Margin, Index:

- 6% Cap after initial fixed period
- 2% Cap per each adjustment
- 6% Cap lifetime cap
- Floor: Equal to Margin
- Margin: 5.00%
- Index: 30-day Average SOFR (adjusting every 6 months)

### Debt to Income Ratio ("DTI"):

- Max 50% DTI Ratio.

### Rental Income:

- Rental income used for qualifying purposes will be 75% of either the lesser of the documented rent or market rent per the appraisal.

### Employment/Income Documentation:

- Wage-Earning Borrowers
  - Written Verification of Employment (VOE) requested by Quontic verifying at least two years of employment and current income only (prior years' income is not required). VOE must be completed and signed by employer.
  - If business is family owned, VOE must be completed and signed by the business's

CPA/Accountant/Tax Preparer.

- Satisfactory verification of employer’s validity to be completed by Quontic staff. These would include but are not limited to:
  - Google search (or comparable search engine)
  - Reverse phone search
  - Corp/LLC search per State Registry
  - Filed Articles of Organization/Incorporation, Operating Agreement, or Bylaws
 Quontic staff to make notation/explanation on the 1008 is required if there are no returns when attempting an internet search.
  
- Self-Employed Borrowers – Business Income / Validation:
  - Must be self-employed for at least 1 year and in the same line of business for at least 2 years.
  - Business License / Registration / Certification / Credentials to be provided, if applicable.
  - An internet search or other satisfactory verification of the business is required with documentation to be included in the credit file to support the business’s existence. Examples of verification sources would include but not be limited to:
    - Google search (or comparable search engine)
    - Reverse phone search
    - Corp/LLC search per State Registry
    - Filed Articles of Organization/Incorporation, Operating Agreement, or Bylaws
    - Quontic staff notation/explanation on the 1008 is required if there are no returns when attempting an internet search.
  
- Self-Employed Borrower – CPA/Accountant/Tax Preparer/Enrolled Agent – Income Verification
  - CPA/Accountant/Tax Preparer/Enrolled Agent’s letter confirming:
    - Length of relationship with borrower
    - Borrower’s position/title
    - Ownership percentage of company
    - Business inception date, and
    - Statement on the good standing of the borrower’s business
  - CPA/Accountant/Tax Preparer/Enrolled Agent-prepared 12-month Profit & Loss Statement (P&L) for a period ending within 90 days of closing.
  - Letter and P&L must be dated and signed on accounting firm’s letterhead evidencing signer’s contact information, or completed using Quontic Profit & Loss and Self-Employment Letter forms. CPA/Accountant/Tax Preparer/Enrolled Agent must have a valid PTIN (preparer tax identification number). Letter and/or P&L must not contain any exculpatory language that may compromise the integrity of the information provided.
  - CPA/Accountant/Tax Preparer/Enrolled Agent must have an existing relationship with the borrower for at least one (1) year or have filed the borrower’s most recent tax return. Quontic reserves the right to request additional information such as accepting a letter and P&L from a preparer with a shorter relationship history or from a preparer that did not file borrower’s last tax return. This would be accompanied with a satisfactory explanation and supporting documentation establishing the accountant-client relationship. Examples may include but are not limited to: completing borrower’s business IRS Form 941 for the most recent quarter, review of last 12-months’ business documents to produce P&L and intent to file next year’s returns, etc.
  - Satisfactory verification of business and CPA/Accountant/Tax Preparer/Enrolled Agent validity to be completed and documented by Quontic staff. Some verification would include:
    - PTIN search <https://www.ptindirectory.com/membership-certificates.cfm>
    - CPA verification <https://cpaverify.org/> (CPA’s only)

- IRS website

**Other Real Estate Owned:**

- See Master Guidelines for general requirements.
- Section VI Assets and Liabilities Schedule of Real Estate Owned of the 1003 application must be fully completed to include the following information:
  - Present Market Value
  - Amount of Mortgages & Liens
  - Gross Rental Income (note: will use 75% to qualify loan)
  - Mortgage Payments
  - Other Expenses not escrowed in mortgage payment (taxes, insurance, HOA, etc.)
- If using rental income from other real estate owned to qualify, CPA/Accountant/Tax Preparer/Enrolled Agent to provide signed and dated letter on accounting firm’s letterhead or completed Quontic Rental Income Form confirming all properties owned by the borrower and the monthly/annual gross rental income from each of those properties.
- Verification of properties owned free-and-clear is required.

**Cash Reserve Requirements:**

| Loan Amount                     | Minimum Reserve Requirement |
|---------------------------------|-----------------------------|
| Less than or equal to \$500,000 | 3 months PITIA              |
| \$500,001 - \$1,500,000         | 6 months PITIA              |
| Greater than \$1,500,000        | 12 months PITIA             |

- **Cash Reserves Notes:**
  - Cash-out proceeds may be used and applied towards Reserves.
  - Reserve requirements above apply to subject property PITIA.
  - Borrowers who own other financed investment properties are required to evidence an additional 2 months of PITIA reserves for each of those properties.
  - Gifts may NOT be used to meet the reserve requirements. Reserves must come from borrower-sourced funds.

**Maximum Cash-in-Hand Proceeds:**

- \$500,000

**Additional Disclosures Required:**

- Borrower Statement of Occupancy
- Borrower Statement of Business Purpose
- Certification of Beneficial Owners of Legal Entities (if loan under an entity)



| Investor - ASSET UTILIZATION<br>1-4 FAMILY, CONDO, PUD |  |  |                       |                         |
|--|--|--|-----------------------|-------------------------|
| OCCUPANCY  | UNITS  | MAXIMUM<br>LOAN AMOUNT   | MAXIMUM<br>LTV & CLTV | MINIMUM<br>CREDIT SCORE |
| NON-OWNER OCCUPIED                                     | PURCHASE & RATE/TERM REFINANCE                                 |  |                       |                         |
|  | 1-4  | \$2,000,000  | 75%                   | 700                     |
|  | 1-4  | \$3,000,000  | 70%                   | 700                     |
|  | 1-4  | \$2,000,000  | 70%                   | 680                     |
|  | 1-4  | \$3,000,000  | 65%                   | 680                     |
|  | 1-4  | \$2,000,000  | 60%                   | 660                     |
|  | CASH OUT REFINANCE (maximum cash-out proceeds up to \$500,000) |  |                       |                         |
|  | 1-4  | \$2,000,000  | 70%                   | 700                     |
|  | 1-4  | \$3,000,000  | 65%                   | 700                     |
|  | 1-4  | \$2,000,000  | 65%                   | 680                     |
|  | 1-4  | \$3,000,000  | 60%                   | 680                     |
|  | NOTES  | <ul style="list-style-type: none"> <li>Investment Properties located in the following States are limited to ARM products ONLY: AK, DC, IL, KS, MI, MN, NJ, NM, RI, PA</li> </ul> |                       |                         |

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Investor – Asset Utilization**  
**Refer also to Master Underwriting Guidelines beginning on p.32**

### Minimum Loan Amount:

- \$150,000

### Eligible Properties:

- SFH, 2-4 Family, Condo, PUD
- Rural Properties (Max 5 acres)

### Ineligible Properties:

- Coops
- Rural Properties with more than 5 acres
- Properties located in HI lava zones 1 & 2.

### Borrower Eligibility:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- Corporations and LLCs
- First-Time Homebuyers

### Ineligible Borrowers:

- ITIN Borrowers
- Foreign Nationals

### ARM Caps, Margin, Index:

- 6% Cap after initial fixed period
- 2% Cap per each adjustment
- 6% Cap lifetime cap
- Floor: Equal to Margin
- Margin: 5.00%
- Index: 30-day Average SOFR (adjusting every 6 months)

### Debt to Income Ratio ("DTI"):

- Max 50% DTI Ratio.

### Rental Income:

- Rental income used for qualifying purposes will be 75% of either the lesser of the documented rent or market rent per the appraisal.

### Employment/Income Documentation:

- **No statement of Employment on 1003. No Employment documentation or verification required.**
- Total qualifying monthly income will be calculated by adding all eligible, post-closing eligible assets at their utilization factor (below), divided by 60 months.
- Funds required for down payment, closing costs, and/or minimum reserve requirements will be

deducted from the total assets and may not be utilized in the income calculation.

- A recent account statement for each eligible asset used to qualify the borrower must be provided. Statement(s) must be within 90 days of the closing date.

**Eligible Assets & Utilization Factor:**

- Assets in Liquid Cash accounts, such as Checking, Savings, Money Market, Certificate of Deposit = 100% of value
- Assets in Brokerage, Mutual Funds, Securities, Publicly Traded Stocks and Bonds, Mutual Funds = 90% of vested value
- Assets in Crypto Currencies = 40% of US Dollar value
- Assets in Retirement, IRA, Roth accounts =
  - 70% of vested value if borrower is younger than 59 ½ years in age
  - 90% of vested value if borrower is older than 59 ½ years in age
- Assets are not required to be liquidated unless 100% of the asset value is required to qualify.
- Gift funds are ineligible to be used towards the income calculation. However, gift funds are acceptable to be used for down payment and/or closing costs. See Master Guidelines for general gift documentation requirements.
- Cash-out proceeds are ineligible to be used towards the income calculation. However, cash-out proceeds may still be used and applied towards the minimum reserve requirements (to follow).

**Other Real Estate Owned:**

- See Master Guidelines for general requirements.
- Section VI Assets and Liabilities Schedule of Real Estate Owned of the 1003 application must be fully completed to include the following information:
  - Present Market Value
  - Amount of Mortgages & Liens
  - Gross Rental Income (note: will use 75% to qualify loan)
  - Mortgage Payments
  - Other Expenses not escrowed in mortgage payment (taxes, insurance, HOA, etc.)
- If using rental income from other real estate owned to qualify, CPA/Accountant/Tax Preparer/Enrolled Agent to provide signed and dated letter on accounting firm’s letterhead or completed Quontic Rental Income Form confirming all properties owned by the borrower and the monthly/annual gross rental income from each of those properties.
- Verification of properties owned free-and-clear is required.

**Cash Reserve Requirements:**

| Loan Amount                     | Minimum Reserve Requirement |
|---------------------------------|-----------------------------|
| Less than or equal to \$500,000 | 3 months PITIA              |
| \$500,001 - \$1,500,000         | 6 months PITIA              |
| Greater than \$1,500,000        | 12 months PITIA             |

- **Cash Reserves Notes:**
  - Cash-out proceeds may be used and applied towards Reserves.
  - Reserve requirements above apply to subject property PITIA.
  - Borrowers who own other financed investment properties are required to evidence an additional 2 months of PITIA reserves for each of those properties.



- Gifts may NOT be used to meet the reserve requirements. Reserves must come from borrower-sourced funds.

**Maximum Cash-in-Hand Proceeds:**

- \$500,000

**Additional Disclosures Required:**

- Borrower Statement of Occupancy
- Borrower Statement of Business Purpose
- Certification of Beneficial Owners of Legal Entities (if loan under an entity)

| <b>Investor - DEBT SERVICE COVERAGE RATIO (DSCR)<br/>1-4 FAMILY, CONDO, PUD</b> |   |  |                |                         |                 |
|---|---|--|----------------|-------------------------|-----------------|
| OCCUPANCY   | UNITS   | MAXIMUM<br>LOAN AMOUNT   | MAXIMUM<br>LTV | MINIMUM<br>CREDIT SCORE | MINIMUM<br>DSCR |
| <b>NON-OWNER<br/>OCCUPIED</b>   | <b>PURCHASE &amp; RATE/TERM REFINANCE</b>                             |  |                |                         |                 |
|   | 1-4   | \$1,000,000  | 80%            | 700                     | 1.00x           |
|   | 1-4   | \$1,000,000  | 75%            | 660                     | 1.00x           |
|   | 1-4   | \$2,000,000  | 75%            | 700                     | 1.00x           |
|   | 1-4   | \$2,000,000  | 70%            | 680                     | 1.00x           |
|   | 1-4   | \$1,000,000  | 70%            | 700                     | 0.75x           |
|   | 1-4   | \$1,000,000  | 65%            | 680                     | 0.75x           |
|   | 1-4   | \$2,000,000  | 65%            | 700                     | 0.75x           |
|   | 1-4   | \$2,000,000  | 60%            | 680                     | 0.75x           |
|   | <b>CASH OUT REFINANCE (maximum cash-out proceeds up to \$500,000)</b> |  |                |                         |                 |
|   | 1-4   | \$1,000,000  | 75%            | 700                     | 1.00x           |
|   | 1-4   | \$1,000,000  | 70%            | 680                     | 1.00x           |
|   | 1-4   | \$1,000,000  | 60%            | 660                     | 1.00x           |
|   | 1-4   | \$2,000,000  | 70%            | 700                     | 1.00x           |
|   | 1-4   | \$2,000,000  | 65%            | 680                     | 1.00x           |
|   | <b>NOTES</b>  | <ul style="list-style-type: none"> <li>• First Time Homebuyers Not Permitted.</li> <li>• First Time Investors: <ul style="list-style-type: none"> <li>○ Max 75% LTV.</li> <li>○ Defined as borrowers without 12-month history of investment property ownership in the most recent 12 months.</li> </ul> </li> <li>• Investment Properties located in the following States are limited to ARM products ONLY: AK, DC, IL, KS, MI, MN, NJ, NM, RI, PA</li> <li>• Loan Program unavailable for subject properties located in HI lava zones 1 &amp; 2.</li> <li>• Non-Warrantable Condos: Max 75% LTV</li> <li>• Interest-Only loans: <ul style="list-style-type: none"> <li>○ Max 75% LTV</li> <li>○ Minimum 1.00x DSCR</li> </ul> </li> <li>• Subordinate Financing Not Permitted.</li> </ul> |                |                         |                 |

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Investor - DSCR**  
Refer also to Master Underwriting Guidelines beginning on p.32

### Minimum Loan Amount:

- DSCR  $\geq$  1.00x: \$150,000
- DSCR < 1.00x: \$250,000

### Eligible Properties:

- SFH, 2-4 Family, Condo, PUD
- Non-Warrantable Condos (Max 75% LTV)
- Rural Properties (Max 5 acres)

### Ineligible Properties:

- Coops
- Rural Properties with more than 5 acres
- Properties located in HI lava zones 1 & 2.

### Eligible Borrowers:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- Corporations and LLCs vested in name of Guarantor(s)

### Ineligible Borrowers:

- First Time Homebuyers
- ITIN Borrowers
- Foreign Nationals

### Borrower Eligibility:

- All borrowers must maintain a primary residence. Evidence of primary occupancy is required.
- First-Time Homebuyers:
  - Not Permitted.
  - A First-Time Homebuyer is defined as a borrower who had no ownership interest in a residential property in the United States during the preceding 3-year period. If a borrower has not owned a property in the last 3 years but can document ownership in the preceding 5-year period, the previous criteria is waived.
- First Time Investors:
  - Max 75% LTV.
  - A First-Time Investor is defined as a borrower who have not owned at least one investment property for at least 12 months anytime during the most recent 12-month period.

### ARM Caps, Margin, Index:

- 2% Cap after initial fixed period
- 1% Cap per each adjustment
- 6% Cap lifetime cap
- Floor: Equal to Margin
- Margin: 6.000%
- Index: 30-day Average SOFR (adjusting every 6 months)

### **Debt Service Coverage Ratio (DSCR):**

- DSCR minimums are subject to Loan Amount, LTV, and FICO requirements. Refer to Matrix above.
- **Fully Amortized Loans:**
  - Long-Term Rentals: DSCR is calculated using the Gross Rental Income divided by the proposed PITI(A) payment (Principal, Interest, Real Estate Taxes, Insurance, and HOA (if applicable)).
  - Short-Term Rentals: DSCR is calculated using the [Gross Rental Income x 20%] divided by the proposed PITI(A) payment (Principal, Interest, Real Estate Taxes, Insurance, and HOA (if applicable)).
- **Interest Only Loans:**
  - Long-Term Rentals: DSCR is calculated using the Gross Rental Income divided by the proposed ITI(A) payment (Interest, Real Estate Taxes, Insurance, and HOA (if applicable)).
  - Short-Term Rentals: DSCR is calculated using the [Gross Rental Income x 20%] divided by the proposed ITI(A) payment (Interest, Real Estate Taxes, Insurance, and HOA (if applicable)).
- Rental income used for qualifying purposes will be either the lesser of the documented rent or market rent per the appraisal.

### **Subject Long-Term Rental Income:**

- Long-Term Rental Income is defined as any term between 'month-to-month' and 12 months.
- Qualify using the lower of the (a) executed lease agreement or (b) market rent from FNMA Form 1007 or Form 1025, as applicable. If the executed lease agreement reflects a higher monthly rent, it may be used in the calculation when evidence of receipt of the higher amount for the 3 most recent, consecutive months is provided.
- Loan-term Accessory Dwelling Unit (ADU) Income from permitted ADU may be included in the gross rental income per documentation requirements above. Security deposits that have drawn by the landlord in lieu of one or more rental payments will not qualify as monthly rental payment. Follow Fannie Mae for all appraisal requirements.

### **Subject Short-Term Rental Income:**

- Short-term term rentals are properties which are leased on a nightly, weekly, monthly, or seasonal basis. Short-term rental income received directly from a home-sharing service (such as Airbnb or VRBO) or property management services may be used for qualification when any of the following requirements are met:
  - 12 months evidence of receipt via the home-sharing service or property management company.
    - Receipt must identify the subject property/unit and all rents collected for the previous 12-months. Rental income used will be net of any management or vendor fees.
    - Property ownership report obtained and proof of property listing on service provider website.
  - Bank statement deposits clearly evidencing short-term rental deposits.
    - Bank statement deposits must be supported by rental records for subject property/unit to support the monthly rental activity for the previous 12-months.
    - Property ownership report obtained and proof of property listing on service provider website.
  - Appraisal form 1007 or 1025 Comparable Rent Schedule prepared by the appraiser reflecting short-term market rents.
- A 20% expense factor will be applied to gross rents (after management/vendor fees) to account for operational costs associated with managing short-term rental properties such as marketing, cleaning, furnishing, vacancy, etc.

**Global DSCR:**

- **None.** Calculation not required.

**Employment/Income Documentation:**

- No statement of Employment or Income on the 1003. No documentation or verification required.

**Other Real Estate Owned:**

- All real estate owned (REO) must be listed on the on Schedule of Real Estate Owned on the 1003. See Master Guidelines for general requirements.
- Max Financed Properties: 20
  - A financed property is defined as a property in which the borrower is personally obligated on the mortgage. Each borrower may not have more than either:
    - an aggregate unpaid principal balance amount of \$5MM or;
    - 10 loans (including the subject property) financed with Quontic or investor partners.

**Gift Funds:**

- Gift funds are permitted to be used for down payment and closing costs, after the borrower has documented a 10% minimum borrower contribution.

**Cash Reserve Requirements:**

| Loan Amount                              | Minimum Reserve Requirement |
|--|-----------------------------|
| Less than or equal to \$1,000,000        | 3 months PITIA              |
| Greater than \$1,000,000                 | 6 months PITIA              |
| DSCR < 1.00x (regardless of Loan Amount) | 6 months PITIA              |

- **Cash Reserves Notes:**
  - Cash-out proceeds may be used and applied towards Reserves.
  - Reserve requirements above apply to subject property payment only.

**Maximum Cash-in-Hand Proceeds:**

- \$500,000

**Additional Disclosures:**

- Borrower Statement of Occupancy
- Borrower Statement of Business Purpose
- Certification of Beneficial Owners of Legal Entities (if loan under an entity)



| <b>Investor - DEBT SERVICE COVERAGE RATIO <i>PLUS</i> (DSCR+)</b> |  |                        |                       |                         |       |
|---|--|------------------------|-----------------------|-------------------------|-------|
| <b>1-4 FAMILY, CONDO, PUD</b>                                     |  |                        |                       |                         |       |
| OCCUPANCY   | UNITS  | MAXIMUM<br>LOAN AMOUNT | MAXIMUM<br>LTV & CLTV | MINIMUM<br>CREDIT SCORE | DSCR  |
| <b>NON-OWNER<br/>OCCUPIED</b>                                     | <b>PURCHASE &amp; RATE/TERM REFINANCE</b>  |                        |                       |                         |       |
|   | 1-4  | \$2,000,000            | 75%                   | 700                     | 1.10x |
|   | 1-4  | \$2,000,000            | 70%                   | 680                     | 1.10x |
|   | <b>CASH OUT REFINANCE (maximum cash-out proceeds up to \$500,000)</b>  |                        |                       |                         |       |
|   | 1-4  | \$2,000,000            | 70%                   | 700                     | 1.10x |
|   | 1-4  | \$2,000,000            | 65%                   | 680                     | 1.10x |
| <b>NOTES</b>  | <ul style="list-style-type: none"> <li>• First Time Homebuyers Permitted.</li> <li>• Investment Properties located in the following States are limited to ARM products ONLY: AK, DC, IL, KS, MI, MN, NJ, NM, RI, PA</li> </ul> |                        |                       |                         |       |

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Investor – DSCR+**  
Refer also to Master Underwriting Guidelines beginning on p.32

### Minimum Loan Amount:

- \$150,000

### Eligible Properties:

- SFH, 2-4 Family, Condo, PUD
- Rural Properties (Max 5 acres)

### Ineligible Properties:

- Coops
- Rural Properties with more than 5 acres
- Properties located in HI lava zones 1 & 2.

### Borrower Eligibility:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- Corporations and LLCs
- First-Time Homebuyers

### Ineligible Borrowers:

- ITIN Borrowers
- Foreign Nationals

### ARM Caps, Margin, Index:

- 6% Cap after initial fixed period
- 2% Cap per each adjustment
- 6% Cap lifetime cap
- Floor: Equal to Margin
- Margin: 5.00%
- Index: 30-day Average SOFR (adjusting every 6 months)

### Rental Income:

- Rental income used for qualifying purposes will be 100% of the lesser of the documented rent or market rent per the appraisal.

### Debt Service Coverage Ratio (“DSCR”) Calculation:

- The DSCR for the Subject Property must be at least **1.10x DSCR** to qualify.
- Gross Rental Income (see below) less the Vacancy Factor evidenced on appraisal form 216 Operating Income Statement to calculate the Effective Gross Income (“EFG”). EFG is then reduced by the subject property’s Operating Expenses, which include Real Estate Taxes, Insurance, HOA (if applicable), and any additional Owner-Paid Expenses evidenced on appraisal form 216 Operating Income Statement, to calculate subject’s Net Operating Income (“NOI”). Lastly the NOI is divided by the proposed Principal and Interest payment of the loan in order to calculate the Debt Service Coverage Ratio (“DSCR”).

**Global DSCR:**

- **None.** Calculation not required.

**Employment/Income Documentation:**

- No statement of Employment or Income on the 1003. No documentation or verification required.

**Other Real Estate Owned:**

- All real estate owned (REO) must be listed on the on Schedule of Real Estate Owned on the 1003. See Master Guidelines for general requirements.

**Cash Reserve Requirements:**

| Loan Amount                     | Minimum Reserve Requirement |
|---------------------------------|-----------------------------|
| Less than or equal to \$500,000 | 3 months PITIA              |
| \$500,001 - \$1,500,000         | 6 months PITIA              |
| Greater than \$1,500,000        | 12 months PITIA             |

- **Cash Reserves Notes:**

- Cash-out proceeds may be used and applied towards Reserves.
- Reserve requirements above apply to subject property PITIA only.
- Gifts may NOT be used to meet the reserve requirements. Reserves must come from borrower-sourced funds.

**Maximum Cash-in-Hand Proceeds:**

- \$500,000

**Additional Disclosures:**

- Borrower Statement of Occupancy
- Borrower Statement of Business Purpose
- Certification of Beneficial Owners of Legal Entities (if loan under an entity)

| <b>Investor – FOREIGN NATIONAL – DEBT SERVICE COVERAGE RATIO <i>PLUS</i> (FN DSCR+)<br/>1-4 FAMILY, CONDO, PUD</b> |  |                        |                       |                         |       |
|--|--|------------------------|-----------------------|-------------------------|-------|
| OCCUPANCY  | UNITS  | MAXIMUM<br>LOAN AMOUNT | MAXIMUM<br>LTV & CLTV | MINIMUM<br>CREDIT SCORE | DSCR  |
| NON-OWNER<br>OCCUPIED  | <b>PURCHASE &amp; RATE/TERM REFINANCE</b>  |                        |                       |                         |       |
|  | 1-4  | \$1,500,000            | 75%                   | N/A                     | 1.10x |
|  | 1-4  | \$2,000,000            | 70%                   | N/A                     | 1.10x |
|  | <b>CASH OUT REFINANCE (maximum cash-out proceeds up to \$500,000)</b>  |                        |                       |                         |       |
|  | 1-4  | \$1,500,000            | 60%                   | N/A                     | 1.10x |
| NOTES  | <ul style="list-style-type: none"> <li>Investment Properties located in the following States are INELIGIBLE: AK, DC, IL, KS, MI, MN, NJ, NM, RI, PA</li> <li>LTVs &gt; 65% are Limited to SFH &amp; PUD Properties Only</li> </ul> |                        |                       |                         |       |

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Investor - Foreign National – DSCR+**  
**Refer also to Master Underwriting Guidelines beginning on p.32**

### Minimum Loan Amount:

- \$150,000

### Eligible Properties:

- SFH, 2-4 Family, Condo, PUD
  - Note: LTVs > 65% are Limited to SFH & PUD Properties Only
- Rural Properties (Max 5 acres)

### Ineligible Properties:

- Properties located in the following States: AK, DC, IL, KS, MI, MN, NJ, NM, RI, PA
- Coops
- Rural Properties with more than 5 acres
- Properties located in HI lava zones 1 & 2.

### Borrower Eligibility:

- Foreign Nationals only.
- Corporations and LLCs vested to the Foreign National individual.
- Borrower cannot live or work in the US.
- Investment properties only; Foreign Nationals are not eligible for owner-occupied properties.
- Borrowers must have valid passport and Visa (if required).
- Borrowers listed on the United States Treasury's OFAC website are not eligible for any Quontic Bank loan program.
- Borrowers with Diplomatic Immunity are not eligible.

### Ineligible Borrowers:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- ITIN Borrowers
- Individuals listed on the United States Treasury's OFAC website
- Individuals with Diplomatic Immunity
- Individuals from Restricted Countries. Please contact your Quontic Account Executive for country restrictions.

### ARM Caps, Margin, Index:

- 6% Cap after initial fixed period
- 2% Cap per each adjustment
- 6% Cap lifetime cap
- Floor: Equal to Margin
- Margin: 5.00%
- Index: 30-day Average SOFR (adjusting every 6 months)

### Subject Rental Income:

- Rental income used for qualifying purposes will be 100% of the lesser of the documented rent or market rent per the appraisal.

**Debt Service Coverage Ratio - Plus (DSCR+):**

- The DSCR for the Subject Property must be at least **1.10x DSCR** to qualify.
- Gross Rental Income (see below) less the Vacancy Factor evidenced on appraisal form 216 Operating Income Statement to calculate the Effective Gross Income (“EFG”). EFG is then reduced by the subject property’s Operating Expenses, which include Real Estate Taxes, Insurance, HOA (if applicable), and any additional Owner-Paid Expenses evidenced on appraisal form 216 Operating Income Statement, to calculate subject’s Net Operating Income (“NOI”). Lastly the NOI is divided by the proposed Principal and Interest payment of the loan in order to calculate the Debt Service Coverage Ratio (“DSCR”).

**Global DSCR:**

- **None.** Calculation not required.

**Employment/Income Documentation:**

- No statement of Employment or Income on the 1003. No documentation or verification required.

**Other Real Estate Owned:**

- All real estate owned (REO) must be listed on the on Schedule of Real Estate Owned on the 1003. See Master Guidelines for general requirements.

**Asset Verification:**

- See Master Guidelines for Down Payment, Asset Verification, and Gift Fund requirements.
- All funds to close, closing costs, and reserves must be verified in a U.S. bank prior to closing.
- Seasoning of funds is not required.

**Cash Reserve Requirements:**

- Twelve (12) months’ PITIA reserves required on all loans.
- Cash-out proceeds may be used and applied towards Reserves.
- Reserve requirements above apply to subject property PITIA only.
- Gifts may NOT be used to meet the reserve requirements. Reserves must come from borrower-sourced funds.

**Maximum Cash-in-Hand Proceeds:**

- \$500,000

**Original Documents and Translations:**

- Documents and Bank statements must be translated in the U.S. by a certified translation company or translator.
- Quontic Bank may require certain documents to be signed by borrowers while outside the United States. These documents may be required to be notarized. Quontic Bank will only accept notaries from a U.S. Embassy or consular official. The certificate of acknowledgment must meet the standard notarial requirements and must include the U.S. Embassy or Consular seal.

**Borrower appointed United States Agent:**

- Borrower must appoint an acceptable U.S. Citizen or Authorized Permanent Resident as their representative for service of process in the U.S. (Quontic Bank to approve).
- Agent must provide Quontic Bank evidence of their passport/Green Card.
- Any correspondence or service by Quontic Bank will be communicated via borrower’s agent.
- Borrowers using U.S. formed LLC’s or Corporations are not required to name agents for service.



**Additional Disclosures:**

- Borrower Statement of Occupancy
- Borrower Statement of Business Purpose
- Certification of Beneficial Owners of Legal Entities (if loan under an entity)

# MASTER UNDERWRITING GUIDELINES

APPLIES TO ALL QB LOAN PRODUCTS



## MASTER UNDERWRITING GUIDELINES

The following guidelines apply to all products.

### Application:

- Complete and fully executed Uniform Residential Loan Application (URLA) 1003 form.

### Loan Terms:

- 5/6-month SOFR ARM: 30-year amortization
- 7/6-month SOFR ARM: 30-year amortization
- 15-Year Fixed
- 30-Year Fixed
- Interest-Only: Available all loan terms except the 15-year fixed. Interest-only loans have a 10-year interest-only period followed by a 20-year amortization period. See qualifying information below.
- **Note:** Investment Properties located in the following States are limited to ARM products ONLY: AK, DC, IL, KS, MI, MN, NJ, NM, RI, PA

### Qualification Rates:

- Interest-Only ARMs: The greater of the note rate or the fully indexed (Index plus Margin) rate is used to calculate the qualifying PITI(A).
- Interest-Only Fixed: The note rate is used to calculate the qualifying PITI(A).
- Fully Amortizing Fixed and ARMs: The note rate is used to calculate the qualifying PITI(A).

### Borrower Eligibility:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- ITIN Borrowers (Owner-Occupied Lite Doc ONLY. Overlays may apply. See Product-specific guidelines for details).
- Foreign Nationals (for Investor Foreign National DSCR+ ONLY. See Product-specific guidelines for details).

### Credit Requirements:

- A tri-merge credit report is required for each borrower/guarantor (with exception to Foreign National loans).
- Qualifying FICO is the middle score of the three scores for each borrower. When only two credit scores are obtained, choose the lower score. When there are multiple borrowers, use the lowest of the middle scores.
- Credit reports expire after 90 days.
- No late mortgage payments (on subject or other REO) in prior 12 months.
- Minimum tradelines:
  - 3 tradelines reported for at least 12 months each, **OR:**
  - 2 tradelines reported for at least 24 months each.
- For standard DSCR Program, all borrowers must meet the credit score requirements individually.

### Eligible Properties:

- 1-4 Family, Condos, PUDs, Coops\*
- Warrantable Condos & Coops\*:
  - Condo & Coop Projects will be determined as “Warrantable” if found on FNMA/Agency investor approved list(s).
  - If the project is not found on the aforementioned approval lists, project warrantability will be determined via minimum FNMA Limited Review Eligibility requirements:
    - Not be considered a FNMA Ineligible project (see FNMA Guide Section B4-2.1-03)
    - Meets FNMA Appraisal requirements, Chapter B4-1 (as determined by QB)
    - Meets FNMA Insurance requirements, Chapter B7-4 (as determined by QB)
    - Project does not consist of Manufactured Housing
    - Project is complete, including all units and common elements.
- Non-Warrantable Condos & Coops\*:
  - Non-approved/warrantable Condo/Coops\* are acceptable subject to the following:
    - The project is complete, including all units and common elements.
    - No Pre-Sale Requirement
    - Project Concentration Limit determined on a case-by-case basis.
    - Project Approval on case-by-case basis.
- For Non-Warrantable Condo and Coop Properties, LTV restrictions may apply. See Product-specific LTV Matrices for details.
- **\*Coops are not eligible for all products. See Product-specific Guidelines for details.**

#### Property Seasoning:

- No seasoning for Rate & Term Refinances for all loan programs
- Cash-Out Refinances on properties owned less than 6 months from the closing date are limited to purchase price plus documented improvement costs.

#### Employment / Income:

- For Documentation and Qualification requirements please see Product-specific Guidelines.

#### Other Real Estate Owned:

- All Real Estate Owned (REO) that is:
  - a) Owned in borrower's personal name, and/or;
  - b) Borrower is personally liable on the mortgage and appears on the borrower's personal credit report (even if the property is held under an entity),must be listed on the Schedule of Real Estate Owned of the 1003 application. If these properties are financed, they must be linked to at the appropriate mortgages from the Liabilities section of the 1003.
- If borrower owns real estate under an entity (Corp/Inc./LLC) where there is *either*:
  - a) No mortgage or;
  - b) The mortgage is under the entity (i.e., does not appear on the borrower's personal credit report),property does not need to be disclosed on the application.
- For Documentation and Qualification requirements please see Product-specific Guidelines.

#### Down Payment (Earnest Money Deposit) Sourcing:

- Borrower to provide a copy of the cancelled down payment check (front and back) or wire confirmation from the incoming or outgoing bank.  
**OR**
- If down payment was given in the form of an official Bank Check or Certified Check, provide a copy of the bank statement evidencing withdrawal. For any large deposits other than those clearly indicating

that they came from a depository institution titled to borrower, borrower must provide a letter of explanation and supporting documentation. Undocumented / Unsourced single and/or cumulative deposits up to \$10,000 within the transaction period may be used in the qualifying assets. Any undocumented / unsourced single and/or cumulative deposits over the \$10,000 limit within the transaction period will be deducted from the qualifying assets.

#### Asset Verification:

- One-month recent bank statement(s) (all pages) covering a period of at least 30-days evidencing balance of funds to close, closing costs, and reserves (see product-specific guidelines for reserve requirements). For any large deposits other than those clearly indicating that they came from a depository institution titled to borrower, borrower must provide a letter of explanation and supporting documentation. Undocumented / Unsourced single and/or cumulative deposits up to \$10,000 within the transaction period may be used in the qualifying assets. Any undocumented / unsourced single and/or cumulative deposits over the \$10,000 limit within the transaction period will be deducted from the qualifying assets.
  - Note: On Refinance transactions, documentation or explanation for large deposits is *not* required for reserves; however, borrower must confirm if any funds have been borrowed. If borrower requires cash to close the transaction, deposit verification guidelines apply.
- Joint account holders not on the loan application must provide a letter stating that Borrower has access to 100% of funds in the bank account(s).
- If Business assets are to be used, the business's Accountant/CPA/Tax Preparer must verify that business will not be adversely impacted by Borrower withdrawals.

#### Gift Funds:

- Funds for down payment and closing costs may be gifted. For DSCR (standard) loans, gifts are permitted provided that the borrower contributes at least 10% of their own funds to the transaction.
- Gifts may NOT be used to meet the reserve requirements. Reserves must come from borrower-sourced funds.
- Borrower must provide fully executed donor gift letter, borrower's bank statement evidencing the deposit of the gift, ***AND EITHER:***
  - **Option 1:**
    - donor's cancelled personal check, wire confirmation from the incoming or outgoing bank, or Official Bank/Certified Check (Official Bank check must have donor's name as Remitter).
  - ***OR***
  - **Option 2:**
    - donor's non-negotiated check ***and:***
    - donor's bank statement evidencing withdrawal of the gift.
- Donor's Quontic Gift Letter must state donor's source of funds for the gift.

#### Cash Reserve Requirements:

- See Product-specific Guidelines.

#### Vesting:

- Owner-Occupied Properties (includes Second Homes):
  - Natural Persons
  - Inter Vivo / Living Revocable Trusts upon approval by Quontic counsel.
- Investor Properties:
  - Natural Persons
  - Limited Liability (LLC), Partnerships, Corporations, and S Corporations (Corp/Inc):

- Entity purpose and activities are limited to ownership and management of real property.
- Business entities are limited to a maximum of 4 owners or members.
- All members, partners, or shareholders of the entity with a 25% or greater ownership interest must complete and sign a 1003 Loan Application and provide personal guarantee (guarantor). Each guarantor's credit score and creditworthiness will be used to determine qualification and pricing.
- Each member of the entity must receive notice of the loan and its terms prior to closing.

#### Corporations and LLCs:

- The following documentation must be provided:
  - IRS Letter evidencing the EIN
  - Filing Receipt
  - Articles of Organization (on LLC's only)
  - Operating Agreement (on LLC's only)
  - Articles of Incorporation (on Corp/Inc's only)
  - Bylaws (on Corp/Inc's only)
  - CPA/Accountant/Attorney letter confirming members, their social security numbers, and percentage of ownership (if Operating Agreement or Bylaws do not provide ownership breakdown)
  - Certificate of Good Standing within 30 days of closing (if entity over 6 months old)
  - Certificate of Authorization for the persons executing all documents on behalf of the entity

#### Acceptable Collateral:

- Properties that are in good condition and up to residential code and regulations.
- Minor violations with no penalties and no exceptions from the title company are acceptable.

#### Prepayment Penalties:

- All Owner-Occupied / Second Home loans: None
- All Investor loans: Prepayment Penalty is:
  - 3% during the 1st loan year;
  - 3% during the 2nd loan year (if applicable\*), and;
  - 3% during the 3rd loan year (if applicable\*).

#### Title Insurance:

- Title Insurance amounts must be sufficient to cover the loan amount.

#### Property Insurance:

- Refer to FNMA guidelines. A homeowner insurance policy must be obtained with replacement cost coverage equal to the *lesser* of the following:
  - 100% of the insurable value of the improvements, as established by the property insurer; *or*
  - the unpaid principal balance of the mortgage, so long as it equals at least 80% of the insurable value of the improvements required to compensate for damage or loss on a replacement cost basis.
- Condominiums: Individual condo units must obtain a HO-6 Policy unless the Master Condo policy included walls in coverage.
- All 3-4 unit Primary residence properties require Rent-Loss coverage equal to or greater than 6 months of total gross rents.
- All Investment properties (including condominiums) require Rent-Loss coverage equal to or greater than 6 months of total gross rents.

- Properties located in Flood Zone must obtain Flood insurance with coverage of at least the *lower* of:
  - 100% of the replacement cost of the insurable value of the improvements,
  - The unpaid principal balance of the mortgage loan, *or*;
  - The maximum insurance available from the NFIP.

#### Impounds:

- Escrows for Real Estate Taxes, Homeowners' Insurance, and Flood Insurance (if applicable) are required on all loan programs and all property types, with the exception to Coops.
- Escrow waivers are only available for loans that do not fall under the CFPB's Regulation Z (Truth-in-Lending) definition of a Higher-Priced Mortgage Loan ("HPML").
  - Escrows cannot be waived if subject property is located in a FEMA flood zone where flood insurance is required.

#### Personal Guarantee:

- Full personal recourse is required on all programs.

#### Judgments and Liens:

- All open judgments, garnishments, and all outstanding liens must be paid off prior to or at loan closing (prior approval required).

#### Income Tax Liens:

- All income tax liens (federal, state, local) must be paid off prior to or at loan closing (prior approval required).

#### Bankruptcy History:

- Chapter 7 / 11:
  - DTI-qualified loans: waiting period is 4 years from dismissal date or discharge date.
  - DSCR-qualified loans: waiting period is 3 years from dismissal date or discharge date.
- Chapter 13:
  - DTI-qualified loans: waiting period is 2 years from discharge date or 4 years from dismissal date.
  - DSCR-qualified loans: waiting period is 2 years from discharge date or 3 years from dismissal date.
- Bankruptcies are allowed if they have been settled. Evidence of bankruptcy resolution is required.
- Bankruptcies resolved require a letter of explanation from the borrower. The situation causing the bankruptcy must be adequately documented. The new housing payment must be considered when determining if the situation is adequately resolved.
- If multiple bankruptcies exist in this time frame each must be addressed in the explanation. Loans where the borrower has any late payments occurring after the bankruptcy may be considered on a case-by-case basis at QB's discretion.

#### Foreclosures:

- For All DTI-qualified loans: Must be aged 4 years without any other significant derogatory credit history after event.
- For All DSCR-qualified loans: Must be aged 3 years without any other significant derogatory credit history after event.

#### Short Sale/Deed in Lieu of Foreclosure:

- For All DTI-qualified loans: Must be aged 4 years without any other significant derogatory credit history after event.

- For All DSCR-qualified loans: Must be aged 3 years without any other significant derogatory credit history after event.

**Forbearance or Modification:**

- May be considered on a case-by-case basis without any other significant derogatory credit history after event.

**Foreclosure Bailout:**

- Not eligible.

**New York Properties:**

- NY CEMAs are acceptable.
  - Refinance of a privately-owned mortgages are not eligible for CEMA.

**Appraisal Requirements:**

- Refer to Quontic Bank Appraisal Guidelines.
- An interior/exterior appraisal is required on all loan programs.
- A Second Appraisal is required for all loan programs when:
  - a) the loan amount is greater than \$1,500,000, *or*;
  - b) on an Owner-Occupied property that might be considered a 'flip', whereas:
    - the seller acquired the property within the last 90 days prior to the date of the purchase contract and the purchase price on the contract exceeds the price the seller paid by more than 10%, *or*;
    - the seller acquired the property within the last 91 to 180 days prior to the date of the purchase contract and the purchase price on the contract exceeds the price seller paid by more than 20%.

When a second appraisal is provided, the transaction's "Appraised Value" will be the *lesser* of the two appraised values.

- A Collateral Desktop Analysis ("CDA") is required on all loan programs. The CDA will be ordered upon receipt and review of the appraisal. If the CDA value is within 10% of the appraisal value, loan will proceed using the appraisal value. If the CDA value is more than 10% less than the appraised value, borrower will have the option to either:
  - a) Proceed using the CDA value as the "Appraised Value", *or*;
  - b) Contest the CDA value and, in writing, request a second appraisal completed on the subject property, at the borrower's cost. The transaction's "Appraised Value" will then be the *lesser* of the two appraised values.
- Declining Markets: If the appraisal indicates the subject property is located in a declining market, the maximum LTV will be reduced by 5%.

**Appraisal Transfers:**

- Quontic may accept an appraisal transferred from another lender that originally ordered the appraisal with an accompanying Appraisal Transfer Letter. All transferred appraisals must comply with the Home Valuation Code of Conduct (HVCC) and Appraiser Independence Requirements (AIR). Transferred appraisals must be completed by an appraiser that is not on any Bank Ineligible List or Agency Exclusionary List. All transferred appraisals will be underwritten in adherence to Quontic's standard appraisal review procedures.
- The Appraisal Transfer Letter must be on the letterhead of the original lender must include the following:
  - Current date;
  - Borrower name;

- Property address;
  - A statement transferring ownership of the appraisal to Quontic;
  - The following statement “Transferring lender certifies that this appraisal was prepared in accordance with, and is compliant with, the Appraisal Independence Rules (AIR), Truth in Lending regulations, and all applicable laws, and;
  - Signature of Authorized Representative.
- The appraisal must be emailed in a suitable electronic format directly from the original lender to Quontic.
  - Quontic must receive a copy of the appraisal invoice which evidences it is paid in full.

**Compliance:**

- All loans will be run through Compliance and Fraud Risk software by Quontic prior to closing. Upon review of reports, additional documentation may be requested.
- Quontic does not originate Owner-Occupied High-Cost Mortgage Loans. Each Owner-Occupied mortgage loan must comply with all Federal and State High-Cost requirements.
- Wherever QB Guidelines are silent, Quontic will adhere to Fannie Mae and Freddie Mac guidelines.

## Quontic Bank Mission

### LOAN PROGRAM MISSION

Quontic Bank's mission is to provide non-traditional access to prime capital to foster homeownership and investment in underserved communities and to diverse underbanked individuals and families.

### CDFI CERTIFICATION

Quontic Bank is a US Treasury certified Community Development Financial Institution as defined in 12 C.F.R. 1805.104 as per notice of certification dated June 16, 2015, Certification #151CE013880.

### CDFI EXEMPTION

Under applicable law, a loan originated by a CDFI is exempt from the Ability-to-Repay ("ATR") requirements set forth in Section 1411 of Dodd-Frank Act and Regulation Z. So long as originator is certified as a CDFI when it originates the loan, the exemption to ATR is effective and unconditional. Accordingly, the originator or purchaser of such loan shall not have any liability with respect to claims to legal actions brought by borrowers based on originators failure to comply with ATR requirements.

### GUIDING UNDERWRITING PRINCIPLES

There exists a significant population of Americans who have demonstrated sustained creditworthiness and the ability to accumulate substantial real estate investment capital – yet remain under-banked. Creditworthiness is demonstrated by way of responsible debt habits and repayment ability, and capital accumulation is demonstrated by way of lifelong savings, family and community contributions and home equity. Nonetheless, many remain un-financeable under Dodd-Frank's strict technical ATR income documentation restrictions due to income volatility, self-employment, non-recurring adverse circumstances, cultural influences, limited income history, inadequate income documentation or being in low-income communities.

At the same time, historical loan performance data, both Quontic's and industrywide, provide evidence that despite income documentation methodology, significant home equity contributions and favorable credit scores are demonstrative of ability-to-repay and low likelihood of default. Quontic's adaptive underwriting philosophy stems from this basic understanding and is consistent with its US Treasury designation as a CDFI and its mission to foster homeownership amongst the under-banked. Quontic's underwriting considers alternative compensating factors and documentation, deemphasizes limited or irrelevant quantitative factors, and establishes a reasonable expectation of repayment premised upon an application of the 5 C's of Credit:

**Character:** Refers to a borrower's reputation and track record of repaying debts, reported as credit scores. Past payment history is a strong indicator of future willingness or ability to repay debts.

**Capital:** The equity contribution a borrower puts toward an investment. A large contribution decreases the chance of default.

**Capacity:** Measures a borrower's capacity to repay a loan taking into consideration:

- Independently verified sources of employment or self-employment
- Verification of income or assets sufficient to demonstrate a reasonable ability to service debt obligations
- Availability of family support/gifts
- Ability to accumulate assets (liquid and/or property equity)
- Empirical data pertaining to historical payment histories of Quontic borrowers and borrowers throughout the US who have similar character (credit) and capital (equity contribution)

**Collateral:** Measure's the Bank's security for the loan.

**Conditions:** Loan terms (interest rate, loan term, etc.) and external conditions such as the state of the economy, cultural factors, and others.