



**QUONTIC BANK**

**NON-TRADITIONAL MORTGAGE LOANS**

**PRODUCT GUIDELINES**

07/03/2026

QUONTIC BANK  
NON-TRADITIONAL MORTGAGE  
PRODUCT GUIDELINES  
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<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>			
	1-4	\$1,000,000	80%	660
	1-4	\$1,500,000	75%	660
	1-4	\$2,000,000	80%	720
	1-4	\$2,500,000	75%	740
	1-4	\$2,000,000	70%	700
	1-4	\$3,000,000	70%	740
	1-4	\$2,500,000	60%	720
	<b>CASH-OUT REFINANCE (maximum cash-out proceeds up to \$1,500,000)</b>			
	1-4	\$1,000,000	80%	740
	1-4	\$1,500,000	75%	700
	1-4	\$2,000,000	75%	720
	1-4	\$1,500,000	70%	660
	1-4	\$2,000,000	70%	700
	1-4	\$2,500,000	70%	740
	1-4	\$3,000,000	65%	740
	1-4	\$2,500,000	60%	720
	<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 \$1,500,000)</b>				
1	\$2,000,000	60%	700	
<b>NOTES</b>	<ul style="list-style-type: none"> <li>• <u>Second Homes:</u> 2-4 Unit Properties are Ineligible.</li> <li>• <u>Non-Warrantable Projects:</u> <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>Rural Properties:</u> <ul style="list-style-type: none"> <li>○ Max 20 acres</li> <li>○ Cash-Out: Max 70% LTV</li> <li>○ Second Homes: 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> <li>• <u>Interest-Only Option:</u> <ul style="list-style-type: none"> <li>○ Minimum 700 FICO</li> <li>○ Not available to First-Time Homebuyers</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.30](#)

### 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
  - Cash-Out: Max 70% LTV
  - Second Homes: Max 70% LTV

### 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.
  - Purchase & Rate/Term Refinance: Max 80% LTV
  - Cash-Out Refinance: Max 75% LTV
- First-Time Homebuyers (Interest-Only Option not available)
- 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 BylawsQuontic 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 BylawsQuontic 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 accept qualifying documentation from preparers with a shorter relationship history, or from preparers that did not file borrower's last tax return, subject to

satisfactory letter signed by both parties explaining the following:

- Business introduction or referral;
- Method and documentation reviewed to prepare the P&L and self-employment letter; *and*
- If relationship will continue. Examples of continued relationship may include completing borrower's business IRS Form 941 for the most recent quarter or intent to file next year's returns. If relationship will not continue, satisfactory explanation required. Quontic reserves the right to request additional information.
- 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/certificates/1/>)
  - CPA verification <https://ald.nasba.org/search/cpa>
  - IRS website <https://irs.treasury.gov/rpo/rpo.jsf>

**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:
  - 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:**
  - 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.
  - 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.

**Maximum Cash-Out Proceeds:**

LTV/CLTV	Maximum Cash-in-Hand Proceeds
Less than or equal to 60%	\$1,500,000
Greater than 60%	\$750,000

<b>Owner Occupied - ASSET UTILIZATION</b>				
<b>1-4 FAMILY, CONDO, PUD, COOP</b>				
OCCUPANCY	UNITS	MAXIMUM LOAN AMOUNT	MAX LTV & CLTV	MIN FICO
PRIMARY RESIDENCE	<b>PURCHASE &amp; RATE/TERM REFINANCE</b>			
	1-4	\$1,000,000	80%	700
	1-4	\$1,500,000	75%	700
	1-4	\$2,000,000	80%	720
	1-4	\$2,500,000	75%	740
	1-4	\$2,000,000	70%	700
	1-4	\$3,000,000	70%	740
	1-4	\$2,500,000	60%	720
	<b>CASH-OUT REFINANCE (maximum cash-out proceeds up to \$1,500,000)</b>			
	1-4	\$1,000,000	80%	740
	1-4	\$1,500,000	75%	700
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	1-4	\$2,000,000	70%	700
	1-4	\$2,500,000	70%	740
	1-4	\$3,000,000	65%	740
	1-4	\$2,500,000	60%	720
SECOND OR VACATON HOME	<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 \$1,500,000)</b>			
1	\$2,000,000	60%	700	
NOTES	<ul style="list-style-type: none"> <li>• Second Homes: 2-4 Unit Properties are Ineligible.</li> <li>• <u>Non-Warrantable Projects:</u> <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>Rural Properties:</u> <ul style="list-style-type: none"> <li>○ Max 20 acres</li> <li>○ Cash-Out: Max 70% LTV</li> <li>○ Second Homes: Max 70% LTV</li> </ul> </li> <li>• <u>Interest-Only Option:</u> <ul style="list-style-type: none"> <li>○ Minimum 700 FICO</li> <li>○ Not available to First-Time Homebuyers</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.30**

### 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
  - Cash-Out: Max 70% LTV
  - Second Homes: Max 70% LTV

### 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.
  - Purchase & Rate/Term Refinance: Max 80% LTV
  - Cash-Out Refinance: Max 75% LTV
- First-Time Homebuyers (Interest-Only Option not available)

### 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 = 60% 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:
  - 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:**

- 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.
- 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.

**Maximum Cash-Out Proceeds:**

LTV/CLTV	Maximum Cash-in-Hand Proceeds
Less than or equal to 60%	\$1,500,000
Greater than 60%	\$750,000

<b>Investor - LITE DOC</b>				
<b>1-4 FAMILY, CONDO, PUD</b>				
OCCUPANCY	UNITS	MAXIMUM LOAN AMOUNT	MAXIMUM LTV & CLTV	MINIMUM CREDIT SCORE
<b>NON-OWNER OCCUPIED</b>	<b>PURCHASE &amp; RATE/TERM REFINANCE</b>			
	1-4	\$2,000,000	80%	720
	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 \$1,500,000)</b>			
	1-4	\$1,000,000	75%	700
	1-4	\$1,500,000	75%	720
	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
<b>NOTES</b>	<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, PA, RI. * Fixed Rate Options available to properties located in IL &amp; NJ for loans that are closed and vested in the name of a C-Corp or S-Corp.</li> <li>• <u>Non-Warrantable Projects:</u> <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>Rural Properties:</u> <ul style="list-style-type: none"> <li>○ Purchase &amp; Rate/Term: Max 75% LTV</li> <li>○ Cash-Out: Not Permitted.</li> </ul> </li> <li>• <u>Interest-Only Option:</u> <ul style="list-style-type: none"> <li>○ Minimum 700 FICO</li> <li>○ Not available to First-Time Homebuyers</li> </ul> </li> <li>• <u>ITIN Borrowers:</u> <ul style="list-style-type: none"> <li>○ Max Loan Amount \$1,000,000</li> <li>○ Max LTV: <ul style="list-style-type: none"> <li>• Purchase &amp; R/T Refinance: 75% LTV</li> <li>• Cash-Out Refinance: 70% LTV</li> </ul> </li> <li>○ Cannot own more than 5 properties</li> </ul> </li> </ul>			

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Investor – Lite Doc**  
Refer also to **Master Underwriting Guidelines** beginning on p.30

### Minimum Loan Amount:

- \$150,000

### Eligible Properties:

- SFH, 2-4 Family, Condo, PUD
- Non-Warrantable Projects:
  - Purchase & Rate/Term: Max 75% LTV
  - Cash-Out: Max 70% LTV
- Rural Properties:
  - Max 5 acres
  - Max 75% LTV
  - Purchase and Rate/Term Only (Cash-Out not permitted)

### Ineligible Properties:

- Coops
- Rural Properties with more than 5 acres

### State Restrictions:

- Properties located in the following States are limited to ARM products ONLY: AK, DC, IL\*, KS, MI, MN, NJ\*, NM, PA, RI.
  - \* Fixed Rate Options are available to properties located in IL & NJ for loan that are closed and vested in the name of a C-Corp or S-Corp (see Master Guidelines for details).
- Properties located in HI Lava Zones 1 & 2 are Ineligible.
- Investment properties located in Baltimore City, MD are Ineligible.

### Borrower Eligibility:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- ITIN Borrowers\*
- Corporations and LLCs
- First-Time Homebuyers (Interest-Only Option not available)

### \*ITIN Borrower Overlays:

- Max Loan Amount \$1,000,000
- Max LTV:
  - Purchase & Rate/Term Refinance: 75% LTV
  - Cash-Out Refinance: 70% LTV
- Cannot own more than 5 properties

### Ineligible 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 BylawsQuontic staff to make notation/explanation on the 1008 is required if there are no returns when attempting an internet search.
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  - 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)
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  - 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 accept qualifying documentation from preparers with a shorter relationship history, or from preparers that did not file borrower’s last tax return, subject to satisfactory letter signed by both parties explaining the following:
  - Business introduction or referral;
  - Method and documentation reviewed to prepare the P&L and self-employment letter; *and*
  - If relationship will continue. Examples of continued relationship may include completing borrower’s business IRS Form 941 for the most recent quarter or intent to file next year’s returns. If relationship will not continue, satisfactory explanation required. Quontic reserves the right to request additional information.
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  - PTIN search <https://www.ptindirectory.com/certificates/1/>)
  - CPA verification <https://ald.nasba.org/search/cpa>
  - IRS website <https://irs.treasury.gov/rpo/rpo.jsf>

**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:
  - 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.)
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- 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:**
  - 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 the subject property for each additional financed investment property.
  - Cash-out proceeds may be used and applied towards Reserves.
  - Gifts may NOT be used to meet the reserve requirements. Reserves must come from borrower-sourced funds.

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

LTV/CLTV	Maximum Cash-in-Hand Proceeds
Less than or equal to 60%	\$1,500,000
Greater than 60%	\$750,000

**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 - ASSET UTILIZATION</b>				
<b>1-4 FAMILY, CONDO, PUD</b>				
OCCUPANCY	UNITS	MAXIMUM LOAN AMOUNT	MAXIMUM LTV & CLTV	MINIMUM CREDIT SCORE
NON-OWNER OCCUPIED	<b>PURCHASE &amp; RATE/TERM REFINANCE</b>			
	1-4	\$2,000,000	80%	720
	1-4	\$2,000,000	75%	700
	1-4	\$3,000,000	70%	700
	<b>CASH OUT REFINANCE (maximum cash-out proceeds up to \$1,500,000)</b>			
	1-4	\$1,000,000	75%	700
	1-4	\$1,500,000	75%	720
	1-4	\$2,000,000	70%	700
	1-4	\$3,000,000	65%	700
	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, PA, RI. * Fixed Rate Options available to properties located in IL &amp; NJ for loans that are closed and vested in the name of a C-Corp or S-Corp.</li> <li>• <u>Non-Warrantable Projects:</u> <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>Rural Properties:</u> <ul style="list-style-type: none"> <li>○ Purchase &amp; Rate/Term: Max 75% LTV</li> <li>○ Cash-Out: Not Permitted.</li> </ul> </li> <li>• <u>Interest-Only Option:</u> <ul style="list-style-type: none"> <li>○ Minimum 700 FICO</li> <li>○ Not available to First-Time Homebuyers</li> </ul> </li> </ul>		

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Investor – Asset Utilization**  
**Refer also to Master Underwriting Guidelines beginning on p.30**

### Minimum Loan Amount:

- \$150,000

### Eligible Properties:

- SFH, 2-4 Family, Condo, PUD
- Non-Warrantable Projects:
  - Purchase & Rate/Term: Max 75% LTV
  - Cash-Out: Max 70% LTV
- Rural Properties:
  - Max 5 acres
  - Max 75% LTV
  - Purchase and Rate/Term Only (Cash-Out not permitted)

### Ineligible Properties:

- Coops
- Rural Properties with more than 5 acres

### State Restrictions:

- Properties located in the following States are limited to ARM products ONLY: AK, DC, IL\*, KS, MI, MN, NJ\*, NM, PA, RI.
  - \* Fixed Rate Options are available to properties located in IL & NJ for loans that are closed and vested in the name of a C-Corp or S-Corp (see Master Guidelines for details).
- Properties located in HI Lava Zones 1 & 2 are Ineligible.
- Investment properties located in Baltimore City, MD are Ineligible.

### Borrower Eligibility:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- Corporations and LLCs
- First-Time Homebuyers (Interest-Only Option not available)

### 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 = 60% 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:
  - 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:**

- 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 the subject property for each additional financed investment property.
- Cash-out proceeds may be used and applied towards Reserves.
- Gifts may NOT be used to meet the reserve requirements. Reserves must come from borrower-sourced funds.

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

LTV/CLTV	Maximum Cash-in-Hand Proceeds
Less than or equal to 60%	\$1,500,000
Greater than 60%	\$750,000

**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 - DEBT SERVICE COVERAGE RATIO <i>STANDARD</i> (DSCR-) 1-4 FAMILY, CONDO, PUD					
OCCUPANCY	UNITS	MAXIMUM LOAN AMOUNT	MAXIMUM LTV & CLTV	MINIMUM CREDIT SCORE	DSCR
NON-OWNER OCCUPIED	PURCHASE & RATE/TERM REFINANCE				
	1-4	\$2,000,000	75%	700	1.00x
	CASH OUT REFINANCE (maximum cash-out proceeds up to \$500,000)				
	1-4	\$2,000,000	70%	700	1.00x
NOTES	<ul style="list-style-type: none"> <li>• Minimum \$150,000 Loan Amount</li> <li>• First Time Homebuyers Permitted (see additional requirements)</li> <li>• Investment Properties located in the following States are limited to ARM products ONLY: AK, DC, IL*, KS, MI, MN, NJ*, NM, PA, RI.               <ul style="list-style-type: none"> <li>* Fixed Rate Options available to properties located in IL &amp; NJ for loans that are closed and vested in the name of a C-Corp or S-Corp.</li> </ul> </li> </ul>				

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Investor – DSCR Standard**  
Refer also to [Master Underwriting Guidelines](#) beginning on p.30

### Minimum Loan Amount:

- \$150,000

### Eligible Properties:

- SFH
- 2-4 Family
- Condo (warrantable and non-warrantable)
- PUD

### Ineligible Properties:

- Coops
- Condotels
- Rural Properties

### State Restrictions:

- Properties located in the following States are limited to ARM products ONLY: AK, DC, IL\*, KS, MI, MN, NJ\*, NM, PA, RI.
  - \* Fixed Rate Options are available to properties located in IL & NJ for loans that are closed and vested in the name of a C-Corp or S-Corp (see Master Guidelines for details).
- Investment properties located in Philadelphia, PA are eligible with 5% reduction to maximum CLTVs:
  - Purchase and Rate/Term Refinance: Max 70% CLTV
  - Cash-Out Refinance: Max 65% CLTV
- Properties located in HI Lava Zones 1 & 2 are Ineligible.
- Investment properties located in Baltimore City, MD are Ineligible.

### Borrower Eligibility:

- US Citizens.
- Permanent Residents.
- Non-Permanent Residents with valid Employment Authorization or VISA.
- First-Time Homebuyers (a FTHB is defined as a borrower who had no ownership interest in a residential property in the United States during the preceding 5-year period)
- Corporations and LLCs
  - Subject loan **must** be made in the name of a Corporation or LLC if:
    - Any of the individuals on the loan are First-Time Homebuyers, **or**:
    - Borrowers/Guarantors cannot document current ownership of primary residence.

### 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)

**Qualifying Gross 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 **1.00x DSCR** to qualify.
- DSCR is calculated using the Qualifying Gross Rental Income (see above) divided by the proposed PITI(A) payment (Principal, Interest, Real Estate Taxes, Insurance, and HOA (if applicable)).

**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 Schedule of Real Estate Owned on the 1003. See Master Guidelines for general requirements.

**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.
- Gifts may NOT be used to meet the reserve requirements. Reserves must come from borrower-sourced funds (see below).

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

Investor - DEBT SERVICE COVERAGE RATIO <i>PLUS</i> (DSCR+) 1-4 FAMILY, CONDO, PUD					
OCCUPANCY	UNITS	MAXIMUM LOAN AMOUNT	MAXIMUM LTV & CLTV	MINIMUM CREDIT SCORE	DSCR
NON-OWNER OCCUPIED	PURCHASE & RATE/TERM REFINANCE				
	1-4	\$2,000,000	75%	700	1.10x
	1-4	\$2,000,000	70%	680	1.10x
	CASH OUT REFINANCE (maximum cash-out proceeds up to \$500,000)				
	1-4	\$2,000,000	70%	700	1.10x
	1-4	\$2,000,000	65%	680	1.10x
NOTES	<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, PA, RI. * Fixed Rate Options available to properties located in IL &amp; NJ for loans that are closed and vested in the name of a C-Corp or S-Corp.</li> </ul>				

## UNDERWRITING GUIDELINES

The following guidelines are specific to: **Investor – DSCR+**  
Refer also to Master Underwriting Guidelines beginning on p.30

### 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

### State Restrictions:

- Properties located in the following States are limited to ARM products ONLY: AK, DC, IL\*, KS, MI, MN, NJ\*, NM, PA, RI.
  - \* Fixed Rate Options are available to properties located in IL & NJ for loans that are closed and vested in the name of a C-Corp or S-Corp (see Master Guidelines for details).
- Properties located in HI Lava Zones 1 & 2 are Ineligible.
- Investment properties located in Baltimore City, MD are Ineligible.

### 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:**
  - Reserve requirements above apply to subject property PITIA only.
  - Cash-out proceeds may be used and applied towards Reserves.
  - 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+) 1-4 FAMILY, CONDO, PUD</b>					
OCCUPANCY	UNITS	MAXIMUM LOAN AMOUNT	MAXIMUM LTV & CLTV	MINIMUM CREDIT SCORE	DSCR
NON-OWNER 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, KS, MI, MN, NM, PA, RI.</li> <li>Investment Properties located in IL and NJ must be closed and vested in a C-Corp or S-Corp.</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.30**

### Minimum Loan Amount:

- \$150,001

### Eligible Properties:

- SFH, 2-4 Family, Condo, PUD
  - Note: LTVs > 65% are Limited to SFH & PUD Properties Only

### Ineligible Properties:

- Coops
- Rural Properties

### State Restrictions:

- Properties located in the following States are INELIGIBLE: AK, DC, KS, MI, MN, NM, PA, RI.
- Properties located in IL and NJ are eligible but must be closed and vested in the name of a C-Corp or S-Corp (see Master Guidelines for details).
- Properties located in HI Lava Zones 1 & 2 are Ineligible .
- 2-4 Unit properties located in IL & NY are Ineligible .
- Investment properties located in Baltimore City, MD are Ineligible.

### 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.
- Reserve requirements above apply to subject property PITIA only.
- Cash-out proceeds may be used and applied towards Reserves.
- 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 only for 30-Year Fixed. Interest-only loans have a 10-year interest-only period followed by a 20-year amortization period. See qualifying information below.
  - Interest-Only option may not be eligible to all borrowers or loan programs. See Program-specific guidelines for details.
- **Note:** Investment Properties located in the following States are limited to ARM products ONLY: AK, DC, IL\*, KS, MI, MN, NJ\*, NM, RI, PA
  - \* Fixed Rate Options available to properties located in IL & NJ for loans that are closed and vested in the name of a C-Corp or S-Corp.

### Qualification Rates:

- Fully Amortizing Fixed and ARMs: The note rate is used to calculate the qualifying PITI(A).
- Interest-Only 30-Year Fixed: 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\* (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).

\* For all Non-Permanent Alien applicants, proof of country of origin must be provided in compliance with Quontic Bank *Know Your Customer* (KYC) requirements.

### 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.

### Eligible Properties:

- 1-4 Family, PUDs
- 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:

- Quontic will qualify assets via:
  - One-month recent bank statement(s) (all pages) covering a period of at least 30 days; *or*
  - Recent *Plaid Asset Verification* transaction report covering a period of at least 30 days (when available). Borrowers will receive secure link via Plaid authorizing Quontic to read-only access and review of transactions for the deposit account(s) listed on 1003 application.
- Ending balances must evidence sufficient 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, borrower(s) must document a 10% minimum borrower contribution.
- 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.
    - For DSCR Standard, loans **must** be made in the name of a Corporation or LLC if:
      - Any of the individuals on the loan are First-Time Homebuyers, **or**;
      - Borrowers/Guarantors cannot document current ownership of primary residence.

#### 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.
- C4 Condition or better; Deferred maintenance acceptable subject to \$2,000 aggregate cost to cure max & no impact to safety or habitability of the subject property.
- 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: 3-Year (36-month) Prepayment Penalty Term. Prepayment penalty is as follows:
  - 3% during the 1st loan year;
  - 3% during the 2nd loan year, and;
  - 3% during the 3rd loan year.

#### 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:**

- 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. With respect to appraisal transfers, when more than one appraisal is required, the second appraisal must be ordered through Quontic. Quontic will not accept two transferred appraisals on a given loan.

- A Collateral Desktop Analysis ("CDA") is required on all loan programs. The review will be reconciled for value and risk flags. If the CDA value variance is within 10% of the appraisal value, with no risk flags present, the loan will proceed using the appraised value. If the CDA value variance is greater than 10% of the appraised value, receives an indeterminate score, ***or*** reports any significant red flags relative to accuracy, then:

- If Appraisal can be remediated to cure CDA value variance or identified risks, proceed with appraised value.
- If identified value variance or risks cannot be cured, a second appraisal and subsequent acceptable CDA would be required.
- For loans that require more than one appraisal, an acceptable CDA is required for each appraisal.
- 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.
- Quontic will not accept two transferred appraisals for a given loan. When more than one appraisal is required (see Appraisal Requirements above), the second appraisal must be ordered through Quontic.

#### 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 reserves the right to request additional information or clarification on any aspect of the loan file when red flags or concerns are identified.