

FHA 203(k) STANDARD STEPS TO SUBMISSION

PRIOR TO SUBMISSION

1. Determine the renovations/repair \$ amount and the nature of the work.
 - Discuss with your AE or Renovation Specialist if this should move forward as a LIMITED.
2. Discuss closing turn time expectations with your Account Executive or Renovation Specialist.
 - Set the proper expectations with your borrower and agent partners.

FHA 203(k) STANDARD SUBMISSION

SUBMISSION

1. Complete the 203(k) Max Mortgage Worksheet (MMW) found at: [\[click here\]](#) . Please review with your AE, AEA or Renovation Specialist prior to submission.
 - Once completed convert/print MMW Excel sheet to PDF for submission/uploading.
2. If you would like REMN to create your LE please follow the directions at the following link: [\[click here\]](#)

If you will create your own LE, the following fees are to be included:

FEES PER MAX MORTGAGE WORKSHEET	LE SECTION
Inspection Fees (Completed by Appraiser)	B
Feasibility Study	C
Title Update Fee	B
Permit, Architectural, Engineering	H

MINIMUM REQUIREMENTS FOR UNDERWRITING
Contractor's Bid
Max Mortgage Worksheet
Reno Questionnaire
Contractor's License

3. In addition, it is strongly recommended that you submit your file with the following forms and Contractor Documents:

Disclosures	Contractor Validation Docs
<ul style="list-style-type: none"> • 203(k) Borrowers Acknowledgment • 203(k) Borrower IOI/COI • 203(k) Contractor IOI/COI • 203(k) Consultant IOI • 203(k) Homeowner-Contractor Certification • Standard 203(k) Contractors Acknowledgement • Standard Homeowner-Contractor Agreement 	<ul style="list-style-type: none"> • Contractor Profile • W9 • Contractor's License • General Liability Insurance • Workman's Comp Insurance

All [disclosures](#) can be found at: [\[click here\]](#) - Please refer to Contractor's Guide for All-in-One PDF of Contractor disclosures: [\[click here\]](#)

4. Complete the Reno Questionnaire: [\[click here\]](#)
5. RUN AUS in HUB > Submit Package in HUB > File is Underwritten....Contact AE for Assistance.

FHA 203(k) LIMITED DOCUMENT CHECKLIST**CONTRACTOR VALIDATION DOCUMENTS**

Contractor's Profile

Bid

W-9

Contractor's License(s)

General Liability (Certificate of Insurance)

Workman's Comp (Certificate of Insurance)

DISCLOSURES

Contractor's Acknowledgment

Borrower's Acknowledgment

Contractor's IOI/COI Certification

Borrower's IOI/COI Certification

Homeowner-Contractor Agreement

OTHER

Max Mortgage Worksheet

LE

203(k) Appraisal