

HOMESTYLE® STEPS TO SUBMISSION

PRIOR TO SUBMISSION

- Determine the renovations/repair \$ amount and the nature of the work.
 - Find Contractor & HUD Consultant – Discuss process with your Account Executive.
- Discuss closing turn time expectations with your Account Executive or Renovation Specialist.
 - Set the proper expectations with your borrower and agent partners.

HOMESTYLE® SUBMISSION

SUBMISSION

- To complete the Max Mortgage Worksheet (MMW): [\[click here\]](#). Please review with your AE, AEA, or Renovation Specialist prior to submission.
 - Once completed convert/print MMW Excel sheet to PDF for submission/uploading.
- 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 Consultant)	C
Consultant Fee	C
Title Update Fee	B
Permit, Architectural, Engineering	H
Note: HUD Consultant must be disclosed on the Service Provider List	

MINIMUM REQUIREMENTS FOR UNDERWRITING
Contractor's Bid if <15k and Non-Structural
Consultant's Report if >15k or Structural
Max Mortgage Worksheet
Reno Questionnaire
Contractor's License

- 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"> HomeStyle Consumer Tips HomeStyle Mortgage Payment Disclosure HomeStyle Contractor's Acknowledgement HomeStyle Construction Contract 	<ul style="list-style-type: none"> Contractor Profile/Questionnaire W9 Contractor's License General Liability Insurance Workman's Comp Insurance If Project exceeds 35K - Need Business Bank Statement or Statement of Open Line of Credit showing 25% of Bid Total in Assets or Open Credit

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

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

HOMESTYLE® DOCUMENT CHECKLIST**CONTRACTOR VALIDATION DOCUMENTS**

Contractor's Profile/Questionnaire

W-9

Contractor's License(s)

General Liability (Certificate of Insurance)

Workman's Comp (Certificate of Insurance)

If Project exceeds \$35K - Need Business Bank Statement or Statement of Open Line of Credit showing 25% of Bid Total in Assets or Open Credit

DISCLOSURES

Contractor's Acknowledgment

Homeowner-Contractor Renovation Contract

Mortgage Payment Disclosure

OTHER

Max Mortgage Worksheet

LE

Consultant's SOR

HomeStyle® Appraisal

