

FHA 203(K) LIMITED SUBMISSION STEPS

PRIOR TO SUBMISSION

6

1. Determine the renovations/repair \$ amount and the nature of the work
 - Discuss with your AE if the loan may move forward as a LIMITED
2. Discuss closing turn-time expectations with your AE
 - Set proper expectations with your borrower and agent partners

SUBMISSION

1. Complete the [203\(k\) Maximum Mortgage Worksheet \(MMW\)](#) - consult with your AE or AEA if you have any questions
2. Once completed, convert/print the MMW excel sheet to PDF for submission/uploading
3. If you would like REMN to create your LE, please follow instructions found here: [REMN Initial Disclosures](#)
If you will create your own LE, the following fees are to be included:

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

4. Upload the following Renovation-Specific Minimum Standard Requirements for Underwriting:

MINIMUM REQUIREMENTS FOR UNDERWRITING
Contractor's Bid (or Consultant SOR, when applicable)
Maximum Mortgage Worksheet

5. In addition, it is strongly recommended that you submit your file with the following forms and contractor documents (Refer to the [203k – Limited: Complete Contractor's Guide](#) for complete instructions)

DISCLOSURES	CONTRACTOR VALIDATION DOCUMENTS
Borrower Acknowledgment (HUD 92700-A)	W-9 Form
Borrower Identity of Interest	Contractor Questionnaire – Short Form
Contractor Identity of Interest	Copy of Contractor's License(s) (as required by state/municipality)
Contractor Initial Funding Request	Copy of General Liability Certificate of Insurance
Homeowner Contractor Agreement (HOCA)	Copy of Worker's Compensation Certificate of Insurance
Permit & Certifications Form	Company Names for Subcontractor(s) performing specialty work
Renovation Disbursement Acknowledgement	Exemption Form (when applicable)
Renovation Loan Acknowledgement	