

Link - Phase 1:

Broker Submits the Following Via Dash for Preapproval

- Upload 3.4 (Please note: 2 Link Customers max per application)
 - URLA must reflect sufficient assets: Down payment + closing costs + 1% of purchase price in liquid reserves.
 - Provide county name in DASH (required field for FHA max county loan amount)
- Credit Report
 - Soft pull acceptable or full report. Trio uses Equifax score only for qualification purposes.
 - Minimum Credit Score: 580
 - 620 Minimum – Self-employment or second home
 - 5% minimum down payment for second home
 - 700 Minimum – High balance
 - 5% minimum down payment for High Balance
 - 10% minimum down payment for homes over \$700,000
 - Credit score rate tiers 580-619 (includes no score ITIN Customer), 620-659, 660+
 - Confirm all debt has a payment and is in the system (non-borrowing spouse – credit excluded).
 - Any deferred student loans - No Payment should be in the DTI.

Standard Creditor	Include minimum payment as listed on credit report
Tradelines	At least 2 active tradelines or utilities for at least 12 months
Student Loans	If payment listed on credit, included in DTI. If deferred, not included
Collections/Judgments	Amortized over 240 months or if payment is listed on credit, included in DTI
Tax Liens	Amortized over 240 months or if payment is listed on credit, included in DTI
Charge-offs & Medical	Not included

- Income:
 - W2 Employee ([Income Calculator](#))
 - Most Recent W2, and
 - 60 Days Paystubs
 - Self-Employed ([Income Calculator – use lesser of P&L or Bank Statement Average](#))
 - Most Recent Tax Returns,
 - Last Year P&L (if Incorporated – 1099 or schedule C is not applicable),
 - Current YTD P&L (CPA prepared or electronic accounting system prepared. Self-prepared is not acceptable).
 - 3 Months Business Bank Statements (Income is calculated using the lesser of P&L or Bank Statement 3 months average), and
 - Copy of Business License (If Applicable)

Debt-to-Income	Max DTI: 42% payment to income (PTI) / 55% obligations to income (see below for exceptions).		
DTI Modifiers:			
	Self Employed	38% Max PTI	96.5% Max LTV
	Second home (rental income qualifies)	38% Max PTI	95% Max LTV
	Bankruptcy, Foreclosure or Short Sale in last 3 years	38% Max PTI	Up to 96.5% LTV
	No Credit Score	38% Max PTI	Up to 96.5% LTV
	Household income less than or equal to \$50,000	38% Max PTI	Up to 96.5% LTV
	Household income less than or equal to \$50,000 (with payment shock above 200%)	36% / 48% Max PTI	Up to 96.5% LTV
	Payment shock above 200%	38% Max PTI	Up to 96.5% LTV
	If any combination of the above	Reduce PTI by 2% to 36%	Up to 96.5% LTV

- 12 month on time housing history (No evictions in the last 2 years and no unresolved housing collections)
- Bank Statements (2 months) reflecting applicable cash required:
 - Must reflect required assets (please note Seller Credit can offset closing costs – up to 6%):
 - Depending on program selected:
 - 3.5 % Downpayment + closing costs + 1% of purchase price in liquid reserves.
 - 5.0 % Downpayment + closing costs + 1% of purchase price in liquid reserves.
 - Broker to provide completed [payment and fee worksheet](#) with each submission.
- Customer to complete first time homebuyer class from eHome America (www.ehomeamerica.org)

Link - Phase 2:

Upon Trio Approval - Customer(s) Select Property

- Upload the following into DASH:
 - Complete signed Purchase Agreement and all Addendums
 - Purchase contract must contain the fully executed Link Assignment Addendum and signed Trio/Link Home Inspection Acknowledgement form:
 - Assignment Addendum to Purchase & Sale (State specific: AZ, CO, FL, MD, TX, and VA): https://cdn.lhfs.com/lhfscdn/wholesale/download/Assignment_Addendum_State_Specific.pdf
 - Assignment Addendum to Purchase & Sale (All other states): <https://cdn.lhfs.com/lhfscdn/wholesale/download/AssignmentAddendumPSA.pdf>
 - Any applicable outstanding conditions
 - Broker orders title (Owner policies are not required)
 - Preferred title insurance for the FHA loan (policies underwritten by):
 - Old Republic
 - Westcor Land Title Insurance
 - First National Title Insurance
 - Preferred Title companies:
 - Orange Coast Title – Fallon Vallejo
11249 Gold Country Blvd., Ste 180, Gold River, CA 95670
Phone Number: 916.965.6490
Email: TeamVallejo@octitle.com
For new orders, please forward request to:
 - Open order desk – openordersla@octitle.com
 - CPL desk- cpls@octitle.com
 - Fidelity National Escrow – Paula Hester
4841 Merlot Ave., Ste 440, Grapevine, TX 75061
Phone Number: 214.789.1462
Email: Paula.Hester@FNF.com
 - First Title & Escrow - Steve Papermaster
15 W. Gude Dr., Suite 400, Rockville, MD 20850
Phone Number: 301.315.8180
Email: Team_C@firsttitleservices.com
 - Customer must obtain Home Warranty prior to closing.
 - Home inspection (with photos) is required when subject is not a new build.
 - If property is located in an HOA:
 - Order HOA demand with title reflecting dues and contact information for HOA
 - Complete HOA Compliance Tracking – Letter of Authorization (LOA) form: https://cdn.lhfs.com/lhfscdn/wholesale/download/Link-HOA_Compliance_Tracking_LOA.pdf

- Customer is responsible for obtaining and maintaining rental insurance coverage throughout the Link term. Customer is required to provide proof of coverage each year to loan servicer (LHFS).
 - \$100,000 minimum liability
 - Trio is the program administrator for the entity who owns the property and provides seller financing. Please use the following address on the renter's insurance, under the section that states "Additional Interest" for renters' insurance:
Trio Residential, LLC
10900 NE 4th St, Ste 2300
Bellevue, WA 98004

- Completed first time homebuyer class from eHome America (www.ehomeamerica.org)

LHFS Reviews documentation and Submits to TRIO

- TRIO approves purchase contract and issues a payment disclosure
 - Payment Disclosure must be signed and uploaded into DASH
- LHFS orders FHA Case number and Appraisal
 - Trio provides Homeowners Insurance (under the government entity name)
- Access Mortgagee Clause: https://cdn.lhfs.com/lhfscdn/wholesale/download/Loss_Payee_Clause.pdf
- Disclosures are sent from LHFS to Trio on behalf of the government entity
- LHFS to clear conditions
- Trio & Customer signs the Link Seller Financing Agreement
- Within 24-48 hours Trio signs the FHA Loan (government entity is the borrower of the FHA loan)