



203(k) LIMITED QUICK REFERENCE GUIDE

Required Signed Disclosures

The following disclosures are posted on the Planet Home Lending website at www.PHLcorrespondent.com

Planet Home Lending does not mandate the use of specific forms. Sellers may use their own forms; however, any form used must contain all of the information requested on the Planet Home Lending forms.

- **Homeowner/Contractor Certification** (one per Contractor)
 - ❖ Signed by Borrower
 - ❖ Signed by Contractor
- **Limited 203(k) Contractor Acknowledgement** (one per Contractor)
 - ❖ Signed by Contractor
- **Borrower/Contractor Identity of Interest/Conflict of Interest Certification** (one per Contractor)
 - ❖ Signed by Borrower
 - ❖ Signed by Contractor

The following disclosures are HUD documents and the HUD versions must be used. Samples are located on the Planet Home Lending website at www.PHLcorrespondent.com.

- **203(k) Borrower's Acknowledgment (HUD Form 92700-A)**
 - ❖ Signed by Borrower. Borrower must indicate how interest is to be paid by selecting one of the following options:
 - Directly to Borrower
 - Apply net interest directly to mortgage principal balance for an equal amount of principal reductions
 - Other
 - ❖ Signed by Loan Officer at least 3 days prior to closing
- **Homeowner/Contractor Agreement (HUD Form 2420)** (one per Contractor)
 - ❖ Signed by Borrower
 - ❖ Signed by Contractor



Additional Required Documents

- **203(k) Maximum Mortgage Worksheet (HUD Form 92700)**
- **Contractor Bid(s)**
 - ❖ Must be on company letterhead and signed/dated by Contractor and Borrower
 - ❖ Labor and materials must be detailed and itemized (i.e. make/model/ratings, etc.)
 - ❖ No expiration date should be indicated on any cost estimate as date of completion is unknown at time of bid completion
- **Appraisal**
 - ❖ Report Specifics: **Must always** be completed “Subject To”
 - **Purchase Transactions:** Require **one** value:
 - An “After-Improved” value aka “As-Completed” value (value after improvements completed) **is always required**.
 - HUD **does not require** an “As-Is” value — HUD assumes the purchase price is the “As- Is” value.
 - **Refinance Transactions:** Requires **two** values:
 - An “As-Is” value is required and it is typically provided on the Addendum to the appraisal report.
 - and**
 - An “After-Improved” value that is provided in the Reconciliation section of the appraisal report.

Contractor Required Documents

- **Contractor Profile Report (Fannie Mae Form 1202)**
- **Completed Federal W-9**
- **Copies of Licenses and Insurance** (as required by the local, state, county and city jurisdiction)
- **Copy of current Liability Insurance**
- **Additional items may be requested at the discretion of Planet Home Lending**

All referenced forms can be found on the Planet Home Lending website at www.PHLcorrespondent.com.