



# Non-Agency Non-Delegated Underwriting Exception Request Form

Loans must be registered or locked through the [Non-Delegated Underwriting Portal](#) prior to submitting a request. The Non-Delegated Underwriting Exception Request form must be completed in its entirety and uploaded through the Non-Delegated Underwriting Portal along with the complete loan file. Please review the Non-Del Submission Checklist for the specific product when submitting a file for Non-Delegated Underwriting. Loans will go through the set-up process before being assigned to an Underwriter for review. The Underwriter will submit the exception request, once the loan is reviewed.

**Date of Request:**

**Non-Del Loan #:**

**Seller Loan #:**

**Seller Name:**

**Corr ID:**

**Requestor Name & Phone Number**

**Closed Loan:**      **Yes**      **No**      **Tentative Close Date:**

**Non-Del Program #:**

**Non-Del Product Name:**

**Borrower Last Name:**

**Business Name:** (DSCR/Investor Plus)

**Subject Property Address:**

**City, State, Zip Code:**

**Property Type:**

**Purpose:**

**Occupancy:**

**Loan Amount:**

**Purchase Price:**

**Appraised Value:**

**LTV/CLTV/HCLTV:**

**Credit Score for Credit Purpose:**

**SE Income Used:**

**DTI/DSCR:**                      /

**Residual Mo. Income:**

**Current Housing Payment:**

**Purposed Housing Payment:**

**Liquid Reserves (non-retirement):**

**Retirement Reserves:**

(Retirement reserves - List net amount, 60% for borrowers not of retirement age and 70%)

**Business Funds for Reserves:**

**Total Post-Close Reserves:**

(Apply % of ownership, then use 50% of amount)

**DSCR Only** - Is the obligator an experienced investor:

**Exception Request (Specify Guideline and Variance Requested):**

**Compensating Factors:**

The review of an exception request is to allow a loan to be purchased as a variance of published program guidelines. An approved variance does not constitute a credit decision. Seller is responsible for all conditions related to the Non-Delegated Underwriting Approval regardless of the single loan variance and the regulatory requirements thereof. Nothing discussed, communicated or any permitted variances with the Seller will not waive any contractual rights or remedies of the Buyer under the Correspondent Agreement. Granting a variance in one loan instance does not equate to a permitted variance of any other future loan. This form is to be used by a lender and not for the general public. We reserve the right to change or modify its variance approval based upon misinformation or misrepresentation of the Seller.

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