

**CBC MORTGAGE AGENCY PROGRAM GUIDELINES**

**MANUFACTURED HOUSING GUIDELINES – Updated as of 6/15/2020**

**FHA Programs Only – Not Allowed or Applicable for Conv Loans**

*Alternative Qualification Requirements not applicable on manufactured housing.  
Manual Underwriting is not allowed with manufactured housing.*

**UNLESS OTHERWISE SPECIFIED HERE AS AN OVERLAY, CBC MORTGAGE AGENCY ADHERES TO ALL FHA GUIDELINES FOR MANUFACTURED HOUSING REQUIREMENTS. FOR MORE DETAILED UNDERWRITING CLARIFICATION, SEE THE FHA HOUSING HANDBOOK.**

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| Minimum Required Credit Score      | · <b>660 Min Score – all programs. (No exceptions)</b>  |
| DTI Requirements                   | · <b>Maximum 50% DTI for all programs. (No exceptions)</b>  |
| Appraisal                          | · Fannie Mae 1004C, Manufactured Home Appraisal Report, is required.<br>· Form 1004D, Appraisal Update and/or Completion Report, if needed to document repair completion.   |
| Ineligible Features                | · Building on own land<br>· Construction to Perm<br>· Easements and Deed Restrictions that affect value, marketability, or property accessibility as determined by the appraiser and for which no protective title endorsement is available<br>· Loans with resale deed restrictions<br>· Proposed or Under Construction<br>· New Construction – all types                    |
| Ineligible Property                | · Singlewide manufactured homes<br>· 2-4 unit properties<br>· Cooperative<br>· Leasehold Estates<br>· Manufactured homes in “Parks” not held in fee simple ownership, commonly known as “Mobile Home Parks”<br>· Properties with resale restrictions<br>· Site Manufactured Housing Condominiums<br>· A home that has been previously installed or occupied at any other site |
| <b><i>Ineligible Borrowers</i></b> | · <b>Any borrower that does not meet Fannie or FHA definition of a lawful, legal resident of the United States. For borrower residency or VISA classification acceptance, follow FHA guidelines or email the Chenoa Fund Scenario Desk for assistance.</b>  |
| Occupancy                          | · Primary residence only; owner occupancy for all borrowers is required   |
| <b>FHA MIC</b>                     | · <b>Required for all loans PRIOR TO PURCHASE.</b>  |

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| HUD Certification Label/Tag | <p>The Federal Manufactured Home Construction and Safety Standards require manufactured homes have a HUD Certification Label/Tag (also known as a HUD Seal or HUD Label) affixed to the exterior of the property. The HUD Tag is an aluminum plate, approximately 2 in. by 4 in, that is permanently attached to each transportable section of the manufactured home in a manner that renders it difficult to remove without defacing it. The label number is etched or stamped with a 3-letter designation that identifies the production inspection agency. Each HUD Tag must be marked with a 6-digit number furnished by a label supplier. Tag numbers are not required to be sequential on a multi-section manufactured home. The HUD Tag must be located at the tail-light end of each transportable section of the manufactured home approximately one foot up from the floor and one foot in from the roadside, or as near that location on a permanent part of the exterior of the manufactured home unit as practicable. The roadside is the right side of the manufactured home when one views the manufactured home from the tow bar end of the manufactured home. Appraisal report must include the appraiser's certification that the HUD Tag is affixed to the exterior or that the HUD Tag is missing. If the HUD Tag is missing, the appraiser should either reject the property or notify the lender and condition the appraisal for documentation verifying HUD labels were issued for the manufactured home. For a fee, a HUD Tag Letter of Verification can be obtained from the Institute for Building Technology and Safety (IBTS) and must be included in the file submitted to HUD. The following website provides details regarding the cost and procedures for obtaining a HUD Tag Letter of Verification: <a href="http://www.ibts.org/services/services-in-the-public-good/cert-label-verification.html">http://www.ibts.org/services/services-in-the-public-good/cert-label-verification.html</a></p> <p>Note: Either the HUD tag or the HUD Tag Letter of Verification must be included in the loan file.</p> |
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| <p style="text-align: center;">Title Requirements</p>            | <p>The title policy must evidence that the following:</p> <ul style="list-style-type: none"> <li>· The manufactured home is attached to the land;</li> <li>· The manufactured home is classified and taxed as real estate; and</li> <li>· The title to the manufactured home has been surrendered or purged in accordance with the applicable jurisdictional requirements.</li> </ul> <p style="text-align: center;">State's Approaches to Titling:</p> <ul style="list-style-type: none"> <li>· Certificate of title "surrender" states: <ul style="list-style-type: none"> <li>· Certificate of title issued upon purchase of manufactured home, but is surrendered after the home is affixed to the foundation and becomes real property.</li> </ul> </li> <li>· Ensure that certificate of title is surrendered following state's procedures. <ul style="list-style-type: none"> <li>· Certificate of title "no surrender" states: <ul style="list-style-type: none"> <li>· Certificate of title is issued and remains outstanding (it is not surrendered or canceled).</li> </ul> </li> </ul> </li> <li>· Ensure the MH lien (and no other lien) is indicated on the certificate of title. <ul style="list-style-type: none"> <li>· Retain certificate of title in loan file.</li> <li>· Ensure that home and land have the same ownership.</li> </ul> </li> <li>· Non-certificate of title states: No certificate of title is issued. <ul style="list-style-type: none"> <li>· Retain in loan file evidence that no certificate of title was issued. <ul style="list-style-type: none"> <li>· Ensure that MH is recognized as real property.</li> </ul> </li> </ul> </li> <li>· Manufactured home must be covered by standard real estate fee simple title insurance policy. Endorsement (ALTA 7, 7.1, or 7.2) or equivalent endorsement is required as insurance that the manufactured home is part of real property that secures the loan. One clear title at closing is required that states the manufacture home and land are classified as real estate. Affidavit of Affixation, a required recorded signed written statement acknowledging that the manufactured home is attached and classified as real property securing the mortgage.</li> </ul> |
| <p style="text-align: center;">Structural Engineering Report</p> | <ul style="list-style-type: none"> <li>· (Also known as Engineer's Certification on Foundation Compliance Report)</li> <li>· A new Structural Engineering Report is required – see HUD Manual for details.</li> <li>· The Engineer's Report must be forwarded to the appraiser and the appraisal must indicate a copy of the report was provided.</li> <li>· If a copy of the Engineer's Report is not available prior to completion of the appraisal, the report must still be sent to the appraiser. The appraiser must provide an Appraisal Update and/or Completion Report (1004D) as confirmation of foundation compliance. The Underwriter cannot sign off on the foundation's compliance with HUD requirements without confirmation from the appraiser on the original appraisal or an appraisal update.</li> </ul>  |