



- Scenario Request
- Exception Request

Clear Form

EXCEPTION REQUEST FORM

Loan Number: _____ Account Executive: _____
 Borrower: _____ Account Manager: _____
 Loan program requested: _____ Underwriter: _____

Subject Loan Information

Property Address: _____

Address
City
State
Zip Code

Occupancy: _____ Citizenship: _____ Is Loan Locked: Yes No

Is Loan Current: Yes No Mortgage lates in the last 12 mos.: Yes No If yes, how many: _____ When: _____

Housing Events within 48 mos.: _____ When: _____ FICO Score Used: _____ Current Rate: _____%

Automated Value: Yes No Value Indicated: \$ _____ Appraised Value: \$ _____

Property Type: _____ Condition of the Property: _____

Requested Loan Amount: \$ _____ DTI (if Consumer Loan): ____/____ DSCR (if Business Purpose): _____%

Requested LTV: _____% Loan Qualifying LTV: _____% Income Type: _____ Loan Purpose: _____

If Refinance: Purchase Date.: _____ Purchase Price: \$ _____ Total Debt on property: \$ _____

Required Additional Information for Standalone Second

1st Loan Amount Balance: \$ _____ 1st Lender Name: _____ 1st Lien Type: _____

2nd new Loan amount requested: \$ _____ Interest Rate: _____% Loan Term: _____

Standalone Second: Yes No Requested CLTV _____% Qualifying LTV _____%

The STORY:

Provide the details outlining the circumstances necessitating the exception request and emphasize why this borrower should be considered for approval.



- Scenario Request
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The ASK:

WHAT DO YOU WANT FROM THE DEAL DESK-BE VERY SPECIFIC-WHAT IS THE EXCEPTION YOU ARE LOOKING FOR:

DOCUMENTS ENCLOSED FOR EXCEPTION (Include documentation pertaining to request)

- Exception Form
 Loan Approval
 URLA
 I008
 Rate Lock
 Credit Report
 Other
 Assets
 Income
 Title
 Appraisal
 Housing Event Docs
 Citizenship Documents

BORROWER(S) CREDIT ENHANCEMENTS TO BE VALIDATED

What credit enhancements does the borrower have that can be submitted at the time of initial underwriting? Bullet point ALL of them for consideration. If LCR's, please indicate whether they are personal or business, how much, and how seasoned are they. Loans must be submitted with the following minimum documentation: URLA & Supportive Compensating Factors.

****INTERNAL USE ONLY - Do not write below this line****

Approved subject to: _____
 Counter-Offer subject to: _____
 Denied: _____
Pricing Adjustments _____
 Final Rate: _____ %

Credit Committee Conditions:

Sr. Underwriter _____ *Date* _____
Sales Manager _____ *Date* _____

Sr. Management _____ *Date* _____
Sr. Management _____ *Date* _____

Approved Exceptions are null and void if conditions are not met

- The Loan must meet all other program requirements.
- Exceptions may be subject to pricing adjustments.
- Any changes to loan characteristics (LTV, CLTV, Loan Amount, DTI, and Reserves, Etc.)