

Use this summary of requirements to help you process, underwrite and deliver Construction Conversion and Renovation Mortgages. For complete information on Construction Conversion and Renovation Mortgages, refer to Freddie Mac's *Single-Family Seller/Service Guide* Chapter 4602. The information in this reference is organized into the following sections: [Eligibility](#), [Data Requirements](#), [Documentation](#), and [General Delivery Information](#).

Eligibility		
	Construction Conversion Mortgage	Renovation Mortgage
Mortgage Description (Guide Glossary)	<p>A Mortgage, the proceeds from which are used for the Permanent Financing that replaces the Interim Construction Financing obtained by the Borrower to:</p> <ul style="list-style-type: none"> <li>• Purchase or refinance, as applicable, the land on which the site-built home or Manufactured Home will be constructed or affixed, <b>and</b></li> <li>• Construct a new site-built home, <b>or</b></li> <li>• Purchase and permanently affix a new Manufactured Home to the site and convert to real property.</li> </ul>	<p>A Mortgage, the proceeds from which are used for the Permanent Financing that replaces the Interim Construction Financing obtained by the Borrower to purchase or refinance the land and an existing site-built home and to repair, restore, rehabilitate or renovate the site-built home.</p>
Interim Construction Financing (Guide Glossary)	<p>Interim Construction Financing is the short-term financing that provides the Borrower with funds to:</p> <ul style="list-style-type: none"> <li>• Build a new site-built home</li> <li>• Purchase and permanently affix to the site and convert to real property, a new Manufactured Home</li> <li>• Repair, restore, rehabilitate or renovate an existing site-built home, and/or</li> <li>• Purchase or refinance the land on which the improvements, including the new Manufactured Home, will be situated</li> </ul> <p><b>Note:</b> Interim Construction Financing is replaced by Permanent Financing on the Effective Date of the Permanent Financing. Freddie Mac does not purchase the Interim Construction Financing.</p>	
Property Types (Guide Sections 4602.7)	<ul style="list-style-type: none"> <li>• 1- to 4-unit newly built or constructed site-built home (single-family attached/detached)</li> <li>• 1-unit Manufactured Home</li> </ul>	<ul style="list-style-type: none"> <li>• 1- to 4-unit existing site-built home (single-family attached/detached and condos)</li> </ul>
	<p><b>Note:</b> Manufactured Homes must be newly purchased and never previously attached to a foundation; and meet all requirements of Guide Chapter 5703, except as modified by Guide Chapter 4602.</p>	
Eligible Mortgages/Terms (Guide Sections 4602.2 and 4602.4)	<ul style="list-style-type: none"> <li>• Construction Conversion and Renovation Mortgages that are eligible for purchase must be First Lien Mortgages and may be any product or offering eligible under the Seller/Service Guide except as stated in Section 4602.2</li> <li>• The term of the Permanent Financing begins on the Effective Date of Permanent Financing</li> <li>• Construction Conversion Mortgages secured by Manufactured Homes must have a maximum original maturity not greater than that specified in Section 5703.3(d)</li> </ul>	
Land Ownership Requirements (Guide Section 4602.5)	<ul style="list-style-type: none"> <li>• For cash-out refinance site-built homes, at least one Borrower must have been on title to the land for six months or more prior to the Effective Date of Permanent Financing, except as stated in Guide Section 4301.5 (i.e., inherited properties, etc.)</li> <li>• For no cash-out refinance Manufactured Homes, at least one Borrower must have been on title to the land for 12 months or more prior to the Effective Date of Permanent Financing</li> </ul>	

Note: Vertical revision bars " | " are used in the margin of this quick reference to highlight new requirements and significant changes

Eligibility							
Purchase or Refinance (Guide Section 4602.5)	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">If...</th> <th style="text-align: left;">Then...</th> </tr> </thead> <tbody> <tr> <td>Borrower <b>is not</b> the owner of record of the land (or if a site-built home is on a leasehold estate, <b>is not</b> the lessee of the leasehold estate) prior to the closing of the Interim Construction Financing</td> <td>Purchase</td> </tr> <tr> <td>Borrower <b>is</b> the owner of record of the land (or if a site-built home is on a leasehold estate, <b>is</b> the lessee of the leasehold estate) prior to the closing of the Interim Construction Financing</td> <td>Refinance</td> </tr> </tbody> </table>	If...	Then...	Borrower <b>is not</b> the owner of record of the land (or if a site-built home is on a leasehold estate, <b>is not</b> the lessee of the leasehold estate) prior to the closing of the Interim Construction Financing	Purchase	Borrower <b>is</b> the owner of record of the land (or if a site-built home is on a leasehold estate, <b>is</b> the lessee of the leasehold estate) prior to the closing of the Interim Construction Financing	Refinance
	If...	Then...					
Borrower <b>is not</b> the owner of record of the land (or if a site-built home is on a leasehold estate, <b>is not</b> the lessee of the leasehold estate) prior to the closing of the Interim Construction Financing	Purchase						
Borrower <b>is</b> the owner of record of the land (or if a site-built home is on a leasehold estate, <b>is</b> the lessee of the leasehold estate) prior to the closing of the Interim Construction Financing	Refinance						
<p>Ineligible:</p> <ul style="list-style-type: none"> <li>• Special Purpose Cash-out Refinances.</li> <li>• Cash-out Refinances are not eligible for Manufactured Homes.</li> </ul> <p><b>Notes:</b> Amount used to pay off an unsecured lien or reimburse the Borrower for construction costs paid outside of the secured Interim Construction Financing is considered cash out if it is higher than the lesser of \$2,000 or 2% of the loan amount, whichever is less.</p>							
Maximum LTV/TLTV/HTLTV	Reference individual product offerings for applicable LTV/TLTV/HTLTV and other financing terms not specifically described in Chapter 4602.						
Appraisal Requirements (Guide Section 4602.9)	<ul style="list-style-type: none"> <li>• The Seller must obtain an appraisal with an interior and exterior inspection that meets Freddie Mac requirements.</li> <li>• The Seller must represent and warrant that the originating lender provided the appraiser with all the appraisal information required in Chapter 5601, including plans and specifications</li> <li>• The appraiser's opinion of value must provide the "as completed" value</li> </ul>						
Completion Status of Home at Time of Delivery (Guide Section 4602.7)	All improvements must be fully completed before the sale of Mortgage to Freddie Mac except for Mortgages secured by site-built homes meeting the requirements in Section 5601.2(b) and for which completion escrows are established in accordance with the requirements of Section 5601.2(b). The installation of a Manufactured Home must be fully completed. For both site-built homes and manufactured homes, Seller must provide evidence the property is complete (see Guide Section 5601.11 requirements).						
Age of Appraisal Reports and Appraisal Updates (Guide Sections 4602.9 and 5601.8)	<p>The effective date of the appraisal must be prior to the Effective Date of Permanent Financing, <b>and</b> the appraisal must meet the requirements of Guide Chapter 5601, including Section 5601.8:</p> <ul style="list-style-type: none"> <li>• If the effective date of the appraisal report is more than 120 days but not more than 12 months before the Effective Date of the Permanent Financing, an appraisal update is required. See Section 5601.8 for additional information. <ul style="list-style-type: none"> <li>○ The results of an appraisal update must be reported on Form 442.</li> <li>○ The original appraiser performed the appraisal update. If not the original appraiser, another appraiser or an unlicensed or trainee supervised appraiser signed the appraisal.</li> </ul> </li> <li>• If the effective date of the appraisal report is more than 12 months before the Effective Date of Permanent Financing, a new appraisal with an interior and exterior is required.</li> </ul> <p>Reminder: If the Freddie Mac Settlement Date is more than 120 days after the Note Date, the Seller must warrant the value of the subject property at the time of the FreddieMac.com Settlement Date is not less than the appraised value as of the effective date of the appraisal.</p>						

Data Requirements				
Establishing Value for LTV/TLTV/HTLTV Ratios (Guide Section 4602.10)	<b>Purchase</b>		<b>Value</b>	
	1- to 4-unit site-built	Construction Conversion	Lesser of: <ul style="list-style-type: none"> <li>• Purchase price (purchase price of the land* and total construction costs), or</li> <li>• Appraised value, as completed</li> </ul>	
		Renovation	Lesser of: <ul style="list-style-type: none"> <li>• Purchase price prior to the renovation plus the renovation costs (costs of demolition and reconstruction), or</li> <li>• Appraised value, as completed</li> </ul>	
	1-unit Manufactured Home (MH)	Construction Conversion	Lesser of: <ul style="list-style-type: none"> <li>• The purchase price of the MH, plus the lowest purchase price at which the land was sold during the most recent 12-month period*, or</li> <li>• Appraised value of the Mortgaged Premises, as completed.</li> </ul>	
		*If the Borrower acquired the land as a gift or by inheritance, the value of the land as reported on the appraisal may be used in lieu of the purchase price of the land.		
	Any item that is included in the calculation of cost to construct or renovate the home must be commonly and customarily included in the cost to construct other homes in the area where the Mortgaged Premises is located. The cost to construct must not include items such as furniture, electronic and home entertainment equipment or other personal items. For more examples, refer to the Calculating Constructions Costs section.			
	<b>Refinance</b>		<b>No Cash-out</b>	<b>Cash Out</b>
	1- to 4-unit site-built	Construction Conversion and Renovation	Appraised value of the Mortgaged Premises, as completed	
		1-unit MH	Construction Conversion	Appraised value of the Mortgaged Premises, as completed
			Renovation	Not eligible
Loan Application (Form 65)	Under <b>Purpose of Loan</b> indicate either Purchase or Refinance, as applicable (not Construction or Construction-Permanent).			
Uniform Underwriting and Transmittal Summary (Form 1077)	Under Loan Purpose indicate Purchase, Cash-Out Refinance or “No Cash-out” Refinance, as applicable, and not Home Improvement or Construction to Permanent. Under Underwriter Comments indicate if the Mortgage is a Construction Conversion Mortgage or Renovation Mortgage.			
Loan Product Advisor® Data Fields	Enter the following in the Loan Product Advisor data fields: <ul style="list-style-type: none"> <li>• <b>Mortgage Type</b> - Select Conventional</li> <li>• <b>Purpose of Loan</b> - Select <b>Purchase</b> or <b>Refinance</b>, as applicable. Purchase or refinance depends on whether the Borrower owned the land (or the land and improvements) at the time of the closing on the Interim Construction Financing (see Purchase or Refinance, page 2)</li> <li>• <b>Appraised Value</b> - Enter the determined value (see Determining Value for LTV/TLTV/HTLTV Ratios, page 3)</li> </ul>			

Data Requirements	
Loan Product Advisor® Data Fields (continued)	<ul style="list-style-type: none"> <li>• <b>Building Status</b> - As applicable, select <i>Proposed</i> or <i>Under Construction</i> for Construction Conversion Mortgages; select <i>Substantially Rehabilitated</i> or <i>Alteration, Improvements, Repair</i> for Renovation Mortgages</li> <li>• <b>New Construction</b> - For both Construction Conversion and Renovation Mortgages, select <b>Construction Conversion</b></li> <li>• <b>Purpose of Refinance</b>, as applicable - Select Cash-Out Refi or No Cash-Out Refi</li> </ul>
Age of Documentation (Guide Section 5102.4)	<ul style="list-style-type: none"> <li>• Verifications of employment, income, current receipt of income, source of funds and payment history must be made no more than 120 days before, as applicable, the Effective Date of Permanent Financing for Construction Conversion and Renovation Mortgages.</li> <li>• Any information verified more than 120 days before, as applicable, the Effective Date of Permanent Financing for Construction Conversion and Renovation Mortgages, must be reverified. Verifications made after the Effective Date of Permanent Financing do not satisfy the requirements of Guide Section 5102.4.</li> </ul>
Loan Product Advisor Resubmission Requirements (Guide Chapter 5101, Sections 4602.8 and 5501.2)	<p>Loan Product Advisor Mortgages must meet the requirements in Guide Section 5101 including the resubmission requirements in 5101.6 except that resubmission of a Mortgage to Loan Product Advisor <b>is not</b> required if there is:</p> <ul style="list-style-type: none"> <li>• A change from the previous submission if the change involves one of the exceptions in Sections 5101.6</li> <li>• A decrease in the loan amount, provided the Permanent Financing meets the following conditions:                             <ul style="list-style-type: none"> <li>○ When there is an increase in the down payment, all funds used to reduce the loan amount must meet the requirements of Guide Chapter 5501</li> <li>○ When there is a decrease in the reserves amount, the amount of verified reserves is no less than the reserves required to be verified on the Feedback Certificate</li> <li>○ The decrease in the loan amount does not change the level of mortgage insurance coverage</li> </ul> </li> <li>• A change from an ARM to a fixed-rate Mortgage, provided the Permanent Financing complies with the following conditions:                             <ul style="list-style-type: none"> <li>○ The Permanent Financing is not be subject to a temporary subsidy buydown plan</li> <li>○ In the prior submission, the Borrower was qualified with an ARM monthly housing expense payment equal to or greater than the fixed-rate monthly housing expense</li> <li>○ The Mortgage term of the fixed-rate Mortgage is the same as the Mortgage term for the ARM</li> </ul> </li> <li>• A decrease in the reserves amount, provided the amount of verified reserves is no less than the reserves required to be verified on the Feedback Certificate.</li> </ul>
Mortgage File Documentation (Guide Section 4602.12)	<p>Mortgage file must contain:</p> <ul style="list-style-type: none"> <li>• Evidence to support that Mortgage is a Construction Conversion or Renovation Mortgage</li> <li>• Sufficient documentation to validate actual cost to construct or renovate (e.g., purchase contracts, plans and specifications, receipts, invoices, lien waivers, etc.)</li> <li>• Document showing your calculation of the purchase price and/or cost to construct</li> <li>• All Settlement/Closing Disclosure Statement forms or other Mortgage closing statements for Interim Construction Financing and Permanent Financing</li> </ul> <p>In addition, the Mortgage file must contain the following documentation, when applicable:</p> <ul style="list-style-type: none"> <li>• For a Mortgage secured by a Manufactured Home, the manufacturer's invoice and the Manufactured Home Purchase Agreement</li> <li>• For a cash-out refinance Mortgage, documentation that supports at least one Borrower has been on title to the land for six months or more prior to the Effective Date of Permanent Financing, except as stated in Guide Section 24.6 (i.e., inherited properties, etc.)</li> <li>• For a “no cash-out” refinance Mortgage secured by a Manufactured Home, documentation that supports at least one Borrower has been on title to the land for 12 months or more prior to the Effective Date of Permanent Financing</li> <li>• Appropriate documentation to verify the acquisition and transfer of ownership of the land if the Borrower acquired the land as a gift or by inheritance</li> </ul>

Documentation			
Calculating Construction Costs	Items included in the calculation of cost to construct or renovate the home must be commonly and customarily included in the cost to construct other homes in the area where the Mortgaged Premises is located.		
	Examples of costs that <i>may</i> or <i>may not</i> be included		
	May be included:	May be included if common to area:	May not be included:
	<ul style="list-style-type: none"> <li>• Materials, cost of labor associated with construction</li> <li>• Energy-efficient components, systems and installation</li> <li>• Grading, seed/sod, and other site improvements such as decks, porches, landscaping, etc.</li> <li>• Demolition expenses (Renovation Mortgages only)</li> <li>• Architectural, engineering, survey and legal fees</li> <li>• Water and sewer tap fees</li> <li>• Access fees to other utilities (gas, electric, telephone, and cable)</li> <li>• Utilities during construction</li> <li>• Permits, inspection and recording fees</li> <li>• Costs associated with construction loan including interest and points</li> <li>• If a refinance, closing costs associated with the permanent Mortgage</li> </ul>	<ul style="list-style-type: none"> <li>• Kitchen appliances</li> <li>• Intercom system</li> <li>• Wiring for media system, computers, cable or satellite that is hard-wired and made part of the premise</li> <li>• Security system</li> <li>• Water treatment system that is a part of the property's plumbing system</li> </ul>	<ul style="list-style-type: none"> <li>• If purchase, any financing costs for permanent Mortgage</li> <li>• Furniture</li> <li>• Electronics and home entertainment equipment that is not hard-wired and part of the premise (televisions, monitors, stereos, speakers, computers, satellite dishes, etc.)</li> <li>• Monthly maintenance fees</li> <li>• Other personal items</li> </ul>
Documentation Types for Permanent Financing (Guide Section 4602.3)	<p>Convert the Interim Construction Financing to Permanent Financing with one of the following structures:</p> <ul style="list-style-type: none"> <li>• Integrated Documentation                             <ul style="list-style-type: none"> <li>○ Single set of loan instruments with the terms of the Interim Construction Financing provided in an addendum or otherwise incorporated into the Note for the Permanent Financing</li> <li>○ No change to the Note or Security Instrument at conversion of Interim Construction Financing except to reduce the principal balance</li> <li>○ Single Closing at time of Interim Construction Financing to execute the Mortgage loan instruments</li> <li>○ No modification agreement is executed</li> </ul> </li> <li>• Separate Documentation                             <ul style="list-style-type: none"> <li>○ Separate sets of loan instruments (Note and Security Instrument) for Interim Construction Financing and Permanent Financing</li> <li>○ Two closings: first, to execute the Interim Construction Financing; and second, to execute the Permanent Financing loan instruments</li> <li>○ No modification agreement is executed</li> </ul> </li> </ul>		

<b>Documentation</b>	
Documentation Types for Permanent Financing (continued) (Guide Section 4602.3)	<ul style="list-style-type: none"> <li>• Modification Documentation                             <ul style="list-style-type: none"> <li>○ One Security Instrument for both Interim Construction Financing and Permanent Financing, a Note for the Interim Construction Financing, and a construction conversion modification agreement (which may include a new Note for Permanent Financing if different from the Interim Construction Financing, the Note used for the Interim Construction Financing was a non-Uniform Instrument or the Note used was for a different Mortgage product)</li> <li>○ Two closings: first, at the time of the Interim Construction Financing to execute the Mortgage loan instruments; and second, at the time of Permanent Financing to execute the Construction Conversion Modification Agreement and, if necessary, a new Note</li> </ul> </li> </ul> <p><b>Note:</b> Manufactured Homes may use Separate or Integrated Documentation.</p>
Required Uniform Instruments (Guide Section 4602.3)	The Permanent Financing must be closed on the most current version of the applicable Uniform Instruments as permitted in the Guide. Refer to Guide Exhibit 4, Single-Family Uniform Instruments, for the current dates of revisions of all Uniform Instruments; and Guide Exhibit 5, Authorized Changes to Notes, Riders, Security Instruments and the Uniform Residential Loan Application, for authorized changes to the Uniform Instruments.
<b>General Delivery Information</b>	
Seller-Owned Modified/Seller-Owned Converted Mortgages (Guide Section 4602.11))	Seller-Owned Modified and Seller-Owned Converted Mortgages may not be used to convert or modify the Interim Construction Financing to Permanent Financing. The mortgage is a Seller-Owned Modified/Seller-Owned Converted Mortgage if after the Effective Date of Permanent Financing, the terms of the Permanent Financing have been modified, or an adjustable-rate Mortgage (ARM) converted to a fixed-rate Mortgage.
Delivery Requirements (Guide Section 6302.28)	For delivery requirements, refer to Guide Section 6302.28. If a Seller-Owned Converted Mortgage or Seller-Owned Modified Mortgage, also refer to Guide Sections 6302.19 and 6302.27, respectively.
Credit Fees in Price	For Credit Fees in Price information, refer to <a href="#">Exhibit 19 – Credit Feeds in Price</a> . Credit Fees in Price are paid in accordance with the Credit Feeds in Price provisions stated in Guide Section 6303.

This document is not a replacement or substitute for the information found in the Single-Family Seller/Service Guide and/or terms of your Master Agreement and/or other Pricing Identifier Terms.

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