

## Introducing our NEW and IMPROVED Underwriting Guideline Manual

Through customers surveys, we better determined what you liked, what you wanted, and what you didn't want in an underwriting guideline manual. We then got to work on a new layout to address your asks. Welcome to YOUR guide. Here's what's new!

### A NEW Sequence

Flow of information was a big deal to you. And, of course, to us. To ensure you can find just what you are looking for, the information in the manual is presented in the following order:

**Introduction** - general information and an overview of doing business with Genworth Mortgage Insurance

**Eligibility Matrices** - eligibility criteria loans must meet to qualify for Genworth's mortgage insurance. Eligibility matrices are located at the front of the Underwriting Manual and have a similar layout and format to the old Underwriting Summary documents.

**All Loans** section - detailed requirements for doing business with Genworth and requirements for Certificate activation

**Simply Underwrite Guidelines** - information on Genworth's program for DU Approve/Eligible, or Loan Product Advisor Accept, Eligible for Purchase loans that meet certain parameters

**Standard Guidelines** - apply to loans that are manually underwritten without a GSE recommendation or risk classification or loans that do not meet our Simply Underwrite Guidelines

**Product Guidelines** - Genworth-Insured Refinance Program which includes three options; GSE, HARP-Eligible Refinance, Non-GSE Refinance and Genworth-Insured Streamlined Refinance

### The NEW Navigation Features

We're all about getting you to where you want to go even faster. The following navigation features are available in the PDF version of the manual:

- Use the Table of Contents to navigate directly to a topic by clicking on the topic or page number
- Use the **Bookmarks** pane in a similar manner to navigate to a section or topic. The Navigation pane automatically appears when the document is opened. Click on the  (bookmarks) icon in the **Bookmarks** pane, which is usually to the left of your screen, to view and click on sections in the document. May vary depending on web browser utilized.
- Use the **Find** feature to locate all occurrences of a word or phrase. To use the **Find** feature:
  - Press the **Ctrl** and **F** keys together on your keyboard
  - In the text box that appears, type in the word or phrase and press **Enter**
  - Press the **Previous** or **Next** buttons view all occurrences of the term
- **Hyperlinks** are provided throughout the manual to navigate directly to a section or external reference. When using a hyperlink within the manual, you can easily return to the location where you first selected the hyperlink by pressing the **Alt** and the **Left Arrow** keys together on your keyboard. There are now links to Fannie Mae and Freddie Mac's homepage where an

underwriter may access their Guides as an additional reference when our guidelines state, Follow Fannie, if Fannie and Freddie, if Freddie.

- We have added additional visual cues to assist the user in determining which section of the Underwriting Manual they are in. **Side-bar section indicators** have been added for quick reference which can easily be viewed in the printed copy or online. The **Headers** also indicate the section title as well; e.g. Standard Guidelines.

### **BOLDER Notes and Footnotes**

Throughout the manual, important information is highlighted as notes within the body of the manual, and as footnotes below tables.

- Footnotes are in bold blue or white font, numbered and indicated by superscript
- Notes are indicated by the word Note in bold black font and the text of the note is in blue italic font

### **Additional New Features include the following:**

- Glossary of Terms
- Frequently Used Terms
- Table with FHFA Maximum Loan Limits for 2018 has been included for ease of access.
- Ineligible Loan Features are now being captured in a grid at the beginning of the “All Loans” Section. Previously, these topics may have been scattered throughout the document.
- A table has been included which captures Loan Features requiring a Genworth underwrite

Enjoy your review of our new manual. Please contact your Genworth Sales Representative with questions or feedback. We look forward to working with you.