

Date: [Date]

To: Underwriting Department

Lender Name: [Lender Name]

Loan Number: [Loan Number]

RE: Exception Request for Non-Warrantable Condominium Project

Property Address: [Full Property Address]

HOA Name: [Homeowners Association Name]

To the Underwriting Department,

This letter is a formal request for a portfolio exception regarding the non-warrantable status of the aforementioned condominium project. We understand the project is currently deemed non-warrantable due to: *[List reason, e.g., high concentration of investment units, single-entity ownership, or pending litigation]*.

We believe an exception is justified based on the following mitigating factors:

- **Financial Stability:** The HOA maintains a healthy reserve fund of \$[Amount] and there are no planned special assessments.
- **Borrower Strength:** The borrower exhibits a strong credit profile with a FICO score of [Score] and a low Debt-to-Income ratio of [Percentage]%.
- **Loan-to-Value:** The borrower is providing a significant down payment of [Percentage]%, resulting in a low LTV ratio which reduces the lender's risk.
- **Occupancy Trends:** [Describe if the specific phase is mostly owner-occupied or if the delinquency rate is below 15%].
- **Project Management:** The project is professionally managed by [Management Company Name] with a proven track record of maintenance and fiscal responsibility.

The subject unit is in excellent condition and represents strong collateral for the loan. We request your favorable review of this exception to allow the financing to proceed.

Supporting documentation, including the HOA budget, balance sheet, and insurance master policy, is attached for your review.

Sincerely,

[Your Name/Loan Officer Name]

[Company Name]

[Phone Number]

[Email Address]