



Non-Delegated Correspondent Initial Submission Form

Items Needed for Successful Loan Submission

- ✓ Loan Submission Form
- ✓ 1003/Application
- ✓ Credit Report
- ✓ Driver's License/ID
- ✓ Purchase contract (purchase only)
- ✓ EMD receipt (if applicable)
- ✓ Signed Initial Disclosures
- ✓ Affiliated Business Disclosure
- ✓ Taxpayer Consent
- ✓ Mortgage Statements (if applicable)
- ✓ Assets (60 days continuous bank statements)
- ✓ Income Docs (Per AUS, if applicable)
- ✓ Condo Documents (if applicable)

Arc Home Fees

Standard Doc: \$695
Govt Full doc: \$795
Govt Streamline: \$495
Access and Elite: \$1,495
Jumbo: \$825

Contact Information		
Borrower Name:	Subject Property Address:	SPARC Loan Number:
Correspondent Contact Name:	Correspondent Contact Phone Number:	Estimated Closing Date:
Loan Details		
Yes	No	Prior approved exception? If yes, upload the Arc Home Exception Form (permitted for Arc Access NQM only)
Yes	No	Is the subject a condominium? (If yes, complete details below, as applicable.)
		Project name and address:
		HOA name and address:
		Existing project or New Construction project?
Yes	No	Is the borrower a First Time Home Buyer?
Yes	No	Is this a NY CEMA transaction?
Yes	No	Will this loan be closed in a Trust or LLC?
		If yes, provide name of Trust or LLC, as well as executor signors:
Yes	No	AUS (if applicable); must be released to Arc Home LLC if not run in SPARC
Yes	No	Credit report reference number on AUS to match credit report re-issued within SPARC
Yes	No	Tri Merge Credit Report Reissued within SPARC
Yes	No	MI Certificate- Client requests Arc to order quote based on best available pricing. Please provide the MI Options below: MI Premium Type: <input type="checkbox"/> Borrower Paid – Monthly <input type="checkbox"/> Borrower Paid – Single MI Coverage %: _____ Premium Refundability: <input type="checkbox"/> Non-Refundable <input type="checkbox"/> Refundable Renewal Option: <input type="checkbox"/> Constant <input type="checkbox"/> Declining Premium at Closing: <input type="checkbox"/> Deferred <input type="checkbox"/> Prepaid
Arc Home Credentials		
FNMA Seller Servicer # 29208	FHLMC Seller Servicer # 156770	FHA Sponsor ID # 2315600001
VA ID # 6500850000	USDA ID # 14184176	

Required Documents by Program

Refer to Program Matrix for full detail requirements: <http://correspondent.archomellc.com/page/correspondent-loan-products>

Arc Access NQM Wage Earner: YTD paystub, 2 years W2s Self Employed: 2 years personal and business tax returns and YTD P&L 1099 Income: 1 or 2 years most recent 1099's, YTD compensation statement(s), and Arc Home Business Narrative form Other income documentation: pension, social security award letters, etc. Credit history explanation (bankruptcy, foreclosure, etc.), if applicable Mortgage/rental history (12 months required; max 1x30x12 for Clean Slate) Bank Statements (self-employed): 12 or 24 months recent/consecutive statements and Arc Home Business Narrative form CPA Prepared P&L: 2 most recent business bank statements, and Arc Home CPA Relationship for most recent 12 months, or CPA Letter on firm's letterhead to address relationship to borrower/business Letter or CPA Letter on firm's letterhead to address relationship to borrower/business Asset Utilization - Two (2) months most recent statements for all qualifying accounts Asset Qualifier: Two (2) months most recent statements for all qualifying accounts (employment docs not required)	Arc Elite QM Wage Earner: YTD paystub, 2 years W2s Self Employed: 2 years personal and business tax returns and YTD P&L 1099 Income: 2 years most recent 1099's, YTD compensation statement(s), and Arc Home Business Narrative form Other income documentation: pension, social security award letters, etc. Bank Statements (SE): 24 months recent/consecutive statements and Arc Home Business Narrative form Asset Utilization - Six (6) months most recent statements for all qualifying accounts DSCR 1007 or 1025 (if applicable) with long-term or short-term rent schedule, as applicable URLA employment information (employer name and address) for each borrower; income must be blank On Refinances: Copy of executed lease agreement (If vacant: LOE to address vacancy; 10% LTV reduction required) On Refinances: Short-term renting entity (such as AirBNB/VRBO): Remittance statements from renting entity covering most recent 12 months Entity Documents: if vesting in an entity: Articles, Operating Agreement or Bylaws, EIN and Good Standing REO Schedule with mortgage information, if financed
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Refer to Arc Home [Non-Delegated Correspondent- Client Reference Guide](#) for Mortgagee Clause & Loss Payee, Closing Protection Letter, Title Proposed Insured, Final Title Policy requirements, and Fee Schedule .