Condo Best Practices

Job Aid | Condominium



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Objective: This job aid was designed to outline general <u>Best Practices</u> for Wholesale and Non-Delegated Correspondent

condo review and approval, and provide instructions to validate a Condominium Approval.

Best Practices

Eligibility and Documentation

- Arc Home does NOT maintain a list of condo projects previously reviewed or approved. Each condominium submission is subject to a new review with current project documentation, unless the project is currently approved by Fannie Mae, FHA, VA, or USDA (as determined by program).
- Refer to the applicable program matrix and guidelines for the eligible condo type and review requirements.
 - The Wholesale <u>Condo Review Job Aid</u> or Non-Delegated Correspondent <u>Condo Review Job Aid</u> will assist in determining the eligible condominium review type, by product.
 - Review the Wholesale <u>Condo Review Documentation List</u> or Non-Delegated Correspondent <u>Condo Review</u>
 <u>Documentation List</u> job aid for the required review items.
- Review the <u>Condominium Approval</u> topic for detailed requirements by program.

Full Review

- Review the Condominium Approval topic for detailed requirements by program.
- The <u>Full Condo Questionnaire</u> MUST be completed in its entirety to avoid delays; blank or incomplete responses are not acceptable.
- The insurance must be verified and documented to meet all Fannie Mae or Freddie Mac requirements, as applicable. See <u>Fannie Mae Selling Guide</u> (Chapters B7-3 and B7-4) and <u>Freddie Mac Chapter 4703</u> for details.
- The Full Review will be submitted to and completed by the Arc Home Condo Project Review team once ALL required documentation is received by Arc Home.
 - Arc Home does NOT permit Full Review requests prior to loan submission.
 - Non-Delegated Correspondent Clients must include all required condo documents in the file submission to Arc Home.

Limited Review

- Review the <u>Condominium Approval</u> topic for detailed requirements by program.
- If the selected loan program allows a Limited Review, the loan parameters must meet ALL requirements for a Limited Review.
- The project must meet ALL warrantability and eligibility requirements to proceed with a Limited Review; it must not be an ineligible project, have ineligible features, or be non-warrantable.
- The <u>Arc Home Limited Review Condo Questionnaire</u> MUST be completed in its entirety to avoid delays; blank or incomplete responses are not acceptable.
- The insurance must be verified and documented to meet all Fannie Mae or Freddie Mac requirements, as applicable. See <u>Fannie Mae Selling Guide</u> (Chapters B7-3 and B7-4) and <u>Freddie Mac Chapter 4703</u> for details.
- The Limited Review will be completed by the Arc Home Condo Project Review team once ALL required documentation is received by Arc Home.
 - Non-Delegated Correspondent Clients may choose to complete the Limited Review independently; all required documents and the completed review must be uploaded in the file submission to Arc Home.

Non-Warrantable Condos

- Eligible within the Access Non-QM, Edge Non-QM and Foreign National programs ONLY; review the <u>Condominium</u> Approval topic for detailed requirements.
- Refer to the <u>Arc Underwriting Guide</u> for the list of eligible non-warrantable condo features, and Access, Edge or Foreign National program matrix for the non-warrantable condo eligibility restrictions, as applicable.
- A Full Review is required for all non-warrantable condos.



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Arc Home LLC conducts business as Arc Home Loans LLC in AR, FL, IL, MO, TX and WI and, as Arc Home LLC, a limited liability company of Maryland, in OR.

Condominium Approval

The details noted below are intended to outline the condo approval validation options available by program; it does not identify all condo requirements and/or guidelines. Refer to the applicable guidelines/matrix to verify complete condo approval requirements for the program selected, as well as the Wholesale <u>Condo Review Job Aid</u> or Non-Delegated Correspondent <u>Condo Review Job Aid</u> to assist in determining the eligible condominium review type, by product.

Loan Program	Eligible Review Types	Guideline Requirements	Miscellaneous
Fannie Mae	Fannie Mae Limited Review Fannie Mae Full Review	Must meet Fannie Mae warrantable review requirements; refer to Fannie Mae Selling Guide (Chapters B4-2, B7-3, and B7-4)	 For Fannie Mae Full Review, the Fannie Mae Condo Project Manager (CPM) must be used to validate current condo project approval. If the Condo Project Manager (CPM) tool indicates restrictions for a specific project (such as occupancy, LTV, etc.), only loans that comply with the restrictions may proceed with the "Approved by Fannie Mae" designation in lieu of a new Full Review. The insurance must be verified and documented to meet all Fannie Mae insurance requirements, as Fannie Mae does NOT review insurance policies as part of the CPM review/approval process. See Fannie Mae Selling Guide Chapters B7-3 and B7-4 for complete details. Important Note: The Condo Project Manager (CPM) tool requires Fannie Mae access credentials. Resources: CPM FAQs, CPM Training
Freddie Mac	Freddie Mac Limited Review Freddie Mac Full Review	Must meet Freddie Mac warrantable review requirements; refer to Freddie Mac Selling Guide Chapters 5701 and 4703	 Freddie Mac Condo Project Advisor (CPA) must not show the project as "Not Eligible". In lieu of a new Full Review, a condo project identified as "Approved by Fannie Mae" within the Fannie Mae Condo Project Manager (CPM) may be used to validate current condo project approval for Freddie Mac transactions. See Fannie Mae topic.
FHA	For non-Streamline loans, the condo project must be reflected within the HUD Approved list. For Streamline loans, the condo must meet the FHA Streamline guidelines.	Refer to FHA Handbook <u>4000.1</u>	N/A
VA	For non-IRRRL loans, the condo project must be reflected within the VA Approved list. For IRRRL loans, the condo must meet the VA IRRRL guidelines.	Refer to VA Handbook <u>26-7</u>	Important Note: VA LGY Access credentials required to access VA Approved list

Loan Program	Eligible Review Types	Guideline Requirements	Miscellaneous
USDA (Wholesale only)	Fannie Mae Limited Review Fannie Mae Full Review Freddie Mac Limited Review Freddie Mac Full Review FHA HUD Approved VA Approved	Refer to USDA <u>HB-1-3555</u>	• In lieu of a new Full Review, a condo project identified as "Approved by Fannie Mae" within the Fannie Mae Condo Project Manager (CPM) may be used to validate current condo project approval for USDA transactions. See Fannie Mae topic.
Jumbo Express	 Fannie Mae Limited Review Fannie Mae Full Review Freddie Mac Limited Review Freddie Mac Full Review 	See Jumbo Express Underwriting Manual Chapter 12.0 (Property) Must meet Fannie Mae OR Freddie Mac warrantable review requirements (per AUS used); refer to applicable guidelines in Fannie Mae Selling Guide Chapter B4-2 or Freddie Mac Selling Guide Chapter 5701	For Fannie Mae Full Review, the Fannie Mae Condo Project Manager (CPM) must be used to validate current condo project approval for Jumbo Express transactions. See Fannie Mae topic.
Jumbo Prime	Fannie Mae Full Review Freddie Mac Full Review	See Jumbo Prime Underwriting Manual Chapter 12.0 (Property) Must meet Fannie Mae OR Freddie Mac warrantable review requirements; refer to applicable guidelines in Fannie Mae Selling Guide Chapter B4-2 or Freddie Mac Selling Guide Chapter 5701	For Fannie Mae Full Review, the Fannie Mae Condo Project Manager (CPM) must be used to validate current condo project approval for Jumbo Prime transactions. See Fannie Mae topic.
Access Non-QM	Warrantable: Fannie Mae Limited Review Fannie Mae Full Review Non-Warrantable: Fannie Mae Full Review	Refer to Arc Underwriting Guide Chapter 5.4 (Condominiums) Warrantable: Must meet Fannie Mae warrantable review requirements; refer to Fannie Mae Selling Guide Chapter B4-2 Non-Warrantable: Must meet Fannie Mae Full Review requirements (refer to Fannie Mae Selling Guide Chapter B4-2) AND allowable Access Non-QM non-warrantable features	Fannie Mae Condo Project Manager (CPM) must be used to validate current condo project approval for Access Non-QM transactions. See Fannie Mae topic. Refer to Non-Warrantable guidelines if CPM shows project is "unavailable".
Edge Non-QM	Warrantable: Fannie Mae Limited Review Fannie Mae Full Review Non-Warrantable: Fannie Mae Full Review	 Refer to Arc Underwriting Guide Chapter 5.4 (Condominiums) Warrantable: Must meet Fannie Mae warrantable review requirements; refer to Fannie Mae Selling Guide Chapter B4-2 Non-Warrantable: Must meet Fannie Mae Full Review requirements (refer to Fannie Mae Selling Guide Chapter B4-2) AND allowable Access Non-QM non-warrantable features 	• Fannie Mae Condo Project Manager (CPM) must be used to validate current condo project approval for Access Non-QM transactions. See Fannie Mae topic. Refer to Non-Warrantable guidelines if CPM shows project is "unavailable".
Foreign National Non-QM	Warrantable: Fannie Mae Limited Review Fannie Mae Full Review Non-Warrantable: Fannie Mae Full Review	Refer to Arc Underwriting Guide Chapter 5.4 (Condominiums) Warrantable: Must meet Fannie Mae warrantable review requirements; refer to Fannie Mae Selling Guide Chapter B4-2 Non-Warrantable: Must meet Fannie Mae Full Review requirements (refer to Fannie Mae Selling Guide Chapter B4-2) AND allowable Foreign National non-warrantable features	Fannie Mae Condo Project Manager (CPM) must be used to validate current condo project approval for Foreign National Non-QM transactions. See Fannie Mae topic. Refer to Non-Warrantable guidelines if CPM shows project is "unavailable".



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Elite QM	 <u>Fannie Mae</u> Limited Review <u>Fannie Mae</u> Full Review 	 Refer to <u>Arc Underwriting Guide</u> Chapter 5.4 (Condominiums) Must meet Fannie Mae warrantable review requirements; refer to <u>Fannie</u> <u>Mae Selling Guide Chapter B4-2</u> 	 Fannie Mae Condo Project Manager (CPM) must be used to validate current condo project approval for Elite QM transactions. See <u>Fannie Mae</u> topic. CPM must verify project is not "unavailable".
Conventional Investment	 Fannie Mae Limited Review Fannie Mae Full Review Freddie Mac Limited Review Freddie Mac Full Review 	Must meet Fannie Mae OR Freddie Mac warrantable review requirements (per AUS used); refer to applicable guidelines in <u>Fannie</u> <u>Mae Selling Guide Chapter B4-2</u> or <u>Freddie Mac Selling Guide Chapter</u> <u>5701</u>	For Fannie Mae Full Review, the Fannie Mae Condo Project Manager (CPM) must be used to validate current condo project approval for Conventional Investment Property transactions. See Fannie Mae topic.
FNMA/FHLMC Second Home & Investment	Fannie Mae Limited Review Fannie Mae Full Review Freddie Mac Limited Review Freddie Mac Full Review	Must meet Fannie Mae OR Freddie Mac warrantable review requirements (per AUS used); refer to applicable guidelines in <u>Fannie</u> <u>Mae Selling Guide Chapter B4-2</u> or <u>Freddie Mac Selling Guide Chapter</u> <u>5701</u>	For Fannie Mae Full Review, the Fannie Mae Condo Project Manager (CPM) must be used to validate current condo project approval for FNMA/FHLMC Second Home & Investment Property transactions. See Fannie Mae topic.

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