



Wholesale 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)
- ✓ Mortgage Broker Disclosure Form
- ✓ Affiliated Business Disclosure (if applicable)
- ✓ Executed Anti-Steering Disclosure (LPC only)
- ✓ Mortgage Statements (if applicable)
- ✓ Assets (60 days continuous bank statements)
- ✓ Income Docs (Per AUS, if applicable)
- ✓ Condo Documents (if applicable)
- ✓ Signed Initial Disclosures (unless disclosed by Arc Home)

Arc Home Fees Standard Docs: \$1,150 Govt Streamline: \$645 Access, Edge & Elite: \$1,495 Foreign National: \$1,495 Jumbo: \$1,275
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Contact Information		
Borrower Name:	Subject Property Address:	SPARC Loan Number:
Broker Contact Name:	Broker 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	If Arc Home to complete the Loan Estimate (LE), please upload the Broker fee sheet.
Yes	No	"Application Date" matches "Registration Date" in SPARC Disclosures screen?
Yes	No	Is the subject a condominium? (If yes, complete details below, as applicable.)
Yes	No	Project name and address:
Yes	No	HOA name and address:
Yes	No	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	Does the loan have an unaffiliated Third-Party Processing (TPP) fee?
Yes	No	Is the TPP already approved by Arc Home? If no, submit Third Party Processing Questionnaire to Arc Home Counterparty Submissions . Note: Third Party Processor must be approved prior to CTC to be eligible for compensation.
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
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: <https://wholesale.arcomellc.com/page/wholesale-loan-products>

Access/Edge 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)	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 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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State Specific Required Documentation
CA - California Financing Statement (Broker's application version, required for all CFL customers)
IL - Illinois Anti Predatory Lending Database (APLD) validation <ul style="list-style-type: none"> • Provide proof loan data entered into APLD; must be entered within ten (10) business days after application • Required for properties in Cook, Kane, Will and Peoria counties that are Primary Residence and 1-4 unit
MN - Minnesota Residential Mortgage Originator Services Agreement
NV - Nevada Advance Fee Agreement (Broker issued)
SC - South Carolina Attorney/Insurance Preference Form (fully completed with attorney/agent name and signed)

Refer to Arc Home [Wholesale Important Information](#) for Mortgagee Clause & Loss Payee, Closing Protection Letter, Title Proposed Insured, and Final Title Policy requirements.