

ARCH MI

# Credit Union Underwriting Manual

January 17, 2025



## Summary of Underwriting Manual Updates

Arch MI's Credit Union Underwriting Manual (the Manual) has been updated to reflect the loan limit updates announced in Customer Announcement CUA 2024-04 and the underwriting requirement updates announced in Customer Announcement CUA 2025-01. The sections of the Manual that have been updated are indicated with a new revision date to the right of the section heading. A summary of the changes is listed below. For complete details, see the applicable sections of the Manual.

### Section 2.01, LTV/Loan Amount/Credit Score/DTI Requirements

- Loan limits were updated per Customer Announcement CUA 2024-04.
- An update to footnote number 2 was added to clarify that state restrictions may apply for loans utilizing non-traditional credit.

### Section 2.02, Additional Underwriting Requirements

- This section was updated with clarified language related to DU and LPA responses, appraisal options and Agency representation and warranty relief.
- For loans underwritten to our EZ Decisioning<sup>SM</sup> underwriting requirements, sweat equity is now an eligible source of funds provided all Agency requirements are met. The prior Arch MI overlays no longer apply (as announced in Customer Announcement CUA 2025-01).
- Updated language to clarify that borrowers with an ITIN in lieu of a Social Security number (SSN) are ineligible. All borrowers must have an SSN.

### Section 3.03.01, Non-Delegated and Delegated Submissions

- Loan limits were updated per Customer Announcement CUA 2024-04.

### Section 3.03.01.01, Loan Amounts \$1,209,751–\$2,000,000 for 1-Unit Properties — Additional Underwriting Requirements

The following expansions announced in Customer Announcement CUA 2025-01 have been incorporated into the manual.

- The jumbo loan amount range has increased to \$1,209,751–\$2,000,000 (formerly \$1,149,826–\$2,000,000).
- For 1-unit properties with loan amounts greater than \$1,500,000 (formerly \$1,250,000), a full Uniform Residential Appraisal Report (URAR) with interior and exterior inspections and either a third-party field review appraisal or a second full URAR with interior and exterior inspections are required.
- Gifts and grants, employer assistance and trade equity (formerly ineligible) are now eligible after a minimum 10% contribution from the borrower's own funds.

### Section 3.03.03, Subordinate Financing and CLTV

- The definition of subordinate financing (formerly section 3.03.04.03) is now section 3.03.03.01.
- The sections for new and existing subordinate financing (formerly section 3.03.03.01) and the section for cash-out refinances with subordinate financing (formerly section 3.03.02.02) have been consolidated and reformatted into a table and are now section 3.03.03.02.

### Section 3.04, Ineligibility Matrix

- A minor update to the ineligibility matrix was made to clarify that borrowers with an individual tax identification number (ITIN) in lieu of an SSN are ineligible.

### 3.05, Documentation Requirements

This entire section has been consolidated and reorganized as follows:

#### 3.05.01 Required Documentation (formerly section 3.05.03)

- “The terms of the sale (purchase transactions only)” has changed to “The terms of the sale (fully executed upon closing).”

#### 3.05.02 Documentation Requirements for all Loans (Manually or Agency AUS Underwritten), formerly section 3.05.03

- This section has been consolidated and reformatted into a table and incorporates former section 3.05.04, Additional Documentation Requirements for Agency AUS Underwritten Loans.
- Arch MI aligns with the Agencies’ post-close employment requirements therefore references to documentation requirements for post-close employment have been removed.

#### 3.05.03 Age of Documentation (formerly section 3.05.01)

- Information has been consolidated and reformatted into a table.

### Section 3.06.02, Medical and Dental Professionals Program

- A Certified Registered Nurse Anesthetist (CRNA) is now an eligible profession under the Medical and Dental Professionals Program (announced in Customer Announcement CUA 2025-01).

### Section 3.07.02, Adjustable-Rate Mortgages (ARMs)

- The maximum loan amount for an ARM with an initial fixed-rate period of less than 5 years is \$1,209,750 (formerly \$1,149,825).

### Section 3.07.03, Temporary Interest-Rate Buydowns

- The maximum loan amount for a loan with temporary interest-rate buydown is \$1,209,750 (formerly \$1,149,825).

### Section 3.07.04, Balloon Mortgages

- The maximum loan amount for a balloon mortgage is \$1,209,750 (formerly \$1,149,825).

### Section 3.08.01.02, Cash-Out Refinance

- Clarified that cash-out refinance transactions with non-occupant borrowers/co-signers are ineligible.

### Section 3.09.02, Non-Occupant Borrower/Co-Signer

- The maximum loan amount for a 1-unit transaction with a non-occupant borrower/co-signer is \$1,209,750 (formerly \$1,149,825).
- The maximum loan amount for a 2-unit transaction with a non-occupant borrower/co-signer is \$1,548,975 (formerly \$1,472,250).

### Section 3.11.01, Minimum Contribution from Borrower’s Own Funds

- The existing table has been consolidated and reformatted.
- As announced in Customer Announcement CUA 2025-01, for loan amounts \$1,209,751–\$2,000,000, after a minimum 10% contribution from the member’s own funds, gifts/grants, employer

assistance and trade equity are eligible sources for the remaining funds needed to close the transaction.

#### **Section 3.11.02,01 Reserves — General**

- The table was updated to align the loan amounts with the increased loan limits announced in CUA 2024-04.

#### **Section 3.11.03, Asset Types**

- This section was updated to reflect that gifts/grants, employer assistance and trade equity are no longer an ineligible asset source for 1-unit properties with loan amounts higher than \$1,209,750 as announced in Customer Announcement CUA 2025-01.

#### **Section 3.12.02.01, Non-Traditional Credit**

- The maximum loan amount for a transaction with non-traditional credit has increased from \$766,550 to \$806,500.

#### **Section 3.14.04, Manufactured Homes**

- Clarified that all manufactured homes, including those meeting Fannie Mae MH Advantage® and Freddie Mac CHOICEHome® eligibility requirements, must be submitted to Arch MI as a manufactured home.

#### **Section 3.14.08, Properties with Resale Restrictions**

- The maximum loan amount for a property with resale restrictions has increased from \$1,149,825 to \$1,209,750.

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## 1. Introduction and General Information (January 24, 24)

The underwriting requirements in this Manual apply only when a Credit Union or Credit Union Service Organization (CUSO) is submitting the loan for mortgage insurance (MI).

Thank you for choosing Arch MI as your mortgage insurance provider. By providing mortgage insurance and sharing the risk of default for mortgage lending, Arch MI helps credit unions and investors expand their lending opportunities. Arch MI promotes the expansion of viable homeownership opportunities through the use of fair and reasonable underwriting requirements that support our objective of making homeownership affordable and sustainable.

Within this Manual, "Arch MI" includes Arch Mortgage Insurance Company and United Guaranty Residential Insurance Company.

### 1.01 Risk and Underwriting Philosophy (January 4, 2018)

Arch MI's goal is to ensure that sound underwriting decisions are made on mortgage insurance applications. Specifically, (1) the loan transaction must represent an insurable risk, (2) the loan transaction and collateral must be accurately represented, (3) reasonable judgment must be used and reasonable due diligence applied and (4) the risk associated with the loan transaction can be adequately priced.

Our underwriting requirements are designed to facilitate the assessment of mortgage default and foreclosure risk. The requirements in this Manual establish the boundaries of acceptable risk. The Manual provides a set of comprehensive underwriting requirements to ensure the likelihood that the member<sup>1</sup> will be able to repay the loan. These requirements consider the following:

- Credit: The member's willingness and ability to repay obligations (credit history).
- Capacity (Income): The stability and amount of the member's income in relationship to the member's obligations.
- Capital (Assets and Equity): The member's total assets, savings history, reserves and investment into the property.
- Collateral (Property): The condition, marketability and value of the property.
- Economic and housing conditions present in the property's market area.
- Loan transaction: Term, amortization type, adjustable versus fixed, documentation type, etc.

Arch MI is committed to insuring quality loans that make sense for everyone involved. When underwriting a loan, the overall risk of the loan should be considered. An individual risk factor within a loan file may not necessarily create an uninsurable risk, especially when compensating factors are present. However, a layering of risk factors within the loan file without offsetting compensating factors will generally increase the likelihood of foreclosure and create an uninsurable risk. We recognize that certain loans may fall outside Arch MI's underwriting requirements but still represent an insurable risk. When this happens, the credit union should submit the loan as a non-delegated submission. Arch MI will review the loan carefully to identify any compensating factors that may warrant an exception.

The credit union is responsible for ensuring that the loan information provided within the MI submission is true and accurate. Misrepresentation or fraud presents a serious risk to the likelihood of loan repayment. The credit union should have robust procedures in place to prevent misrepresentation and fraud from any party involved with the loan transaction.

Arch MI reserves the right to request additional information concerning the loan transaction.

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<sup>1</sup> Any reference to "member" within this manual is equivalent to "borrower."

## 1.02 Fair Housing and Equal Credit Opportunity Acts (March 1, 2017)

Arch MI believes in the fair treatment of all members in accordance with applicable law. We operate in accordance with the provisions of the Fair Housing Act as well as the Equal Credit Opportunity Act (though this law is not directly applicable to Arch MI). The Fair Housing Act makes it unlawful to discriminate in housing-related activities against any person because of race, color, religion, national origin, sex, handicap or familial status. The Equal Credit Opportunity Act prohibits discrimination with respect to any aspect of a credit transaction on the basis of sex, race, color, religion, national origin, marital status, age (provided the applicant has the capacity to enter into a binding contract), receipt of public assistance or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

Arch MI fully supports the letter and the spirit of both of these laws and will not condone discrimination in any mortgage guaranty insurance transaction. It is our objective to help make homeownership affordable and attainable.

Our commitment to you and the housing finance industry is a responsibility we take seriously, as we work to encourage fair lending, open new markets and expand our insurance services.

## 1.03 Compliance with Laws and Predatory Lending (January 24, 2024)

Each Covered Loan must comply with all applicable federal, state and local laws, regulations and ordinances regarding the origination, servicing, sale or purchase of residential mortgage loans, including, but not limited to, any applicable "fair lending" laws and including a duly diligent review to ensure that the member is not at the date of Commitment a "specially designated national" or "blocked person" as designated by the Department of Treasury's Office of Foreign Assets Control.

### 1.03.01 Predatory Lending (March 1, 2020)

Each Covered Loan is not a "High-Cost Mortgage" under the Federal Truth in Lending Act and Regulation Z (15 USC §1601 et seq.; 12 CFR Part 1026), as the same may be amended from time to time, or subject to the Home Ownership and Equity Protection Act of 1994 (HOEPA) or any implementing regulations.

### 1.03.02 Contractual Interest Rate (March 1, 2020)

Each Covered Loan has a contractual rate of interest which does not exceed legal or regulatory maximums.

### 1.03.03 State-Sponsored Address Confidentiality Programs (January 24, 2024)

Arch MI supports participants in state-sponsored Address Confidentiality Programs (called "Safe at Home" in some states) and can accept applications from your members who have a state-provided legal address to use as a substitute address for receiving mail.

These programs assist survivors of domestic violence, sexual assault, stalking or other crimes by providing them substitute addresses for their accounts to keep their actual physical addresses undisclosed.

If you have a new mortgage applicant and need to submit a request for insurance or an existing member who has notified you of their participation in a state-sponsored program, contact us at 1-877-642-4642.

Alternatively, you may submit notification and evidence of program participation (i.e., a state-provided program ID card or similar document) to us via email at [uwccustomerservice@archmi.com](mailto:uwccustomerservice@archmi.com).

If you need to notify us of a member's "cancellation of" or "expiration of" their participation in an Address Confidentiality Program, use the contact number or email address provided above.

## 1.04 Submission Methods (January 20, 2023)

Arch MI has two submission methods for mortgage insurance applications: non-delegated submissions and delegated data submissions (delegated). Most of the underwriting requirements in this Manual apply to both delegated and non-delegated submissions. When the requirements are different for each submission method, they will be clearly identified within the Manual.

Regardless of the submission method used, the credit union is responsible for ensuring that the information provided is true and accurate. The credit union is also responsible for notifying Arch MI of any data changes pertaining to the loan (including, but not limited to, loan terms, credit information, income, debts, appraisal, property value or loan amount).

Please see the details for each submission method below.

#### **1.04.01 Non-Delegated Submissions (November 15, 2018)**

For a non-delegated submission, the credit union sends a copy of the entire loan underwriting file to Arch MI. With a non-delegated submission, certain underwriting requirements are more expansive than our delegated underwriting requirements (for example, loan amount and credit score requirements).

Underwriting requirements that are more expansive for non-delegated submissions are clearly identified within the Manual.

If you have a loan you believe is an acceptable risk, but is outside our underwriting requirements, we encourage you to submit the loan non-delegated. Our experienced underwriting staff will evaluate the overall risk of the loan to determine its eligibility for insurance (items listed as ineligible within [section 2](#) and those listed in the [Ineligibility Matrix in section 3](#) are generally not available for exceptions).

With a non-delegated submission, our skilled underwriting team can weigh all of the individual risk characteristics and compensating factors. Therefore, you will have peace of mind knowing your loan received a comprehensive MI risk review and the correct decision is made for both the credit union and Arch MI.

If Arch MI conducts a non-delegated underwriting review and issues a conditional commitment or suspends or declines the loan for mortgage insurance, a credit union may not exercise its delegated authority to resubmit the loan.

#### **1.04.02 Delegated Submissions (January 20, 2023)**

Delegated is available to approved credit unions. Our delegated option allows reporting of loan data only to Arch MI for mortgage insurance applications. With delegated, Arch MI issues an MI commitment and certificate based on the credit union's representation that the loan meets Arch MI's underwriting requirements. As part of this option, the credit union is responsible for errors and omissions that could otherwise be discovered with a non-delegated submission.

When submitting a loan via a delegated submission, no exceptions are allowed to the delegated underwriting requirements. Loans that do not meet the delegated underwriting requirements may meet the non-delegated underwriting requirements (see non-delegated submissions above).

If Arch MI conducts a non-delegated underwriting review and issues a conditional commitment or suspends or declines the loan for mortgage insurance, a delegated credit union may not exercise its delegated authority to resubmit the loan.

The sections for which the underwriting requirements differ for delegated versus non-delegated submissions include:

- [Section 1.05.02](#), Conditional Commitments — Requirements.
- [Section 2.01](#), LTV/Loan Amount/Credit Score/DTI Requirements.
- [Section 3.03.01](#), LTV/Loan Amount/Credit Score/DTI Requirements.
- [Section 3.03.01.01](#), Jumbo Loans (\$1,209,751 to \$2,000,000).
- [Section 3.06.02](#), Medical and Dental Professionals Program.
- [Section 3.12.02.01](#), Non-Traditional Credit.
- [Section 3.12.04.03](#), Prior Arch MI Claim.
- [Section 3.14.03](#), Condominiums and Cooperatives (Co-ops).
- [Section 3.14.03.02](#), Non-Warrantable Condominiums.

Delegated submissions may be submitted to Arch MI via **CONNECT**, electronic data interchange (EDI) or a loan origination system (LOS).

Customers who use delegated may also elect to send non-delegated submissions to Arch MI.

If you are interested in applying for delegated, please contact your [Arch MI Account Manager](#).

### 1.04.03 Origination Channel Definitions (October 7, 2019)

The following are Arch MI's origination channel definitions to be used when requesting a rate quote or submitting the MI application.

- **Retail:** Credit unions that make loans to consumers directly and order the MI in their own names. The credit union taking the mortgage loan application also orders the MI.
  - If a Credit Union Service Organization performs any of the loan functions, the loan is considered a retail origination.
- **Correspondent:** Credit union originates, processes and closes the loan. However, the MI is ordered by the credit union/investor purchasing the loan, for example a non-delegated correspondent loan.
- **Wholesale:** A loan that involves a broker acting as intermediary between the consumer and wholesale credit union. The broker takes the mortgage loan application, however, generally does not underwrite, fund or service the loan. MI is generally ordered by the credit union/investor purchasing the loan; it is generally not ordered in the broker's name.

## 1.05 Commitment/Certificates (June 7, 2021)

### 1.05.01 Final Commitments (June 7, 2021)

#### 1.05.01.01 Requirements (March 1, 2017)

To issue a final commitment, Arch MI requires that all pertinent information necessary to underwrite the mortgage loan be documented and verified (see [section 3.05.03](#) for age of documentation requirements):

- Property address.
- Sales agreement.
- Appraisal or alternative as permitted within this Manual.
- Employment.
- Income.
- Assets.
- Credit.

#### 1.05.01.02 Terms (August 17, 2019)

- The standard commitment term is 4 months.
  - A 12-month commitment term will be issued for construction-to-permanent loans.

#### 1.05.01.03 Extensions (June 7, 2021)

- Extensions to commitments are considered on a case-by-case basis. Please contact Servicing at [servicingreinstatements@archmi.com](mailto:servicingreinstatements@archmi.com) or call 877-642-4642 (Option 3). Generally, if the mortgage loan does not close within the term of the commitment/certificate, a new application for mortgage insurance will be required. All current underwriting requirements and pricing in effect at the time of new application will apply.

#### 1.05.01.04 Changes to Commitment (March 1, 2017)

- Any change to the loan information must be submitted to Arch MI. The new information will be evaluated based on the underwriting requirements in effect at the time of the change. The MI pricing will be updated based on the new loan information when applicable.

### 1.05.02 Conditional Commitments (November 15, 2018)

#### 1.05.02.01 Requirements (January 4, 2018)

- Conditional commitments will not be issued for mortgage insurance applications submitted via delegated. All pertinent data must be transmitted in order for a commitment to be issued.
- For non-delegated submissions, conditional commitments may be issued for various reasons when material information or documentation is missing. Conditional commitments are most commonly issued because of missing information or documentation relating to the collateral, sales agreement or appraisal.
  - For files containing conditional commitments issued for a sales agreement or appraisal, the terms for continued eligibility for mortgage insurance depend on the property acceptability.
  - If any condition received is materially different from the information presented on the original application, continued eligibility for mortgage insurance will be based on the underwriting requirements in effect at the time the condition is received.

#### 1.05.02.02 Terms (January 4, 2018)

- 90 days, regardless of the construction status of the property.

#### 1.05.02.03 Extensions (March 1, 2017)

- Extensions to conditional commitments are not allowed.

### 1.05.03 Pre-Qualification Underwriting Program<sup>2</sup> (November 15, 2018)

#### 1.05.03.01 Requirements (November 15, 2018)

Arch MI's Pre-Qualification Underwriting program is designed to help both credit unions and their members determine creditworthiness and the maximum eligible mortgage amount. The MI application typically occurs prior to an offer to purchase a property. A file submitted for pre-qualification review should include all required credit documents. All Arch MI underwriting requirements apply and a Pre-Qualification Notice is generated.

#### 1.05.03.02 Terms (November 15, 2018)

- The Pre-Qualification Notice is effective for 120 days, is conditional and is not a commitment of insurance.

#### 1.05.03.03 Extensions (November 15, 2018)

- Extensions to the Pre-Qualification Notice are not allowed. If additional information is not provided to Arch MI within the original term, a new application is required.

<sup>2</sup>Available for loans submitted under an Arch MI Master Policy only.

## 2. EZ Decisioning — Underwriting Requirements for Loans Underwritten with Desktop Underwriter (DU) or Loan Product Advisor (LPA) (January 17, 2025)

The underwriting requirements in this section apply to our **EZ Decisioning<sup>SM</sup>** program.

Loans receiving one of the valid Desktop Underwriter<sup>®</sup> (DU<sup>®</sup>) or Loan Product Advisor<sup>®</sup> (LPA<sup>SM</sup>) recommendations listed below are eligible for mortgage insurance when they meet the underwriting requirements outlined in this section. **Loans that meet all the requirements of this section may be submitted either delegated or non-delegated** (see [section 1.04](#) for details) unless otherwise noted in [section 2.01](#) below.

- DU Approve/Eligible or LPA Accept/Eligible.
- DU Approve/Ineligible with a minimum 620 credit score, or LPA Accept/Ineligible where the ineligibility is due to the following reasons only:
  - LTV.
  - Loan amount.
  - Loan type (when the requirements in [section 3.07](#) are met).
  - None of the members are first-time homebuyers.

**Note:** Loans with an Approve/Ineligible or Accept/Ineligible recommendation are not allowed for loans with non-traditional credit or for which the subject property is a manufactured home.

Arch MI does not approve loans for mortgage insurance based **solely** on the Agency automated underwriting system (AUS) decision. When underwriting to the DU or LPA recommendation, the credit union should perform prudent underwriting and risk assessment on each loan, reviewing all loan documentation to detect any potential red flags or inconsistent information which must be addressed. When the loan is submitted non-delegated, Arch MI's underwriters will also underwrite the loan file in this manner.

Loans that **do not** have one of the recommendations listed above or **do not** meet the requirements detailed in this section must meet all Standard Underwriting Requirements in [section 3](#).

## 2.01 LTV/Loan Amount/Credit Score/DTI Requirements (January 17, 2025)

The following underwriting requirements represent general eligibility limits, used in combination with Arch MI's automated risk evaluation to determine MI eligibility for each loan. Layering of risk attributes may affect the eligibility of loans meeting the general requirements below; this layering will be evaluated when you request your MI rate quote and/or when you submit your loan for MI.

Eligible Loan Types		Fixed-Rate/Fixed-Payment, ARMs, Buydowns and Balloon Mortgages					
Occupancy	Transaction Type	Property Type	Maximum		Maximum Loan Amount	Minimum Credit Score <sup>1</sup>	Maximum DTI
			LTV	CLTV			
Primary Residence	Purchase and Rate/Term Refinance <sup>2</sup>	1-Unit, SFD/SFA, Condo, Co-op, MH Advantage <sup>®</sup> / CHOICEHome <sup>®3</sup>	97%	105% <sup>4</sup>	\$806,500 <sup>5</sup>	620 <sup>6</sup>	50%
			95%	105% <sup>4</sup>	\$806,501–\$1,209,750		
			95%	105% <sup>4</sup>	\$806,500 <sup>5</sup>		
		Manufactured Home <sup>3</sup>	95%	95%	\$1,209,750		
			95%	95%	\$1,548,975		
		2-Unit	95%	100% <sup>4</sup>	\$1,248,150		
		3-Unit	95%	95%	\$1,551,250		
	Cash-Out Refinance	1-Unit, SFD/SFA, Condo, Co-op	95%	95%	\$1,209,750		
Second Home	Purchase and Rate/Term Refinance <sup>2</sup>	1-Unit, SFD/SFA, Condo, Co-op	90%	90%	\$1,209,750	620	
		Manufactured Home <sup>3</sup>	90%	90%	\$1,209,750		
Investment Property	Purchase and Rate/Term Refinance <sup>2</sup>	1-Unit, SFD/SFA, Condo, Co-op	85%	85%	\$1,209,750	620	

<sup>1</sup> Non-traditional credit (a loan for which no member has a credit score) is allowed with a DU Approve/Eligible or LPA Accept/Eligible recommendation when the loan meets all Fannie Mae DU or Freddie Mac LPA requirements. The loan **must be submitted non-delegated**. State restrictions may apply.

<sup>2</sup> Includes construction-to-permanent and renovation loans for both purchase and rate/term refinance transactions. Renovation loans are not allowed for manufactured homes.

<sup>3</sup> Manufactured homes with LTVs > 95% must meet Fannie Mae MH Advantage or Freddie Mac CHOICEHome eligibility requirements. All manufactured homes including MH Advantage and CHOICEHome must be submitted to Arch MI as a Manufactured Home. The following are ineligible for manufactured homes:

- Approve/Ineligible or Accept/Ineligible recommendations.
- Single-wide properties.
- Renovation loans.
- Investment properties.

<sup>4</sup> When the CLTV is greater than the maximum LTV, the subordinate financing must meet Fannie Mae's Community Seconds<sup>®</sup> or Freddie Mac's Affordable Seconds<sup>®</sup> requirements. The loan must be identified as an Affordable Housing loan within the MI submission.

<sup>5</sup> \$1,209,750 for properties located in Alaska or Hawaii.

<sup>6</sup> A credit score below 620 is permitted with a DU Approve/Eligible recommendation.

## 2.02 Additional Underwriting Requirements (January 17, 2025)

Category	Underwriting Requirement (January 17, 2025)
DU and LPA Response	<p>The final, valid DU Findings or LPA Feedback must be included in the loan file.</p> <ul style="list-style-type: none"> <li>■ The loan must close according to the terms and conditions of the DU Findings or LPA Feedback.</li> <li>■ The DU or LPA recommendation must be based on accurate data from the credit union. The Agency's resubmission tolerances are permitted for determining whether DU or LPA must be rerun; <b>however, all data supplied to Arch MI must be the final, accurate data.</b></li> <li>■ The DU or LPA recommendation must be based on the Agency's published requirements.<sup>3</sup> Agency variances or waivers issued to a credit union are <b>ineligible</b> without prior approval by Arch MI.</li> </ul> <p>DU and LPA are not capable of evaluating certain aspects of the loan file. For those aspects unable to be evaluated by DU or LPA, the lender is responsible to ensure the Agency's standard requirements, as listed in its Selling Guide, are met. Some examples of items not able to be evaluated by DU or LPA are listed below (not all inclusive):</p> <ul style="list-style-type: none"> <li>■ Appraisal, property, occupancy intent, employment, income stability and continuance, large asset deposits and reserves for specific scenarios</li> </ul>
Appraisal	<ul style="list-style-type: none"> <li>■ Credit unions exercising their delegated authority are responsible for assessing the validity and accuracy of the appraisal report and ensuring the value is supported prior to delegation, including, but not limited to, adequacy of the comparables, property condition, market value and appraised value. This is regardless of any AUS response on the transaction. Numerous tools are available in the marketplace to assist the credit union in this assessment and Arch MI encourages their use. This is particularly important during times of market volatility or fluctuations, especially if there are any indications the subject property and/or comparable properties are located in an area of soft and/or declining property values.</li> <li>■ For loans underwritten to EZ Decisioning guidelines that receive an acceptable AUS recommendation and meet all Agency eligibility requirements, Arch MI will accept the level of appraisal work indicated by the DU or LPA findings as follows: <ul style="list-style-type: none"> <li>■ A full Uniform Residential Appraisal Report (URAR).</li> <li>■ Desktop appraisal (Fannie Mae Form 1004 Desktop/Freddie Mac Form 70D).</li> <li>■ Hybrid appraisal (Fannie Mae Form 1004 Hybrid/Freddie Mac Form 70H).</li> <li>■ Appraisal waiver (Fannie Mae Value Acceptance/Freddie Mac Automated Collateral Evaluation, or ACE).</li> <li>■ Appraisal waiver with property data (Fannie Mae Value Acceptance plus property data/Freddie Mac ACE plus property data report). <ul style="list-style-type: none"> <li>■ If an appraisal waiver plus property data is offered and exercised by the lender, the property data report must be retained in the loan file and submitted to Arch MI for all non-delegated submissions.</li> </ul> </li> </ul> </li> <li>■ If a URAR is obtained by the credit union, the property value and all other information from the appraisal must be used, regardless of whether a desktop appraisal, hybrid appraisal, or an appraisal waiver is offered and exercised. Similarly, if a desktop or hybrid appraisal is obtained by the credit union, the property value and all other information from the desktop or hybrid appraisal must be used, regardless of whether an appraisal waiver is offered and exercised.</li> <li>■ Fannie Mae's rural high-needs value acceptance (appraisal waiver) is ineligible.</li> </ul>
Agency Representation and Warranty Relief	<p>The GSEs provide their customers representation and warranty relief on key aspects of the mortgage origination process. Fannie Mae refers to this as Day 1 Certainty, and Freddie Mac refers to it simply as representation and warranty relief. The only component of the GSEs' representation and warranty relief programs for which Arch MI provides rescission relief is the value of the property when a valid appraisal waiver is offered and accepted by the lender. Arch MI does not provide rescission relief for any other components of the GSEs' representation and warranty relief programs.</p>

<sup>3</sup> Fannie Mae and Freddie Mac published guidelines are defined as guidelines outlined in the Agency Selling Guides available to all credit unions without the need for a credit union variance or amendment to credit union's Master Agreement.

Category	Underwriting Requirement (January 17, 2025)
Ineligible	<p><b>Member:</b></p> <ul style="list-style-type: none"> <li>■ Members without a Social Security number (SSN).</li> <li>■ Members with an Individual Tax Identification Number (ITIN) in lieu of an SSN.</li> <li>■ Members who already have the maximum number of loans insured with Arch MI (see <a href="#">section 3.09.01.03</a>).</li> <li>■ Corporations, partnerships, syndications and irrevocable trusts are ineligible borrowers.</li> </ul> <p><b>Loan Type:</b></p> <ul style="list-style-type: none"> <li>■ Interest-only loans.</li> <li>■ Loans with potential or scheduled negative amortization.</li> </ul> <p><b>Loan-to-Value (LTV):</b></p> <ul style="list-style-type: none"> <li>■ LTV ratios less than or equal to 80% for Borrower-Paid Mortgage Insurance (BPMI).</li> </ul> <p><b>Property:</b></p> <ul style="list-style-type: none"> <li>■ Single-wide manufactured housing.</li> <li>■ Any property type <b>ineligible</b> for sale to the Agencies.</li> <li>■ Property located outside the 50 United States and the District of Columbia (including Puerto Rico, Guam and the Virgin Islands).</li> </ul> <p><b>Transaction:</b></p> <ul style="list-style-type: none"> <li>■ Renovation Mortgages when the property is a manufactured home.</li> <li>■ Fannie Mae High Loan-to-Value Refinance Option loans and Freddie Mac Enhanced Relief Refinance Mortgage® loans.</li> <li>■ Loans with a prepayment penalty feature.</li> </ul>
Other	<ul style="list-style-type: none"> <li>■ Commitment/Certificate — See <a href="#">section 1.05</a> for requirements.</li> <li>■ Financed MI — See <a href="#">section 3.03.02</a> for financed MI requirements.</li> <li>■ Age of Documentation — See <a href="#">section 3.05.03</a> for requirements.</li> <li>■ Affordable Housing — See <a href="#">section 3.06.01</a> for definition and identification requirements.</li> <li>■ Construction-to-Permanent loans and Renovation mortgages — See <a href="#">section 3.08.03.01</a> and <a href="#">section 3.08.02.01</a> for insurance activation options.</li> <li>■ Corporate Relocation Loans — See <a href="#">section 3.08.04</a> for the definition and documentation requirements.</li> <li>■ Closed Loans without a previous Arch MI commitment — See <a href="#">section 3.08.05</a> for eligibility and documentation requirements.</li> <li>■ Prior Arch MI Claim — See <a href="#">section 3.12.04.03</a> for eligibility requirements.</li> </ul>

## 2.03 Fannie Mae's RefiNow and Freddie Mac's Refi Possible (January 24, 2024)

Loans underwritten to Fannie Mae's RefiNow™ and Freddie Mac's Refi Possible® program requirements are eligible for insurance when:

- All Fannie Mae or Freddie Mac underwriting requirements for their programs are met.
- The loan being refinanced is insured by Arch MI.

No other Arch MI EZ Decisioning underwriting requirements apply.

- When submitting a loan for MI or requesting a rate quote you must enter the applicable program name, RefiNow or Refi Possible, in Arch MI's systems.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

## 3. Standard Underwriting Requirements (January 17, 2025)

The underwriting requirements in this section apply to all manually underwritten loans **and** any loan underwritten with DU or LPA that does not meet the underwriting requirements detailed in [section 2](#). **The requirements in this section apply to both non-delegated and delegated submissions.** Most of the requirements for non-delegated and delegated are the same; however, when they differ it will be clearly identified. When a loan does not meet the requirements of this section, but you believe it is an acceptable risk, submit the loan non-delegated and we will evaluate the overall risk of the loan to determine its eligibility for insurance (unless the requirement not met is listed in the [Ineligibility Matrix](#)).

### 3.01 General Underwriting Requirements (January 4, 2018)

Arch MI uses a combination of its own specific underwriting requirements and the underwriting requirements of Fannie Mae and Freddie Mac (the Agencies). The information below describes how Arch MI's underwriting requirements work in combination with the Agencies' requirements.

- All Arch MI underwriting requirements listed in section 3 apply, regardless of the Agency requirements for manually or DU/LPA underwritten loans.
- When Arch MI's requirement in section 3 is more liberal than an Agency's requirement, the credit union may choose to use the Agency's requirement in lieu of Arch MI's.
- When an item is not specifically addressed within section 3, it means that Arch MI aligns with the Agencies' published<sup>4</sup> underwriting requirements for that item as follows (see [Fannie Mae Selling Guide](#) and/or [Freddie Mac Seller/Servicing Guide](#)):
  - Arch MI aligns with the Agencies' AUS underwriting requirements when the loan is underwritten by DU or LPA.
  - Arch MI aligns with the Agencies' manual underwriting requirements when the loan is a manual underwrite (not underwritten by DU or LPA).
  - If the loan is a manual underwrite and is not being sold to Fannie Mae or Freddie Mac, either of the Agencies' underwriting requirements may be used.
  - When we align with the Agencies' requirements, a loan may use a combination of Fannie Mae and Freddie Mac requirements, regardless of whether the loan was underwritten with DU or LPA, or manually.
  - If the loan **does not** meet Arch MI requirements or the Agency requirements we align with, or includes items not addressed by either Arch MI or the Agencies, a non-delegated submission to Arch MI is required for consideration.
  - Credit union programs containing underwriting requirements that do not meet Arch MI's requirements or the Agency requirements we align with require approval by Arch MI prior to submitting loans for mortgage insurance. **This includes underwriting requirements received through an Agency variance.**

<sup>4</sup> Fannie Mae and Freddie Mac published guidelines are defined as guidelines outlined in the Agency Selling Guide available to all credit unions without the need for a credit union variance or amendment to credit union's Master Agreement.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

## 3.02 Agency AUS Additional Underwriting Requirements (January 20, 2023)

### 3.02.01 DU and LPA Recommendations Other Than Approve/Eligible and Accept/Eligible (January 20, 2023)

Loans receiving one of the following DU or LPA recommendations are eligible for insurance when meeting all our Standard underwriting requirements.

- DU Approve/Ineligible.
- LPA Accept/Ineligible.
- DU Refer with Caution.
- LPA Caution.

### 3.02.02 DU and LPA Tolerances (March 1, 2017)

DU and LPA allow specific data tolerances for debt-to-income (DTI) ratios, assets, reserves, etc. For requirements within section 3 of this Manual that are dependent on the DU/LPA decision (such as documentation requirements and reserves), the Agencies' resubmission tolerances are permitted for determining whether DU or LPA must be rerun; however, all data supplied to Arch MI must be the final, accurate data.

## 3.03 LTV/Loan Amount/Credit Score/DTI Requirements (January 17, 2025)

Please see the applicable sections in the Manual for additional information.

The following LTV/Loan Amount/Credit Score/DTI underwriting requirements represent general eligibility limits, used in combination with Arch MI's automated risk evaluation to determine MI eligibility for each loan. Layering of risk attributes may affect the eligibility of loans meeting the general requirements below; this layering will be evaluated when you request your MI rate quote and/or when you submit your loan for MI.

Loans will be given consideration by Arch MI when the DTI ratio and/or credit score requirements indicated in the Manual are not met, provided:

- The DTI does not exceed the maximum DTI by more than 5 percentage points.
- The representative credit score for the loan is no more than 10 points below the required credit score and is not lower than 620.
- All other Arch MI underwriting requirements and the Agency requirements we align with are met.
- In some cases, a non-delegated submission may be required.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### 3.03.01 Non-Delegated and Delegated Submissions (January 17, 2025)

Occupancy	Transaction Type	Property Type	Maximum		Maximum Loan Amount	Minimum Credit Score	Maximum DTI
			LTV	CLTV <sup>1</sup>			
Primary Residence	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo, Co-op	97% <sup>2</sup>	105% <sup>3</sup>	\$806,500 <sup>4</sup>	620	45%
			95.01%–97% <sup>2</sup>	97% <sup>5</sup>	\$806,501–\$1,209,750	620	
			95%	100% <sup>3</sup>	\$806,501–\$1,209,750	620	
		Manufactured Home <sup>6</sup>	90%	90%	\$806,500 <sup>4</sup>	680	
		2-Unit	95%	100% <sup>3</sup>	\$1,548,975	660	
		3-Unit	90%	90% <sup>5</sup>	\$1,248,150	660	
		4-Unit	90%	90% <sup>5</sup>	\$1,551,250	660	
	Cash-Out Refinance	1-Unit, SFD/SFA, Condo, Co-op	95%	95% <sup>5</sup>	\$1,209,750	660	
	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo, Co-op	90%	90% <sup>5</sup>	\$1,209,750	660	
Second Home		Manufactured Home <sup>6</sup>	90%	90% <sup>5</sup>	\$806,500 <sup>4</sup>	700	
Investment	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo, Co-op	85%	85% <sup>5</sup>	\$1,209,750	680	
<b>Construction-to-Permanent Loans</b>							
Primary Residence	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Detached Condo	95%	95% <sup>5</sup>	\$1,209,750	620	45%
		Manufactured Home <sup>6</sup>	90%	90% <sup>5</sup>	\$806,500 <sup>4</sup>	680	
Second Home	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Detached Condo	90%	90% <sup>5</sup>	\$1,209,750	660	
		Manufactured Home <sup>6</sup>	90%	90% <sup>5</sup>	\$806,500 <sup>4</sup>	700	
<b>Renovation Loans</b>							
Primary Residence	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo, Co-op	95%	105% <sup>3</sup>	\$806,500 <sup>4</sup>	620	45%
			95%	100% <sup>3</sup>	\$806,501–\$1,209,750		
		2-Unit	95%	100% <sup>3</sup>	\$1,548,975	660	
Second Home	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo, Co-op	90%	90% <sup>5</sup>	\$1,209,750	660	

**Continued on Next Page**

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

Occupancy	Transaction Type	Property Type	Maximum		Maximum Loan Amount	Minimum Credit Score	Maximum DTI
			LTV	CLTV <sup>1</sup>			
<b>Loan Amounts \$1,209,751–\$2,000,000 for 1-Unit Properties<sup>7</sup></b>							
<b>Primary Residence (Delegated)</b>	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo	85%	85% <sup>5</sup>	<b>\$1,209,751–\$1,500,000<sup>8</sup></b>	740 <sup>9</sup>	41% <sup>9</sup>
<b>Primary Residence (Non-Delegated)</b>	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo	90%	90% <sup>5</sup>	<b>\$1,209,751–\$1,500,000<sup>8</sup></b>	720 <sup>9</sup>	43% <sup>9</sup>
			85%	85% <sup>5</sup>	<b>\$1,500,001–\$2,000,000<sup>8</sup></b>	740 <sup>9</sup>	43% <sup>9</sup>

<sup>1</sup> Subordinate financing requirements in [section 3.03.03](#) must be met.  
<sup>2</sup> Balloon mortgages are ineligible for LTVs > 95%.  
<sup>3</sup> When the CLTV is greater than the maximum LTV, the subordinate financing must meet Fannie Mae's Community Seconds or Freddie Mac's Affordable Seconds requirements. The loan must be identified as an Affordable Housing loan within the MI submission.  
<sup>4</sup> **\$1,209,750** for properties located in Alaska or Hawaii.  
<sup>5</sup> New subordinate financing is **ineligible**.  
<sup>6</sup> The following are ineligible for manufactured homes:
 

- Single-wide properties.
- Renovation loans.
- Investment properties.

 See [section 3.14.04](#) for specific requirements for manufactured home eligibility.  
<sup>7</sup> ARMs < 5 years, temporary buydowns, balloon mortgages, construction-to-permanent loans and renovation loans are **ineligible** for these loan amounts.  
<sup>8</sup> See [section 3.03.01.01](#) for additional underwriting requirements for these loan amounts.  
<sup>9</sup> The credit score and DTI variances described in [section 3.03](#) above do not apply.

### **3.03.01.01 Loan Amounts \$1,209,751–\$2,000,000 for 1-Unit Properties — Additional Underwriting Requirements (January 17, 2025)**

In addition to the underwriting requirements outlined elsewhere in this Manual, the following requirements apply to loan amounts of \$1,209,751 to \$2,000,000 for 1-unit properties.

- **Loan Type:**
  - **Ineligible:** ARMs with initial fixed-rate periods < 5 years, buydowns and balloon mortgages.
- **Documentation:**
  - For loan amounts > \$1,500,000, a full Uniform Residential Appraisal Report (URAR), with interior and exterior inspections, **and** either a third-party field review appraisal or a second full URAR with interior and exterior inspections are required.
  - The Agencies' manual underwriting documentation requirements for income and assets must be followed. In addition:
    - If a VOE is used to document income, it must be accompanied with a current paystub.
    - If a VOD is used to document assets, it must be accompanied with one month's bank statement.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

■ **Credit:**

- All members must have a credit score.
- If the member has a previous housing history (mortgage or rent), the most recent 12-months' history must be documented with no late payments. If the history is shorter than 12 months, the entire history must be documented.
- Foreclosures, deeds-in-lieu of foreclosure, pre-foreclosure sales (short sales), mortgage debt discharged through bankruptcy and charged-off mortgages require 7 years' seasoning from the completion date and satisfactory re-established credit must be verified.
- Bankruptcies require 7 years' seasoning from the discharge or dismissal date, and satisfactory re-established credit must be verified.
- 4 years' seasoning required from the completion date of credit counseling due to derogatory credit.
- Open judgments, garnishments and all outstanding liens (including tax liens) must be paid off at or prior to closing.
- Members with collections and charge-offs of non-mortgage accounts are considered on a case-by-case basis.

■ **Assets:**

- Gifts/grants, employer assistance and trade equity are eligible after a minimum 10% contribution from the member's own funds.
- Maximum interested-party contribution: 3%.

■ **Property:**

- Maximum condominium investor concentration: 30% (for both established and new projects).

■ **Ineligible:**

- Co-ops.
- Manufactured homes.
- Modular, panelized and prefabricated homes.
- Geodesic homes.
- Group homes.
- Log homes.
- Properties with resale (deed) restrictions.

■ **Member:**

■ **Ineligible:**

- Non-occupant co-borrower/co-signer.
- Non-permanent residents.

■ **Transaction Type:**

■ **Ineligible:**

- Cash-out refinance.
- Construction-to-permanent loans.
- Renovation mortgages.
- Installment land contracts.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### 3.03.02 Financed MI (March 1, 2022)

The underwriting requirements for a loan with financed MI are determined using the base LTV and base loan amount (the LTV and loan amount before the financed MI is added to the loan amount).

- The base LTV (before financed MI) cannot exceed the applicable maximum LTV for the transaction.
- The gross LTV, which includes the base loan amount and the financed MI, cannot exceed 103%.
- The base loan amount (before financed MI) cannot exceed the applicable maximum loan amount for the transaction.

### 3.03.03 Subordinate Financing and CLTV (January 17, 2025)

#### 3.03.03.01 CLTV – Definition (January 17, 2025)

The following is Arch MI's definition of CLTV:

- CLTV is the equivalent of all other acronyms (i.e., HCLTV, TLTVP, etc.) used to describe the ratio of the combined loan amounts for the first lien and subordinate lien(s) secured by the subject property, whether drawn or not, to the lesser of the sales price or appraised value.
- Example: A property is being refinanced with an appraised value of \$140,000. The member obtains a first-lien mortgage of \$120,000, and an existing Home Equity Line of Credit with an available line of \$10,000 and a balance of \$5,000 is re-subordinated.

Determining the CLTV:	
First lien	\$120,000
Plus, total available line from Home Equity Line of Credit	+ \$10,000
Total liens secured by the subject property	\$130,000
CLTV = (\$130,000 ÷ \$140,000)	92.86%

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### 3.03.03.02 New and Existing Subordinate Financing (January 17, 2025)

For all transactions with new or existing subordinate financing, in addition to meeting the grid requirements outlined in [section 3.03.01](#), the following requirements apply.

New Subordinate Financing	
<b>Purchase and Rate/Term Refinance</b>	<p>For purchase and rate/term refinance transactions with new subordinate financing the following apply:</p> <ul style="list-style-type: none"> <li>When the CLTV is greater than the maximum LTV, the subordinate financing must meet Fannie Mae's Community Seconds or Freddie Mac's Affordable Seconds, and the loan must be identified as an Affordable Housing loan within the MI submission.</li> <li>The credit score exception addressed in <a href="#">section 3.03</a> is not allowed.</li> </ul> <p><b>Ineligible for new subordinate financing:</b></p> <ul style="list-style-type: none"> <li>3–4-unit properties.</li> <li>Second homes.</li> <li>Investment properties.</li> <li>Cash-out refinance loans.</li> <li>Construction-to-permanent loans.</li> <li>1-unit properties with loan amounts greater than \$1,209,750.</li> <li>Balloon mortgages.</li> </ul>
Existing Subordinate Financing	
<b>Rate/Term Refinance</b>	<p>For rate/term refinance transactions with existing subordinate financing, when the CLTV does not exceed the maximum LTV per the transaction type (see grid <a href="#">section 3.03.01</a>), the existing subordinate financing may be re-subordinated.</p> <ul style="list-style-type: none"> <li>All occupancy types, property types and loan amounts are eligible.</li> </ul> <p>For rate/term refinance transactions where the CLTV exceeds the maximum LTV, the subordinate financing must meet Fannie Mae's Community Seconds or Freddie Mac's Affordable Seconds, and the loan must be identified as an Affordable Housing loan within the MI submission.</p> <ul style="list-style-type: none"> <li>The credit score exception addressed in <a href="#">section 3.03</a> is not allowed.</li> </ul> <p><b>Ineligible transactions when the CLTV exceeds the maximum LTV:</b></p> <ul style="list-style-type: none"> <li>3–4-unit properties.</li> <li>Second homes.</li> <li>Investment properties.</li> <li>Manufactured homes</li> <li>Cash-out refinance loans.</li> <li>Construction-to-permanent loans.</li> <li>1-unit properties with loan amounts greater than \$1,209,750.</li> <li>Balloon mortgages.</li> </ul>
<b>Cash-out Refinance</b>	
<b>Cash-out Refinance</b>	<p>For cash-out refinance transactions with existing subordinate financing, when the CLTV does not exceed the LTV, the existing subordinate financing may be re-subordinated.</p> <ul style="list-style-type: none"> <li>The credit score exception addressed in <a href="#">section 3.03</a> is not allowed.</li> </ul> <p><b>Ineligible:</b> Cash-out refinance transactions where the CLTV exceeds the maximum LTV are ineligible.</p>

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### 3.04 Ineligibility Matrix (January 17, 2025)

The following are ineligible for insurance with Arch MI. Please see the individual sections of the Manual for additional information:

Category	Ineligible Item (January 17, 2025)
Amortization	<ul style="list-style-type: none"> <li>■ Interest-only loans.</li> <li>■ Loans featuring negative amortization (potential or scheduled).</li> </ul>
Appraisal/Property	<ul style="list-style-type: none"> <li>■ Single-wide manufactured homes.</li> <li>■ Any property type <b>ineligible</b> for sale to the Agencies.</li> <li>■ Properties located outside the 50 states and the District of Columbia (including Puerto Rico, Guam and the Virgin Islands).</li> <li>■ Property with a Condition Rating of C5, C6, Fair or Poor; when the appraisal is not made subject to the repairs that would improve the property to an acceptable rating.</li> <li>■ Property with a Quality Rating of Q6 indicated on the appraisal.</li> </ul>
Assets	<ul style="list-style-type: none"> <li>■ 3–4-unit or investment properties for which funds for the transaction are coming from a source other than the member's own funds.</li> <li>■ Cash on hand.</li> <li>■ Sweat equity.</li> </ul>
Member	<ul style="list-style-type: none"> <li>■ Members without a Social Security number (SSN).</li> <li>■ Members with an individual tax identification number (ITIN) in lieu of an SSN.</li> <li>■ Members that are corporations, partnerships, syndications or irrevocable trusts.</li> </ul>
Credit	<ul style="list-style-type: none"> <li>■ Credit scores lower than 620.</li> <li>■ A loan in which all members are unable to document established credit (via traditional or non-traditional credit requirements).</li> </ul>
Credit Report	<ul style="list-style-type: none"> <li>■ Foreign credit reports.</li> </ul>
Debt-to-Income Ratio	<ul style="list-style-type: none"> <li>■ Debt-to-income ratios greater than 50%.</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>■ Limited documentation loans (loans in which income, employment and/or assets are not verified).</li> <li>■ Streamlined refinance or purchase transactions.</li> </ul>
Income	<ul style="list-style-type: none"> <li>■ Rental income from the subject second home.</li> </ul>
Interested-Party Contribution – Payment Abatements	<ul style="list-style-type: none"> <li>■ Loans with payment abatements of any type are <b>ineligible</b> for insurance.</li> <li>■ <b>Note:</b> The payment of up to 12 months of HOA fees is not considered an abatement and is an acceptable financing concession.</li> </ul>
Loan Amount	<ul style="list-style-type: none"> <li>■ Loan amounts higher than \$2,000,000.</li> </ul>
Loan-to-Value (LTV)	<ul style="list-style-type: none"> <li>■ LTV ratios higher than 97%.</li> <li>■ LTV ratios less than or equal to 80% for Borrower-Paid Mortgage Insurance (BPMI).</li> </ul>
Prepayment Penalty	<ul style="list-style-type: none"> <li>■ Loans with a prepayment penalty feature.</li> </ul>
Transaction	<ul style="list-style-type: none"> <li>■ Construction-only loans.</li> </ul>

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

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## **3.05 Documentation Requirements** (January 17, 2025)

### **3.05.01 Required Documentation** (January 17, 2025)

Arch MI requires documentation to verify the following:

- The loan transaction.
- The AUS findings/feedback report.
- The borrower's credit history.
- The value of the property.
- The terms of the sale (fully executed upon closing).
- The borrower's employment and income.
- The borrower's assets and equity.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### 3.05.02 Documentation Requirements for All Loans (Manually or Agency AUS Underwritten) (January 17, 2025)

Loans underwritten to our Standard Underwriting requirements must meet the Agencies' manual documentation requirements or the AUS documentation alternatives when offered by DU or LPA via a finalized Approve/Eligible or Accept/Eligible recommendation.

See the table below for a summary of our Standard Underwriting documentation requirements, including requirements for loans receiving an AUS Ineligible recommendation and requirements for loan amounts exceeding \$1,209,750.

Appraisal — Eligible Documentation and Additional Requirements		
	Manually Underwritten Loans	Agency AUS Underwritten Loans
<b>Full URAR</b> (with interior/exterior inspections, addenda, attachments, schedules, photographs and other information included in appraisal)	<ul style="list-style-type: none"> <li>Eligible for all loans.</li> <li>Required for 1-unit properties with loan amounts above \$1,209,750.</li> </ul> <p><b>For complete requirements for loan amounts over \$1,209,750 see <a href="#">section 3.03.01.01</a>.</b></p>	
<b>Third-Party Field Review OR Second Full URAR</b>	<ul style="list-style-type: none"> <li>Required for 1-unit properties with loan amounts above \$1,500,000.</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
<b>Desktop or Hybrid Appraisal</b>	Ineligible	<ul style="list-style-type: none"> <li>Eligible when offered by DU or LPA.</li> <li>Ineligible for 1-unit properties with loan amounts above \$1,209,750.</li> </ul>
<b>Appraisal Waiver</b> (with/without Property Data)	Ineligible	<ul style="list-style-type: none"> <li>Eligible when offered by DU or LPA.</li> <li>Property Data (Report), when exercised, must be submitted to Arch MI for all non-delegated submissions and retained in the credit union's loan file documentation for delegated submissions.</li> <li>Ineligible for 1-unit properties with loan amounts above \$1,209,750.</li> </ul>
<b>Additional appraisal requirements:</b>		
<ul style="list-style-type: none"> <li>If a URAR is obtained, the property value and all other information from the appraisal must be used.</li> <li>All Agency requirements must be met for the appraisal method used.</li> <li>All other valuation methods are ineligible, including Fannie Mae's rural high-needs value acceptance (appraisal waiver).</li> <li>Arch MI does not provide relief from representation of the property value based on the Agencies' automated collateral evaluation tools. The lender must underwrite the appraisal to determine value is adequately supported.</li> <li>Appraisals originally prepared for FHA financing will be accepted subject to the following: <ul style="list-style-type: none"> <li>The appraisal must be completed on a standard Fannie Mae or Freddie Mac appraisal form.</li> <li>All repairs and alterations are required to be completed when the appraisal is subject to repairs and/or alterations.</li> </ul> </li> </ul>		

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

Asset, Employment and Income — Eligible Documentation and Additional Requirements		
	Manually Underwritten Loans	Agency AUS Underwritten Loans
<b>Agency Manual Documentation</b>	<ul style="list-style-type: none"> <li>▪ Eligible for all loans.</li> <li>▪ Required for 1-unit properties with loan amounts above \$1,209,750, including: <ul style="list-style-type: none"> <li>▪ When a VOE is used to document income, it must be supported with a current year-to-date paystub.</li> <li>▪ When a VOD is used to document assets, it must be accompanied with one month's bank statement.</li> </ul> </li> </ul> <p><b>For complete requirements for loan amounts over \$1,209,750 see <a href="#">section 3.03.01.01</a>.</b></p>	
<b>AUS Alternative Documentation</b>	Ineligible	<ul style="list-style-type: none"> <li>▪ Eligible when offered by DU or LPA via a finalized Approve/Eligible or Accept/Eligible recommendation.</li> <li>▪ Loans receiving an "Ineligible" recommendation may follow the AUS alternative documentation when the reason for the ineligible is solely due to the member not meeting first-time homebuyer requirements.</li> <li>▪ Ineligible for 1-unit properties with loan amounts above \$1,209,750.</li> </ul>
<b>Additional Documentation Requirements:</b>		
<p><b>Fannie Mae High LTV Refinance Option loans and Freddie Mac Enhanced Relief Refinance Mortgage</b></p> <ul style="list-style-type: none"> <li>▪ Loans submitted under these products for new insurance as a rate/term refinance must follow the manual underwriting documentation requirements.</li> <li>▪ When Arch MI insures the existing loan, it is recommended these loans be submitted as a modification to the existing certificate to Arch MI's Servicing department.</li> </ul> <p><b>IRS Transcripts (All Transactions)</b></p> <ul style="list-style-type: none"> <li>▪ Copy of IRS transcripts must be provided when a lender has acquired the transcripts prior to the application for mortgage insurance.</li> <li>▪ Copy of IRS transcripts must be provided if acquired by the lender when Arch MI requests a copy of the loan file for quality assurance purposes.</li> <li>▪ Any discrepancy between the loan file income documentation and the transcript information must be appropriately explained, documented and permanently retained in the lender's loan file.</li> </ul>		

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### 3.05.03 Age of Documentation (January 17, 2025)

<b>Appraisal</b>	<p><b>Upon submission for mortgage insurance:</b></p> <ul style="list-style-type: none"> <li>▪ Appraisal must be dated within 120 days of the date underwritten for mortgage insurance or recertification of value must be included.</li> <li>▪ If the property is appraised “subject to completion,” the credit union is responsible for obtaining the recertification of value prior to the Note Date and the document must be retained in the loan file.</li> </ul>
	<p><b>At the time of loan closing:</b></p> <ul style="list-style-type: none"> <li>▪ Appraisal must be dated within 120 days of the Note Date or a recertification of value dated within 120 days of the Note Date is required. <ul style="list-style-type: none"> <li>▪ If the recertification of value indicates a decline in value, a new full URAR with interior/exterior inspections is required.</li> </ul> </li> <li>▪ Appraisals older than 12 months on the Note Date require a new full URAR with interior/exterior inspection.</li> </ul>
<b>Credit Documents</b> (includes credit reports, employment, income, assets)	<p><b>Upon submission for mortgage insurance:</b></p> <ul style="list-style-type: none"> <li>▪ Credit documents must be no more than 120 days old for existing and new construction properties. <ul style="list-style-type: none"> <li>▪ The most recent document is used to determine whether it meets the age requirement when consecutive documents are provided, such as bank statements.</li> </ul> </li> </ul> <p><b>At the time of loan closing:</b></p> <ul style="list-style-type: none"> <li>▪ Credit documents must be no more than 120 days old on the Note Date for existing and new construction properties.</li> <li>▪ Credit union is responsible for updating credit documents that expire between MI approval and the Note Date. Material changes should be resubmitted for approval.</li> </ul>
<p><b>Single-Close Construction-to-Permanent Loans:</b></p> <ul style="list-style-type: none"> <li>▪ For this transaction type there is only one Note Date; therefore, the conversion/modification date is not applicable to the age of documentation. If the lender updates documentation prior to activating the mortgage insurance (for example, to satisfy Agency requirements), any material differences discovered must be reported to Arch MI per the Master Policy requirements.</li> </ul> <p><b>Properties Located in FEMA-Declared Disaster Areas:</b></p> <ul style="list-style-type: none"> <li>▪ When the subject property is located in a FEMA-declared disaster area, all age of documentation requirements listed as “no more than 120 days old on the Note Date” will be expanded to “no more than 180 days old on the Note Date.”</li> </ul>	

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

## 3.06 Products and Programs (January 17, 2025)

### 3.06.01 Affordable Housing — Including Housing Finance Agency (HFA) Loans (March 1, 2017)

Affordable housing loans must meet all Arch MI underwriting requirements. We allow a higher combined loan-to-value ratio for 1–2-unit primary residences when the subordinate financing meets Fannie Mae's Community Seconds or Freddie Mac's Affordable Seconds requirements. See [section 3.03.03, Subordinate Financing](#), for complete requirements.

The following are considered affordable housing loans and must be identified as such within the MI submission:

- Fannie Mae HomeReady loans.
- Freddie Mac Home Possible Mortgage loans.
- HFA loans (first-lien mortgages originated under a state or local housing finance agency program). **The loan must be identified as an HFA loan within the MI submission.**
- Other loan programs that include community assistance (grants, gifts, Community Seconds, Affordable Seconds, etc.) for first-time homebuyers or low- to moderate-income members.
- Loans originated under a credit union's Community Reinvestment Act (CRA) program.

### 3.06.02 Medical and Dental Professionals Program (January 17, 2025)

Arch MI offers expanded underwriting requirements for medical and dental professionals with high debt-to-income (DTI) ratios due to student loans and/or employment beginning post-closing when the following requirements are met. A 100% LTV option is also available.

If an eligible member for the Medical and Dental Professionals program qualifies under our EZ Decisioning or Standard Underwriting Requirements, the requirements in this section do not apply.

#### 3.06.02.01 Reduced Coverage Medical and Dental Professionals Program (January 24, 2024)

- **MI Pricing and Coverages Available**
  - RateStar® pricing, Lender-Paid MI (LPMI) Singles only.
    - Available Coverage:
      - 97.01%–100% LTV — 12%.
      - 95.01%–97% LTV — 8%.
      - 90.01%–95% LTV — 6%.
    - MI coverage will be terminated by Arch MI upon the earlier of the scheduled or actual amortization of the loan amount down to an LTV less than 90%.
    - Prior to participation in the program, the credit union must execute an acknowledgement form directing Arch MI to cancel coverage at the designated LTV level. Please contact your [Account Manager](#) to obtain the form.
  - This program is not available for credit unions with home offices in the following states: Alaska, Hawaii, New York, Ohio and Washington.
  - This program is designed for portfolio credit unions only as the reduced coverage and early cancellation of coverage does not meet Agency MI requirements.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

▪ **General Information**

- When submitting a loan for MI or requesting a rate you **must** enter the program name: **Reduced Coverage Medical/Dental Program**.
- Other than the DTI ratio or credit score variances indicated in the grid below, **no exceptions** to the following requirements are allowed.
- **Reduced Coverage Medical and Dental Professionals Program LTV/Loan Amount/Credit Score/DTI Requirements:**

Reduced Coverage Medical and Dental Professionals Program LTV/Loan Amount/Credit Score/DTI Requirements							
RateStar Pricing Only							
Occupancy	Transaction Type <sup>1</sup>	Property Type	LTV	Maximum Loan Amount	Minimum Credit Score <sup>2</sup>	Maximum DTI <sup>2</sup>	PITIA Reserves <sup>3</sup>
Primary Residence (only)	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo, Co-op	97.01%–100% <sup>4</sup> <b>Non-Delegated Only</b>	\$650,000	720	43%	2 Months
				\$650,001–\$850,000	740		
			90.01%–97%	\$850,000	620	45%	2 Months
				\$850,001–\$1,000,000	680		
			90.01%–95%	\$1,000,001–\$1,250,000 <sup>4</sup>	700	45%	6 Months

<sup>1</sup> Construction-to-permanent and renovation loans are also included.

<sup>2</sup> The 5% DTI variance and 10-point credit score variance as addressed in section 3.03 of the Credit Union Underwriting Manual are allowed for LTVs  $\leq$  97% and loan amounts  $\leq$  \$1,209,750 only.

<sup>3</sup> See Additional Reserves below.

<sup>4</sup> Construction-to-permanent loans and renovation loans are ineligible for LTVs  $>$  97% and loan amounts  $>$  \$1,209,750.

▪ **Additional Underwriting Requirements:**

- The additional underwriting requirements in [section 3.06.02.03](#) apply.

### 3.06.02.02 Standard Medical and Dental Professionals Program (January 17, 2025)

▪ **General Information**

- Both RateStar and Rate Card pricing are available for this program including:
  - Borrower-Paid MI (BPMI) and LPMI.
  - All coverage levels offered by Arch MI.
  - All plans offered by Arch MI, for example – monthly, annual, singles.
  - Available in all 50 states and the District of Columbia.
- When submitting a loan for MI or requesting a rate you **must** enter the program name: **Standard Medical/Dental Program**.
- Other than the DTI ratio or credit score variances indicated in the grid below, **no exceptions** to the following requirements are allowed.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- **Standard Medical and Dental Professionals Program LTV/Loan Amount/Credit Score/DTI Requirements:**

Standard Medical and Dental Professionals Program LTV/Loan Amount/Credit Score/DTI/Requirements							
RateStar and Rate Card Pricing							
Occupancy	Transaction Type <sup>1</sup>	Property Type	Maximum LTV	Maximum Loan Amount	Minimum Credit Score <sup>2</sup>	Maximum DTI <sup>2</sup>	PITIA Reserves <sup>3</sup>
Primary Residence (only)	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo, Co-op	97%	\$850,000	620	45%	2 Months
			90.01%–97%	\$850,001–\$1,000,000	680		
			80.01%–90%	\$850,001–\$1,000,000	620		
			95%	\$1,000,001–\$1,250,000 <sup>4</sup>	700	45%	6 Months
			90% <b>Non-Delegated Only</b>	\$1,250,001–\$1,650,000 <sup>4</sup>	720	43%	9 Months
			85% <b>Non-Delegated Only</b>	\$1,650,001–\$2,000,000 <sup>4</sup>	740	43%	12 Months

<sup>1</sup> Construction-to-permanent and renovation loans are also included.

<sup>2</sup> The 5% DTI variance and 10-point credit score variance as addressed in section 3.03 of the Underwriting Manual are allowed for loan amounts  $\leq \$1,209,750$  only.

<sup>3</sup> See Additional Reserves below.

<sup>4</sup> Construction-to-permanent loans and renovation loans are **ineligible** for loan amounts greater than  $\$1,209,750$ .

- **Additional Underwriting Requirements:**

- The additional underwriting requirements in [section 3.06.02.03](#) apply.

### 3.06.02.03 Additional Underwriting Requirements (January 17, 2025)

- **Eligible Professions:**

Members who are currently practicing (or who will begin practicing within 90 days of closing) one of the eligible professions below and meet all program requirements are eligible for the exclusion of deferred student loan payments from the DTI ratio calculation and/or employment to begin post-closing.

- Medical resident.
- Medical fellow.
- Medical doctor (MD).
- Doctor of Dental Surgery (DDS).
- Doctor of Dental Medicine (DMD).
- Doctor of Optometry (OD).
- Doctor of Ophthalmology (MD).
- Doctor of Podiatric Medicine (DPM).

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

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- Doctor of Osteopathy (DO).
- Pharmacist (RPH).
- Chiropractor (DC).
- Doctor of Veterinary Medicine (DVM).
- Certified Registered Nurse Anesthetist (CRNA).

- **Student Loan Debt:**

Student loan debt belonging to the member with the eligible profession may be excluded from the DTI calculation with documentation to evidence deferment or forbearance for at least 12 months after the MI application date.

- **Medical resident only:** Medical residents with a minimum of 6-months' residency remaining may use the alternative documentation listed below as evidence the student loan will be in deferment for at least 12 months:
  - Letter from employer verifying the medical resident's start date, or
  - Letter from the employer verifying at least 6-months' residency remaining.

- **Post-Closing Employment Start Date:**

Employment for the member with the eligible profession may begin up to 90 days after loan closing when:

- A non-contingent, fully executed (accepted) employment contract or offer letter is documented in the loan file.
- A verbal VOE has been conducted to confirm authenticity of the employment documentation prior to closing.

- **Minimum Member Contribution:**

- 97%–100% LTV — No minimum contribution required.
- 3% for loans up to \$850,000.
  - Gifts/grants may be used to satisfy the minimum member contribution when all of the following are met:
    - Maximum \$850,000 loan amount.
    - Minimum 740 credit score.
    - Maximum 41% DTI.
    - Fixed-rate/fixed-payment or ARMs greater than 5 years only.
  - 5% for loan amounts greater than \$850,000.

- **Additional Reserves:**

- When employment **begins post-closing**, the following additional reserve requirement applies:
  - Reserves are required for each month after the Note date until employment begins.

- **Other Requirements:**

- All members must have a credit score.
- Construction-to-permanent loans and renovation loans:
  - Maximum 97% LTV.
  - Maximum \$1,209,750 loan amount.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- All other Arch MI Standard Underwriting Requirements in [section 3](#) of the Manual apply.
- **Ineligible:**
  - DU and LPA documentation efficiencies. Manual documentation required.
  - Non-occupant members.
  - Subordinate financing.
  - EZ Decisioning requirements.
  - Manufactured homes.

## 3.07 Loan Types (January 17, 2025)

### 3.07.01 Fixed-Rate/Fixed-Payment Mortgages

Fixed-rate/fixed-payment loans are fully amortizing and do not contain any provisions for rate or payment adjustments.

### 3.07.02 Adjustable-Rate Mortgages (ARMs) (January 17, 2025)

#### 3.07.02.01 Amortization Type (March 1, 2017)

- Only positively amortizing ARMs are eligible.
- Loans that allow for interest-only payments or negative amortization are ineligible.

#### 3.07.02.02 Maximum Loan Amount (January 17, 2025)

- ARM with an initial fixed-rate period of 5 years or longer: \$2,000,000.
- ARM with an initial fixed-rate period of less than 5 years: \$1,209,750.

#### 3.07.02.03 Minimum Qualifying Rate (March 1, 2017)

- ARM with an initial fixed-rate period of less than 5 years: Note Rate plus 2%.
- ARM with an initial fixed-rate period of 5 years or greater: Note Rate.

#### 3.07.02.04 Maximum Caps (March 1, 2017)

An ARM cap is defined as the amount the interest rate may change in a specified period of time.

- Initial cap:
  - Maximum 1% for an ARM with initial fixed-rate period < 1 year.
  - Maximum 2% for an ARM with initial fixed-rate period from 1 year to < 3 years.
  - Maximum 3% for an ARM with initial fixed-rate period from 3 years to < 5 years.
  - Maximum 6% for an ARM with initial fixed-rate period 5 years or greater.
- Periodic cap:
  - Maximum 1% when the time period is < 1 year.
  - Maximum 2% when the time period is from 1 year to < 3 years.
  - Maximum 3% when the time period is from 3 years to < 5 years.
  - Maximum 6% when the time period is for 5 years or greater.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

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- Lifetime cap:
  - Maximum 6%.

#### **3.07.02.05 Interest Rate Adjustment Periods (March 1, 2017)**

- The minimum initial fixed-rate period or any subsequent interest rate adjustment period is 6 months. There are no maximum interest rate adjustment periods.

#### **3.07.02.06 Maximum Basis Point Spread (March 1, 2017)**

Difference between the initial interest rate of an ARM and the FIAR (Fully Indexed Accrual Rate) at time of closing:

- 300 basis points.

### **3.07.03 Temporary Interest-Rate Buydowns (January 17, 2025)**

#### **3.07.03.01 Maximum Loan Amount (January 17, 2025)**

- Non-delegated and delegated submissions: \$1,209,750.

#### **3.07.03.02 Minimum Qualifying Rate (November 15, 2018)**

- Fixed-rate loans: Note Rate.
- ARM with an initial fixed-rate period of less than 5 years: Note Rate plus 2%.
- ARM with an initial fixed-rate period of 5 years or greater: Note Rate.

#### **3.07.03.03 Additional Restrictions (March 1, 2017)**

- Maximum 2–1 buydown for ARMs with an initial fixed-rate period of less than 5 years.

### **3.07.04 Balloon Mortgages (January 17, 2025)**

#### **3.07.04.01 Amortization (January 20, 2023)**

- Balloon payment loans have periodic, level installments of principal and interest that do not fully amortize the loan over the loan term. The balance of the mortgage is due in lump sum at the end of the term.

#### **3.07.04.02 Loan Type (March 1, 2017)**

- Fixed-rate/fixed-payment only.

#### **3.07.04.03 Maximum LTV (March 1, 2017)**

- 95% LTV.

#### **3.07.04.04 Maximum Loan Amount (January 17, 2025)**

- Non-delegated and delegated submissions: \$1,209,750.

#### **3.07.04.05 Minimum Balloon Term (March 1, 2017)**

- 5 years.

#### **3.07.04.06 Additional Restrictions (March 1, 2017)**

- New Subordinate financing is **ineligible**.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### **3.07.04 Biweekly Mortgages (June 7, 2021)**

A biweekly mortgage is a mortgage for which a biweekly payment is mandatory per the Note or Rider **and** will continue throughout the life of the loan. Biweekly mortgages are eligible for insurance with Arch MI.

#### **3.07.04.01 Term (March 1, 2017)**

- The term used should be the term as defined in the Note and/or Rider incorporating the biweekly payment.

#### **3.07.04.02 Monthly Principal and Interest Payment (P&I) (March 1, 2017)**

- The monthly P&I payment used to calculate the DTI should be the biweekly P&I converted to a monthly P&I (Monthly P&I = Biweekly P&I x 26/12).

### **3.07.05 Maximum Term (March 1, 2017)**

- Fixed-rate/fixed-payment and ARMs with initial fixed-rate period 5 years or longer: 40 years.
- ARMs with initial fixed-rate period less than 5 years, temporary interest-rate buydowns and balloon mortgages: 30 years.

## **3.08 Transaction Type (January 17, 2025)**

### **3.08.01 Refinance Transactions (January 17, 2025)**

#### **3.08.01.01 Rate/Term Refinance<sup>5</sup> (June 7, 2021)**

Arch MI aligns with the Agencies' requirements for rate/term refinances except for the following:

- Cash back to the member may not exceed the lesser of 2% of the new refinance loan amount or \$2,000. If the member receives cash back in excess of this amount, the loan will be considered a cash-out refinance.
- Refinance transactions paying off a first-lien mortgage and a non-purchase money subordinate lien seasoned for a minimum of 12 months will be considered a rate/term refinance.
  - The 12-months' seasoning will be measured from the Note date of the existing subordinate lien to application date of the new loan.
  - If the subordinate lien is a Home Equity Line of Credit (HELOC), total draws within the last 12 months may not exceed \$2,000. A loan history is required for the last 12 months to document the total draws.
- Payoff of an unseasoned, non-purchase money subordinate lien documented to be used entirely for home improvements. The applicable requirements for a renovation rate/term refinance loan in [section 3.03.01](#) and [section 3.08.02](#) must be met.
  - All improvement costs must be documented.
  - The appraisal must confirm that the improvements documented by the member have been completed.

<sup>5</sup> Loans not meeting rate/term refinance eligibility may be considered under Arch MI's Refinance-To-Modification (RTM).

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- **Ineligible:**

- Properties currently listed for sale.

#### **3.08.01.02 Cash-Out Refinance (January 17, 2025)**

- 1-unit primary residence only.
- Maximum cash-out:

Maximum LTV/CLTV	Maximum Cash-Out
90.01%–95%	\$50,000
85.01%–90%	\$100,000
≤ 85%	\$150,000

- The following are ineligible for a cash-out refinance transaction:
  - Construction-to-permanent loans.
  - Renovation mortgages.
  - New subordinate financing.
  - Properties purchased or listed for sale in the last 6 months.
  - Manufactured homes.
  - Second homes.
  - Investment properties.
  - 2–4-unit properties.
  - Non-traditional credit.
  - Non-occupant borrower/co-signer.

#### **3.08.01.03 Fannie Mae's High Loan-to-Value Refinance Option and Freddie Mac's Enhanced Relief Refinance Mortgage (October 7, 2019)**

Fannie Mae's High Loan-to-Value Refinance Option loans and Freddie Mac's Enhanced Relief Refinance Mortgage loans may be submitted as a modification to the existing certificate to Arch MI's Servicing department when Arch MI insures the existing loan.

If a Fannie Mae High Loan-to-Value Refinance Option loan or Enhanced Relief Refinance Mortgage loan is submitted as a new insurance application, the following apply:

- All rate/term refinance underwriting requirements.
- All manual underwriting documentation requirements for a rate/term refinance transaction.

#### **3.08.01.04 Fannie Mae's RefiNow and Freddie Mac's Refi Possible (January 24, 2024)**

Loans underwritten to Fannie Mae's RefiNow and Freddie Mac's Refi Possible program requirements are eligible for insurance when:

- All Fannie Mae or Freddie Mac underwriting requirements for their programs are met.
- The loan being refinanced is insured by Arch MI.

No other Arch MI Standard underwriting requirements apply.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

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When submitting a loan for MI or requesting a rate quote you must enter the applicable program name, **RefiNow** or **Refi Possible**, in Arch MI's systems.

### **3.08.02 Renovation Loans (October 7, 2019)**

Items not addressed in this section will follow the underwriting requirements for the applicable transaction type (purchase or rate/term refinance).

#### **3.08.02.01 General Requirements (March 1, 2017)**

- Insurance activation:
  - Loans for which all funds are disbursed at closing and placed into an escrow account:
    - The insurance must be activated upon closing.
  - Loans for which funds are disbursed in increments and only interest is charged during the renovation phase:
    - The credit union may choose to activate at the initial closing or upon modification/conversion to the permanent loan. Once activated, premiums will become due and payable.
- Mortgage insurance coverage is ineligible if the member had any delinquencies (greater than 30 days) during the renovation phase (unless the insurance had already been activated).

#### **3.08.02.02 Additional Requirements (October 7, 2019)**

- A copy of the contract for cost of improvements must be provided.
- **Ineligible:**
  - Manufactured homes.
  - 3–4-unit properties.
  - Investment properties.
  - Cash-out refinances.
  - Non-traditional credit.

#### **3.08.02.03 Age of Documentation Requirements (March 1, 2017)**

- See [section 3.05.03](#) for age of documentation requirements.

### **3.08.03 Construction-to-Permanent Loans (October 7, 2019)**

Arch MI will provide mortgage insurance for construction-to-permanent transactions under the following terms.

#### **3.08.03.01 General Requirements (March 1, 2017)**

- Insurance activation (coverage during the construction phase):
  - Single-closing transactions:
    - The credit union may choose to activate at the initial closing or upon modification/conversion to the permanent loan. Once activated, premiums will become due and payable.
  - Two-closing transactions:
    - Insurance is not allowed for the interim construction-only loan.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- Mortgage insurance coverage is **ineligible** if the member had any delinquencies (greater than 30 days) during the construction phase (unless the insurance had already been activated).

### **3.08.03.02 Additional Requirements (October 7, 2019)**

- **Ineligible:**
  - 2–4-unit properties.
  - Attached condominiums.
  - Cooperatives.
  - Investment properties.
  - Cash-out refinance.
  - New subordinate financing.
  - Non-traditional credit.

### **3.08.03.03 Age of Documentation Requirements (March 1, 2017)**

- See section 3.05.03 for age of documentation requirements.

### **3.08.03.04 Determining the Lot Value (March 1, 2017)**

- If the lot was received through gift or inheritance, use the value of the lot from the appraisal to determine acquisition costs.

## **3.08.04 Corporate Relocation Loans (March 1, 2017)**

A loan qualifies as a corporate relocation loan when it meets the following requirements:

- Made to a transferred employee (new or existing) to purchase a primary residence at a new location.
- Made pursuant to a relocation program administered by the corporate employer or its agent.
- Involves an employer contribution of at least 3% of the loan amount.

Employer contributions must consist of one or more of the following:

- Payment of the member's closing costs on the new primary residence and/or the previous residence.
- Payment of expenses related to the member's move (for example, relocation allowances, movement of household goods and automobiles, temporary housing expenses, etc.).
- Payment of the difference between the property tax and/or mortgage interest rate obligation on the employee's previous primary residence and the employee's new primary residence.
- A buydown or subsidy of the mortgage interest rate.
- Funding of a below-market-rate or no-interest bridge loan.

A copy of the relocation agreement or other documentation must be provided to show the detail of the employer's contribution toward the member's loan transaction.

## **3.08.05 Closed Loans Without a Previous Arch MI Commitment (January 20, 2023)**

Closed loans that did not previously have an Arch MI Commitment issued are eligible for insurance with Arch MI if no payments have been made and the first payment is not 30 days past due. The Age of Documentation requirements in [section 3.05.03](#) must be met.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

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Closed loans that did not previously have an Arch MI Commitment issued and where at least one mortgage payment has been made are considered on a case-by-case basis. Please contact Servicing at: [servicingreinstatements@archmi.com](mailto:servicingreinstatements@archmi.com), or call 877-642-4642 (Option 3).

For loans that have an expired Arch MI Commitment, and a payment has been made, see [section 1.05.03, Extensions](#).

This section does not apply to single-closing construction-to-permanent loans with an unexpired Arch MI Commitment that are modifying to the permanent financing for which interest-only payments have been made during the construction period **and** for which the mortgage insurance was not activated at the initial closing.

## 3.09 Member (January 17, 2025)

### 3.09.01 Underwriting the Member (January 24, 2024)

#### 3.09.01.01 Social Security Number (March 1, 2017)

- All members on a loan are required to have a valid Social Security number (SSN).

#### 3.09.01.02 Individual Tax Identification Number (ITIN) (January 20, 2023)

- Loans to members who have been issued an ITIN in lieu of an SSN are **ineligible**.
- An ITIN is set up in the same format as an SSN, with nine digits. The first digit is always a 9, and the second group of digits (fourth digit) will always start with a 7 or 8 (i.e., 9xx-7x-xxxx).
- An ITIN is not proof of legal residency in the United States and is not valid proof of identification outside the tax system. An ITIN is a tax identification number issued by the IRS to individuals who are not eligible for an SSN and who have an obligation to file a tax return to the IRS.

#### 3.09.01.03 Maximum Number of Insured Loans per Member (January 4, 2018)

- Arch MI and its affiliates may collectively insure up to a maximum of three loans per member as follows:
  - Primary residence: one loan maximum.
  - Second home: Maximum of one second home and one investment property or two second homes (with no investment properties). When two second homes are insured, they must not be in the same general location.
  - Investment property: two loans maximum. When two investment properties are insured, then no second homes are allowed.
  - Arch MI will be responsible for determining the number of loans already insured for a member and will notify the credit union when the number is exceeded.

#### 3.09.01.04 Loans to Corporations, Partnerships, Syndications or Irrevocable Trusts (March 1, 2017)

- **Ineligible.**

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

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### **3.09.02 Non-Occupant Borrower/Co-Signer (January 17, 2025)**

- For non-occupant borrower transactions, the loan is qualified using the income, liabilities and assets of all members.
- 1–2-unit primary residence only.
- Maximum LTV: 95% LTV.
- Maximum Loan Amount:
  - 1-unit primary residences: \$1,209,750.
  - 2-unit primary residences: \$1,548,975.
- **Ineligible:**
  - Manufactured homes.
  - 3–4-unit properties.
  - Second homes.
  - Cash-out refinances.

## **3.10 Income and Employment (March 1, 2017)**

### **3.10.01 Income (March 1, 2017)**

The Agency requirements for income must be followed.

### **3.10.02 Employment (March 1, 2017)**

The Agency requirements for employment must be followed.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

## 3.11 Equity and Assets (January 17, 2025)

### 3.11.01 Equity (January 17, 2025)

#### 3.11.01.01 Minimum Contribution from Member's Own Funds (January 17, 2025)

The following are Arch MI's requirements for a minimum contribution from the member's own funds for a purchase transaction:

Occupancy	Transaction Details <sup>1</sup>	Minimum Member Contribution	Gift/Grants Funds, Community and Affordable Seconds, Employer Assistance	
			Eligible toward Minimum Contribution	Eligible after Minimum Contribution
Primary Residence	1-Unit	97% LTV to \$806,500 <sup>2</sup>	3%	Yes
		97% LTV, \$806,501–\$1,209,750		No
		95% LTV, \$806,501–\$1,209,750		Yes
		All Eligible LTVs, \$1,209,751–\$2,000,000	10%	No
	Manufactured Home	Eligible Transactions Using Non-Traditional Credit	3%	No
	2-Unit	All Eligible Transactions	3%	No
		Up to 85% LTV, All Eligible Loan Amounts	3%	No
	3–4-Unit	85.01%–95% LTV, All Eligible Loan Amounts	5%	No
Second Home	1-Unit	All Eligible Transactions	5%	No
	Investment	All Eligible Transactions	All funds (with the exception of allowable interested-party contributions) must come from the member's own funds.	

<sup>1</sup> See [section 3.03.01](#) for eligible Loan Amount/LTV/CLTV/Credit Score/DTI requirements.

<sup>2</sup> \$1,209,750 for properties located in Alaska and Hawaii.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### 3.11.02 Reserves (January 17, 2025)

Arch MI's reserve requirements are listed below.

#### 3.11.02.01 Reserves — General (January 17, 2025)

Monthly reserves are calculated by using a specific number of total monthly housing expense payments for the subject property. The monthly housing expense payment (PITIA) includes principal, interest, taxes, insurance, ground rents, cooperative fees, homeowner association dues and special assessments. When calculating reserves, the Note rate PITIA should be used for all product types. The following are the minimum reserve requirements.

Occupancy	Property Type <sup>1</sup>	Loan Amount <sup>1</sup>	PITIA Reserve Requirement
Primary Residence	1-Unit, SFD/SFA, Condo, Co-op, Manufactured Home	≤ \$1,209,750	None
		\$1,209,751–\$1,650,000	9 Months
		\$1,650,001–\$2,000,000	12 Months
	2–4-Unit	All Eligible Loan Amounts	6 Months
Second Home	1-Unit, SFD/SFA, Condo, Co-op	≤ \$1,209,750	6 Months
Investment	1-Unit, SFD/SFA, Condo, Co-op	≤ \$1,209,750	6 Months

<sup>1</sup> See [section 3.03.01](#) for eligible Loan Amount/LTV/Credit Score/DTI Requirements.

#### 3.11.02.02 Additional Reserve Requirements (January 20, 2023)

Loans with a DU Approve/Eligible or LPA Accept/Eligible recommendation may align with the Agency reserve requirements with the following exception:

- A loan for a 3–4-unit property must have a minimum 6 months' PITIA reserves.

### 3.11.03 Asset Types (January 17, 2025)

#### 3.11.03.01 Seller/Interested-Party Contributions (March 1, 2017)

- Loans that allow interested-party contributions to be used as down payment assistance are **ineligible**.
- Unplanned buydowns (buydowns paid by the builder/seller usually negotiated just before closing on new construction to allow the member to receive the interest rate stated on the sales contract when interest rates have risen) must be included as an interested-party contribution.

#### 3.11.03.02 Gifts (Including Gifts of Equity and Grants) (January 17, 2025)

- A gift from a relative or domestic partner who has lived with the member for the last 12 months, or from a fiancé or fiancée, is **considered the member's own funds** and may be used to satisfy the minimum member contribution requirement, as long as both individuals will

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

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use the home being purchased as their primary residence (the requirements listed below for other gift/grants do not apply).

- For all other gifts/grants:
  - The member's minimum contribution must be met (see [section 3.11.01.01](#) for when gifts/grants may be used to satisfy the minimum member contribution).
  - Gift/grants are **ineligible** as a source of funds for:
    - 3–4-unit primary residences.
    - Investment properties.

#### **3.11.03.03 Uniform Gift to Minor Accounts (March 1, 2017)**

- Acceptable, provided one of the following criteria is met:
  - The member is the custodian of the account, or
  - The member is the owner of the account (the minor for whom the account was opened, and who is now of age).

#### **3.11.03.04 Business Assets (March 1, 2017)**

Funds from a member's business may be used when the following requirements are met:

- Documentation to show that the member has access to the funds.
- A letter from an accountant stating that the withdrawal of the funds will not have a detrimental effect on the business; or
- The credit union must document a cash flow analysis for the member's business to show there will be no detrimental effect on the business due to the withdrawal of the funds.

#### **3.11.03.05 Lot Equity (March 1, 2017)**

See the [Construction-to-Permanent](#) section for lot equity requirement.

#### **3.11.03.06 Ineligible Asset Types (January 17, 2025)**

The following asset types are **ineligible**:

- Cash on hand.
- Sweat equity.
- Gift/grant funds for 3–4-unit primary residences and investment properties.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

## 3.12 Credit and Liabilities (January 17, 2025)

### 3.12.01 Credit Score Requirements (May 7, 2019)

#### 3.12.01.01 Valid Credit Scores (May 7, 2019)

- For a member's credit score to be considered valid, the information on the credit report must be accurate. If any information on the credit report is inaccurate or disputed, see [section 3.12.03.03](#). Wherever "credit score" is referred to within this Manual, the reference is to a "valid credit score."
- If no members on the loan have a credit score, the loan must meet the non-traditional credit requirements.

#### 3.12.01.02 Minimum Number of Scores Required (March 1, 2017)

- Arch MI requires a minimum of two credit scores per member.
  - A member with one credit score is acceptable when the credit union has requested credit scores from all three credit repositories and only one credit score is available.

#### 3.12.01.03 Member Representative Credit Score (March 1, 2017)

Each member's representative credit score is used in the determination of the loan representative credit score. A member's representative credit score is determined as follows:

- When only one credit score is obtained (and meets the requirements above in section 3.12.01.02), use that score.
- When two credit scores are obtained for the member, use the lower score.
- When three credit scores are obtained for the member, use the middle score.
- When three scores are obtained for the member and two are identical, one of the identical scores is considered the middle score.

#### 3.12.01.04 Loan Representative Credit Score (March 1, 2017)

- For loans with only one member, the member's representative score is the loan's representative credit score.
- For loans with multiple members, when every member has a credit score, the lowest of all member representative scores is the loan's representative credit score.
- For loans with multiple members, when at least one member has a credit score and at least one member does not, the lowest member representative score of those members with scores is the loan's representative score. Members with no score are not considered in the determination of the loan representative score.
  - If the member without a credit score is the primary wage earner (contributes >50% of the qualifying income), then non-traditional credit references must be documented for this member (see [Non-Traditional Credit References section](#)). Because at least one member has a credit score, no other non-traditional credit requirements apply.
- If no members on the loan have a credit score, the loan must meet the non-traditional credit requirements.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### 3.12.02 Types of Credit (January 17, 2025)

#### 3.12.02.01 Non-Traditional Credit<sup>6</sup> (January 17, 2025)

A transaction is considered non-traditional credit when NO member has a credit score (see [section 3.12.01.04](#) when at least one member has a credit score and at least one member does not have a credit score).

The following are the underwriting requirements for non-traditional credit.

- **LTV/Loan Amount/DTI Requirements – Non-Delegated:**

Eligible Loan Types	Fixed-Rate/Fixed-Payment, ARMs, Temporary Buydowns and Balloons				
Occupancy	Transaction Type	Property Type	Maximum LTV	Maximum Loan Amount	Maximum DTI
<b>Primary Residence (Non-Delegated)</b>	Purchase and Rate/Term Refinance	1-Unit, SFD/SFA, Condo, Co-op	95%	<b>\$806,500<sup>1</sup></b>	45% <sup>2</sup>

<sup>1</sup> \$1,209,750 for properties located in Alaska or Hawaii.  
<sup>2</sup> The 5% DTI variances addressed in [section 3.03](#) are not allowed.

- **Ineligible:**

- Members who do not contribute 3% of their own funds. Gift/grant funds may not satisfy this requirement.
- 2–4-unit properties.
- Manufactured homes.
- Cash-out refinance.
- Construction-to-permanent or renovation loans.
- Second homes.
- Investment properties.
- Delegated submissions.

- **Credit References:**

Each member on an MI application must establish an acceptable credit history through tradelines reported on the credit report or through non-traditional credit references.

Non-traditional credit references are only acceptable when the traditional credit report does not produce a credit score. Non-traditional credit references may not be used to offset traditional tradelines with derogatory information.

A minimum of four sources of non-traditional credit with at least 12-months' history must be provided (one housing-related, one utility and two from other sources).

Credit references must have at least one quarterly repayment requirement.

The credit profile must indicate:

<sup>6</sup> State restrictions may apply.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- No housing delinquency in the past 24 months.
- No more than 1x30 or 0x60 installment or revolving late payments in the past 12 months.
- No collections or charge-offs (except medical).
- No judgments (they must be satisfied).
- No bankruptcy/foreclosure/deed-in-lieu/short sale.
- **Acceptable Sources of Non-Traditional Credit:**
  - Housing-related: Credit unions must obtain at least one housing-related source for a non-traditional credit history. The credit agency must specify in the report whether verification was obtained from a professional management company or from an individual landlord.
  - Utilities (when not included in the rental housing payment): Utilities include: electricity, gas, water, cable and telephone service.
  - Other payments:
    - Payments for medical insurance coverage, automobile insurance, life insurance policies and rental insurance payments. Payroll deductions for these items are excluded from use as an acceptable tradeline.
    - Payments to local department, furniture, appliance or specialty stores; rental payments related to durable goods (including automobiles); medical; school tuition; child care; loans obtained by an individual (if there is written agreement and the member can provide copies of canceled checks to indicate payments are consistent with the terms of the agreement); and authorized user accounts (if there is written documentation to support the member has been solely responsible for payments during the most recent 12 months).

- **Documentation Requirements:**

Acceptable documentation for all credit references include:

- 12 months of consecutive account statements.
- A current account statement with 12 months of canceled checks and/or paid receipts.
- Credit union direct written verification which must include all of the information required on a non-traditional credit report and a current statement provided by the creditor; or
- A non-traditional credit report.
- If the credit union obtained a non-traditional credit report, the consumer reporting agency should provide the credit union all documentation received for each credit reference listed on the credit report.

### **3.12.02.02 No Credit History (March 1, 2017)**

Transactions in which all members are unable to document established credit (via traditional or non-traditional credit requirements) are **ineligible**.

### **3.12.03 Credit Report (March 1, 2017)**

#### **3.12.03.01 Ineligible Credit Reports (March 1, 2017)**

Foreign credit reports are **ineligible**.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### **3.12.03.02 Fraud Alert Messages on Credit Reports (March 1, 2017)**

Credit repositories have developed messages to identify potential fraudulent activities perpetrated by individuals misusing others' identity information. The messages may pertain to the member's Social Security number, address, telephone number, etc. All fraud alert messages appearing on the credit report need to be satisfactorily addressed to ensure the information presented on the loan application is true and correct.

### **3.12.03.03 Accuracy of Credit Report (March 1, 2017)**

It is possible for a credit report to include disputed items or erroneous information. The following requirements apply based on the individual circumstances:

- When the correction or removal of the disputed/erroneous item will improve the member's credit history, and the credit score as reflected on the credit report meets Arch MI's minimum credit score requirement for the transaction:
  - A corrected credit report and credit score may be provided for use; **or**
  - Documentation must be provided to substantiate the member's claim for the disputed or erroneous item(s), and the original credit report and credit score must be used.
- When the correction or removal of the disputed or erroneous item will improve the member's credit history, but the credit score as reflected on the credit report does not meet Arch MI's minimum credit score requirement for the transaction:
  - A corrected credit report and credit score **must** be provided for use. No attempt should be made to adjust the credit score or assume the correction will increase the score enough to meet Arch MI's minimum credit score requirement.
- When the correction or removal of the disputed or erroneous item will worsen the member's credit history:
  - A corrected credit report and credit score **must** be provided for use. No attempt should be made to adjust the credit score.

### **3.12.04 Derogatory Credit (January 20, 2023)**

#### **3.12.04.01 Restructured Mortgage Loans (November 15, 2018)**

A restructured mortgage loan is defined as follows:

Any restructured loan for which the original transaction has been changed, resulting in absolute forgiveness of debt or a restructure of debt through either a modification of the original loan or origination of a new loan that results in any of the following:

- Forgiveness of a portion of principal and/or interest on either the first or second mortgage;
- Application of a principal curtailment by or on behalf of the investor to simulate principal forgiveness.
- Conversion of any portion of the original mortgage debt to a "soft" subordinate mortgage; **or**
- Conversion of any portion of the original mortgage debt from secured to unsecured.

The following mortgage loans are eligible for insurance when meeting all other Arch MI underwriting requirements:

- A refinance transaction that allows for the restructure of the existing debt as defined above.
- The subsequent refinance of a restructured mortgage loan.
- A purchase transaction with a member who had previously restructured a mortgage loan.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

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If a restructured mortgage loan is modified instead of refinanced, it may not be submitted as a new insurance application. The loan should be submitted as a modification.

#### **3.12.04.02 Deed for Lease (March 1, 2017)**

Members may have the opportunity to lease a property for which they have given a deed-in-lieu of foreclosure. When the member's loan file references a deed for lease, the underwriter must determine the completion date of the deed-in-lieu of foreclosure to ensure the requirements are met.

#### **3.12.04.03 Prior Arch MI Claim (January 20, 2023)**

A member who was a debtor on a loan for which Arch MI paid a claim will be considered for insurance on an exception basis upon review of a non-delegated submission.

#### **3.12.04.04 Credit Counseling (March 1, 2017)**

Members who have received credit counseling as a result of derogatory credit should have satisfactory re-established credit from the conclusion of the counseling.

See section 3.03.01.01 for additional restrictions for loan amounts higher than \$1,209,750.

#### **3.12.04.05 Past-Due Accounts (March 1, 2017)**

All open past-due accounts must be brought current with the following exceptions:

- Collections.
- Charge-offs.
- Garnishments.

Arch MI aligns with the Agencies' requirements to determine whether the above items must be paid off.

### **3.12.05 Liabilities (March 1, 2017)**

#### **3.12.05.01 Student Loans (March 1, 2017)**

When the required monthly payment for a student loan is not listed on the credit report, the monthly payment may be determined by:

- Requiring copies of the loan documentation; **or**
- Using 1% of the outstanding balance of the student loan.

#### **3.12.05.02 Debts Paid by Business (March 1, 2017)**

A debt paid by a business the member owns does not have to be counted as part of the member's recurring monthly obligations when the following requirements are met:

- The account in question does not have **any** history of delinquency.
- The member supplies proof that the business has paid the obligation for the last six months (preferably canceled business checks).
- The payment of the obligation is reflected in the business cash flow analysis (e.g., reflected as an expense on the Schedule C).

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

## 3.13 Geographic Requirements (March 1, 2017)

### 3.13.01 Eligible Geographic Areas (March 1, 2017)

Loans secured by properties located in the following geographic areas are eligible for insurance.

- **Eligible:** All 50 states located in the United States and the District of Columbia.
- **Ineligible:** All other countries and U.S. territories (including Puerto Rico, Guam and the Virgin Islands).

## 3.14 Property (January 17, 2025)

### 3.14.01 Ineligible Property Types (January 20, 2023)

The following property types are **ineligible**:

- Single-wide manufactured homes.
- Any property type that is **ineligible** for sale to the Agencies (with the exception of non-warrantable condominiums [see [section 3.14.03.02](#) below]).
- See [section 3.03.01.01](#) for additional restrictions for loan amounts higher than \$1,209,750.

### 3.14.02 Two- to Four-Unit Properties (March 1, 2017)

- Primary residence, purchase and rate/term refinance transactions only.
- Non-traditional credit is **ineligible**.
- Gift/grant funds are **ineligible** for 3–4-unit properties.

### 3.14.03 Condominiums and Cooperatives (Co-ops) (January 20, 2023)

For a condominium or co-op to be eligible for insurance, it must:

- Be eligible for sale to either Fannie Mae or Freddie Mac See the [Fannie Mae Selling Guide](#) or the [Freddie Mac Seller/Servicer Guide](#); or
- Meet Arch MI's requirements for a condominium not verified to be eligible for sale to Fannie Mae or Freddie Mac (non-warrantable condominiums).

#### 3.14.03.01 Condominiums and Co-ops Eligible for Sale to the Agencies (January 20, 2023)

For condominiums and co-ops that are eligible for sale to the Agencies, Arch MI aligns with the Agencies' published requirements with the following restrictions:

- Projects which include manufactured housing are **ineligible**.
- Non-realty limited common elements (e.g., boat dock slips, cabanas) may not be financed with the property. Assigned parking spaces may be financed as a cost of the property.

See [section 3.03.01.01](#) for additional restrictions for loan amounts higher than \$1,209,750. The following condominiums and co-ops salable to the Agencies are **ineligible** for delegated submissions. They will be considered on a loan-by-loan basis when submitted non-delegated:

- A condominium which receives a single-loan project eligibility waiver from an Agency because the project does not meet its published requirements.
- A condominium located in a project that received a Project Eligibility Review Service (PERS) approval which allows exceptions to the Agency's published requirements.
- A co-op that received an exception from an Agency to their published requirements.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

### **3.14.03.02 Non-Warrantable Condominiums (March 1, 2022)**

A non-warrantable condominium is a condominium not verified to be eligible for sale to Fannie Mae or Freddie Mac. All non-warrantable condominiums must be submitted **non-delegated**.

The following are Arch MI's underwriting requirements for non-warrantable condominiums:

#### **Documentation:**

The loan file should include one or more of the following documents:

- Appraisal: used to determine project characteristics, ownership, pre-sale levels, marketability and completion levels (required on all files).
- HOA Questionnaire: can be used to determine investor concentration, commercial usage, single entity ownership and project delinquency levels.
- Budget/Balance Sheet: used to verify the HOA's financial resources. This determines the ability to provide maintenance and upkeep for the project grounds, fund necessary project improvements and maintain adequate reserves.
- Other documents deemed necessary to validate the marketability and solvency of the condominium project.

#### **Project Exposure:**

- Arch MI reserves the right to limit project exposure at any time.

#### **Project Eligibility:**

- **Established Projects:**
  - A project is considered an established project if:
    - At least 75% of the total units have been conveyed to unit purchasers.
    - The project is 100% complete, including all units and common elements.
    - The project is not subject to any additional phasing or annexation; and
    - Control of the HOA has been turned over to the unit owners.
  - **Established Project Requirements:**
    - If the subject property is an investment property, a minimum of 50% of the units in the project must be primary residences or second homes.
    - No more than 15% of the total units in the project can be 60 or more days past due on condo/association fees (HOA dues).
- **New Projects:**
  - A project is considered a new project if:
    - Fewer than 75% of the project's total units have been conveyed to the unit purchasers;
    - The project is not fully complete, such as proposed construction, new construction or the proposed or incomplete conversion of an existing building to a condominium;
    - The project is newly converted;
    - The project is subject to additional phasing or annexation; or
    - The HOA is still in the developer's control.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- **New Project Requirements:**
  - The project must be substantially complete:
    - A certificate of occupancy or other substantially similar document has been issued by the applicable governmental agency for the project or subject phase; and
    - All the units and buildings in the legal phase in which the unit securing the mortgage is located are complete, subject to the installation of buyer selection items, such as appliances.
  - At least 50% of the units in the project/legal phase must be conveyed or under contract for sale to primary residence or second homes purchasers.
    - For a specific legal phase or phases in a new project, at least 50% of the total units in the subject legal phase(s), considered together with all prior legal phases, must have been conveyed or be under contract for sale to principal residence or second home purchasers.
  - No more than 15% of the total units in the project can be 60 or more days past due on the payment of condominium/association fee payments.
- **Detached Condominiums:**

The credit union is not required to determine project eligibility for a detached condominium regardless of whether it is in a new or established condominium project.
- **2–4-Unit Projects:**
  - A project composed of at least two, but no more than four 1-unit dwellings that are separately owned with separate legal descriptions.
  - The credit union is not required to determine project eligibility for a condominium unit located in a 2–4-unit project regardless of whether it is in a new or established condominium project.
    - The project cannot be a condo hotel or motel, houseboat project, a timeshare or segmented ownership project.
- **Condominium Conversions:**

Condominium conversions include apartments or improvements built for other uses and converted to condominium projects through legal filing of a Declaration of Condominium or Master Deed. Rehabilitation of the property may or may not have taken place at the time of conversion. It should be noted that condominium conversion projects are higher-risk properties. Additional considerations for conversion projects are as follows:

  - If converted from improvements other than apartments, marketability of units has been firmly established by other projects within like market areas.
  - Quality of construction and utility should be comparable to new condominiums.
  - Amenities should successfully compete with those of surrounding projects.
  - The project should be well located, with convenient access to major thoroughfares.
- **Kiddie Condos:**

Kiddie condos must be considered investment properties for eligibility and pricing purposes. A “kiddie condo” is defined as any property type purchased to provide housing for a family member to occupy while attending college, trade or technical school. Typically, the parent(s)

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

are the buyers/owners and non-occupants and the child is the occupant (non-owner). If the child who will occupy the property is a borrower on the loan, the loan may qualify as a primary residence non-occupant borrower transaction.

- **Ineligible Condominium Properties and/or Projects:**

- Manufactured housing site condominiums.
- Condotels – A project may not be operated or managed as a hotel, motel or similar commercial entity as evidenced by meeting one or more of the following criteria:
  - The HOA is licensed as a hotel, motel or hospitality entity.
  - The HOA or project's legal documents restrict owners' ability to occupy the unit during any part of the year.
  - The HOA or project's legal documents require owners to make their units available for rental pooling (daily or otherwise).
  - The HOA or project's legal documents require unit owners to share profits from the rental of units with the HOA, management company, resort or hotel rental company.
- Timeshare, fractional or incremental ownership.
- Multi-dwelling unit condominiums.
- Projects with properties that are not real estate, such as houseboat projects.
- Commercial space – Projects where more than 35% of the project area can be for commercial usage. Commercial parking facilities can be excluded from the commercial space calculation.
- Single-entity ownership — Projects in which a single entity (the same individual, investor group, partnership or corporation) owns more than the following total number of units in the project:
  - Projects with 5 to 20 units — 2 units.
  - Projects with 21 or more units — 25%.
  - Units currently subject to any rental or lease arrangement must be included in the calculation. This includes lease arrangements containing provisions for the future purchase of units such as lease-purchase and rent-to-own arrangements.

The following may be excluded from the single-entity ownership calculation:

- Units that are owned by the project sponsor or developer and are vacant and being actively marketed for sale; or
- Units that are controlled or owned by a nonprofit entity for the purpose of providing affordable housing, units held in affordable housing programs (including units subject to non-eviction rent regulation codes) or units held by higher education institutions for a workforce housing program.

The single-entity ownership requirement may be waived when the transaction is a purchase transaction that will result in a reduction of the single-entity ownership concentration. In such instances, the following requirements must be met:

- Units owned by the single entity represent no more than 49% of the units;
- Evidence is required that the single entity is marketing units for sale to further reduce single-entity ownership, with the goal of reducing the concentration to 20% or less of the project units.
- The single entity is current on all HOA assessments; and
- There are no pending or active special assessments in the project.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- Projects in which the HOA or co-op corporation is named as a party to pending litigation, or for which the project sponsor or developer is named as a party to pending litigation that relates to the safety, structural soundness, habitability or functional use of the project.
- Projects with outstanding environmental issues or budget issues.
- Projects that are operated as a continuous care facility.
- Projects with mandatory upfront or periodic membership fees for the use of recreational amenities, such as country club facilities and golf courses, owned by an outside party (including the developer or builder). Membership fees paid for the use of recreational amenities owned exclusively by the HOA or master association are acceptable.
- Projects with covenants, conditions and restrictions that split ownership of the property or curtail an individual member's ability to use the property.
- Projects with non- incidental business operations owned or operated by the HOA including, but not limited to, a restaurant, spa or health club.
- Any project or building that is owned by several owners as tenants-in-common.
- New projects for which the seller is offering excessive sale/financing concessions.
- Units in condo projects with significant deferred maintenance or in projects that have received a directive from a regulatory authority or inspection agency to make repairs due to unsafe conditions are ineligible. Such projects remain ineligible until all significant deferred maintenance and unsafe conditions have been adequately remedied and deemed safe per the regulatory authority or inspection agency.

### **3.14.04 Manufactured Homes (January 17, 2025)**

Arch MI defines a manufactured home as a factory-built, multi-sectioned home built on a permanent frame (chassis) with a removable transportation system. The manufactured home is delivered and permanently attached to a site-built foundation. A manufactured home is built under the Federal Home Construction and Safety Standards established by HUD on/after June 1976. The label that confirms this is located on the manufactured home. The HUD Data Plate and HUD Certificate Label are required to confirm compliance with these standards.

All manufactured homes including those meeting Fannie Mae MH Advantage and Freddie Mac CHOICEHome eligibility requirements must be submitted to Arch MI as a manufactured home.

The following are the underwriting requirements for manufactured homes.

#### **3.14.04.01 Property Eligibility (November 15, 2018)**

For mortgage insurance eligibility, manufactured homes must meet the following conditions:

- Manufactured homes must be a minimum of 18 feet wide or a minimum of 600 square feet in floor area. Single-wide homes are **ineligible**.
- The land and improvements are included under one mortgage or deed of trust.
- The property (land and structure) is legally classified as real property by the local jurisdiction, taxing authority and title company.
- All loans must have an ALTA 7 Title Endorsement.
- The home is permanently affixed to a foundation that adheres to local building codes and wheel axles and trailer hitches have been removed. Homes on piers must satisfy the manufacturer's recommendation. Anchors must be provided where required by state law.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- The land must be owned in fee simple by the member.
- A minimum of two manufactured home comparable sales must be used by the appraiser to demonstrate conformity within the market and to establish market appeal.

#### **3.14.04.02 Purchase Transactions (November 15, 2018)**

Purchase transactions are those in which the mortgage proceeds are used to finance the purchase of the manufactured home or the manufactured home and the land. The land may be previously owned by the member, either free of any mortgage or subject to a mortgage that will be paid off with the proceeds of the new purchase money mortgage.

- **Sales Price of the Manufactured Home:**

In addition to the cost of the manufactured home and land, the sales price may include the cost of bona fide and documented transportation to the site, site preparation costs and dwelling installation costs.

Any personal property items (non-realty items) purchased in conjunction with the manufactured home must be deducted from the sales price and cannot be financed as part of the mortgage.

- **LTV Calculation:**

For a purchase transaction when the loan is secured by a **newly built** manufactured home that is being attached to a permanent foundation in connection with the transaction, the LTV will be determined using the lower of:

- The “as completed” appraised value; or
- The sales price of the manufactured home (as evidenced by the dealer’s invoice) plus the land:
  - If the land was purchased less than 12 months prior to the loan application date, use the lowest sales price at which the land was sold during that 12-month period, or
  - If the land was purchased 12 or more months prior to the loan application date, use the current appraised value of the land.
  - If the land was acquired through a gift or inheritance, use the appraised value of the land. Document the acquisition and transfer of the land.

For a purchase transaction when the loan is secured by a manufactured home that **already exists** on its foundation, the LTV will be based on the lowest of:

- The sales price of the manufactured home and the land, or
- The current appraised value of the manufactured home and the land, or
- If the manufactured home was attached to the foundation less than 12 months prior to the loan application date, the lowest price the home was previously sold for during that 12-month period and the lower of:
  - Current appraised value of the land, or
  - Lowest price the land was sold for during that 12-month period.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- **Trade Equity:**

Trade equity will be considered only if:

- The member has contributed the minimum cash down payment prior to consideration of the trade equity; and
- The maximum permitted equity is calculated based on the length of ownership. If the unit has been owned for 12 or more months, use 90% of the retail value as listed in N.A.D.A.<sup>7</sup> (a copy of the valuation report must be provided). If the unit has been owned for less than 12 months, use the lesser of 90% of the retail value as listed in N.A.D.A. or the lowest sale price within the last 12 months.

#### [3.14.04.03 Refinance Transactions \(November 15, 2018\)](#)

- **LTV Calculation:**

For a rate/term refinance of an existing unit already permanently affixed to the land, the LTV will be based on the lowest of the following:

- The current appraised value of the manufactured home and land; or
- If the manufactured home was owned by the member for less than 12 months on the loan application date; and
  - The home and the land are secured by separate liens, use the lowest price at which the home was previously sold during that 12-month period plus the lower of the current appraisal value of the land, or the lowest sales price at which the land was sold during that 12-month period (if there was such a sale).
  - The home and land are secured by a single lien, use the lowest price at which the home and land were previously sold during that 12-month period.
  - The land was acquired through gift or inheritance, use the appraised value of the land. Document the acquisition and transfer of the land.

#### [3.14.04.04 Ineligible for Manufactured Homes \(July 29, 2019\)](#)

The following are **ineligible** when the subject property is a manufactured home:

- Medical and Dental Professionals program.
- Cash-out refinances.
- Renovation mortgages.
- Non-occupant co-members.
- Non-traditional credit.
- Investment properties.
- Condominiums and co-ops.

#### [3.14.05 Modular, Panel/Pre-Fab and Pre-Cut Homes \(November 15, 2018\)](#)

Modular, panel/pre-fab and pre-cut homes qualify using the same criteria as single-family detached homes.

- **Modular Housing (Modular Home):**

A home constructed in sections in a factory assembly line. Fully constructed modules are

<sup>7</sup> N.A.D.A. – National Automobile Dealers Association, a resource for auto retail professionals, which includes manufactured homes. The website is [www.nadaguides.com](http://www.nadaguides.com), where the value for manufactured homes can be determined for a fee.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

transported to the permanent site and anchored to the foundation. Modular homes are not subject to HUD codes but are built in accordance with the Uniform Building Code administered by the state agencies in which the modular home is installed and must adhere to any local and regional building codes. In some cases, modular homes are built on a permanent chassis (on-frame modular) similar to a manufactured home. These on-frame modular homes are built in accordance with the Uniform Building Codes of the state and not to the HUD codes, therefore, they are treated as modular homes.

- **Panel/Pre-Fab Housing (Panelized Home):**

Factory assembly-line homes constructed with walls, floors and (often) roof in small panel form, then assembled at the site and attached to the foundation. Panelized homes are not subject to federal standards but must adhere to local and regional building codes.

- **Pre-Cut Home:**

Lumber is cut to specific lengths at the factory, and then the home is constructed by workmen at the permanent site. Electrical, plumbing and other components are added at the site. Pre-cut homes are not subject to federal standards but must adhere to local building codes.

### **3.14.06 Rural Properties (March 1, 2017)**

- Marketing time ≤ 12 months.
- Land value may not exceed 50% of the total property value.
- Adequate sewage, water and utilities.
- Comparable properties must be in similar rural locations and have similar property styles (e.g., ranch, two story, etc.). Appraiser must adequately explain the use of comparable properties not meeting these requirements.

### **3.14.07 Maximum Acreage (March 1, 2017)**

- Maximum 15 acres.
- Comparable properties must have similar acreage and property styles (e.g., ranch, two story, etc.).

### **3.14.08 Properties with Resale Restrictions (January 17, 2025)**

- When there is a requirement for a third party to be notified that the member is in default or foreclosure, the credit union must ensure that the third party is notified.
- **Ineligible** for loan amounts higher than \$1,209,750.

### **3.14.09 Property Flips (November 15, 2018)**

- If the seller has owned the property less than 180 days from the date of the purchase contract and the new sales price is higher than the price paid by the seller to acquire the property, the increase must be fully documented and explained.
- The following types of re-sale transactions are not considered property flips and are not required to meet the above criteria:
  - Property being sold by a spouse who acquired the property through a divorce settlement.
  - Property acquired by an employer through a relocation program.
  - Property being sold by an administrator or executor of an estate.
  - Property being sold by a credit union, mortgage investor or mortgage insurance company that was acquired through foreclosure or deed-in-lieu of foreclosure.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

## 3.15 Occupancy (October 7, 2019)

### 3.15.01 Primary Residence (May 7, 2019)

- At least one member on the transaction must occupy the property for the majority of the year and take title to the property, unless:
  - A parent or legal guardian is purchasing a home for their disabled adult child or a child is purchasing a home for their parent(s).
- For transactions in which not all of the members will occupy the property as their primary residence, see the [Non-Occupant Co-Borrower/Co-Signer](#) section.

### 3.15.02 Second Home (October 7, 2019)

- The property must be located in a recreational area.
  - If not in a recreational area, the member must give a satisfactory explanation for the use of the property as a second home.
- Non-traditional credit is **ineligible**.
- Rental income from the subject property may **not** be used for qualification.

### 3.15.03 Investment Property (November 15, 2018)

- Gift/grant funds, non-traditional credit and manufactured homes are **ineligible**.
- A “kiddie condo” is defined as any property type purchased to provide housing for a family member to occupy while attending college, trade or technical school. Typically, the parent(s) are the buyers and non-occupant(s) and the child is the occupant. Kiddie condos must be considered investment properties. If the child who will occupy the property is a borrower on the loan, the loan may qualify as a primary residence non-occupant borrower transaction.

## 3.16 Analyzing the Appraisal Report (March 1, 2017)

- The appraisal should fully analyze the neighborhood, site, physical characteristics and condition of the property.
- The appraisal should indicate that the property is in average or better condition. If the property condition is rated fair or poor, the appraisal should be made subject to repairs that will bring the property to an average or better condition. Additionally, when provided, the following Condition and Quality of Construction rating codes, as defined by the FHFA Uniform Appraisal Dataset used by Fannie Mae and Freddie Mac, must be considered as follows:
  - Condition ratings of C1, C2, C3 or C4 are acceptable in an “as is” condition. Due to the risk associated with condition ratings C5 and C6, any appraisals with a C5 or C6 rating must have the condition items causing the rating on the appraisal be “subject to completion of repairs” in order for the transaction to be eligible for mortgage insurance.
  - Quality of Construction ratings of Q1, Q2, Q3, Q4 or Q5 are acceptable. Due to the risk associated with Quality of Construction rating Q6, any appraisal report with this rating will be ineligible for mortgage insurance.
  - When the appraisal is made subject to completion, repairs or inspection, the credit union must ensure that the construction is completed, the repairs are made, or the inspection is completed. If the inspection shows that additional repairs are required, those repairs must be completed also. Repairs may be completed after closing.

For items not addressed in this section, the Agency requirement applies.

See section 3.01, [General Underwriting Requirements](#), for more information.

See section 3.03, [Loan Amount/LTV/Credit Score/DTI Requirements](#), for additional requirements that may apply.

- Credit unions exercising their delegated authority are responsible for assessing the validity and accuracy of the appraisal report and ensuring the value is supported prior to delegation, including but not limited to adequacy of the comparables, property condition, market value and appraised value. This is regardless of any AUS response on the transaction. Numerous tools are available to credit unions in the marketplace to assist in this assessment and Arch MI encourages their use. This is particularly important during times of market volatility or fluctuations, especially if there are any indications the subject property and/or comparable properties are located in an area of soft and/or declining property values.