



Quality Control (QC) Delegated Checklist

Arch Mortgage Insurance Company, 230 North Elm Street, Greensboro, NC, 27401, 888-844-6787

Arch MI Certificate Number: _____

Borrower Name: _____

Lender Name: _____

REQUIRED LOAN DOCUMENTS

- Final, signed loan application (Form 1003).
- Final Transmittal Summary (Form 1008).
- Final Automated Underwriting System (AUS) findings.
- Appraisal report and all applicable exhibits:
 - Location map, building sketch, photographs, etc.
 - Single-Family Comparable Rent Schedule (Form 1007).
 - Well and septic certifications, maintenance agreements, evidence of energy efficiency and other related documentation.
- 1004D/442 Completion Certificate and photos for the subject property (if applicable).
- Purchase contract.
- Credit report and all credit history documentation:
 - Debts not on credit report.
 - Previous derogatory credit.
 - Debts paid by others.
 - Divorce decree/separation agreement.
 - Letters of explanation.
- Income/employment documentation:
 - Recent pay stubs.
 - W-2s.
 - Request for Verification of Employment (VOE, Form 1005/1005(S)).
 - Tax returns with all schedules, tax transcripts.
 - Employment contracts and award letters.
 - Lease agreements for subject property and all other real estate owned by the borrowers.
 - All self-employment income documentation, if applicable.
- Verbal Verification of current Employment (VVOE) completed for closing.
- Third-party verification of self-employment (if applicable).
- Asset documentation:
 - Bank statements with large deposits documented.
 - Request for Verification of Deposit (Form 1006/1006(S)).
 - Gift letters, source of gift funds and evidence of gift funds received.
 - Proceeds from sale/refinance of Real Estate Owned documented by Closing Disclosure.
 - ALTA Settlement Statement or receipt from title company, etc.).
- Final Closing Disclosure (subject transaction).
- Promissory note (signed).
- Mortgage or Deed of Trust (signed).
- Final Title Report.
- Homeowner's insurance policy.
- Signed borrower authorization.
- Power of attorney (if applicable).
- Permanent or Non-Permanent Resident Verification (if applicable), for example, permanent resident card, work visa, etc.
- Promissory note — signed for subordinate financing (if applicable).
- Final Closing Disclosure on sale of departure residence or other real estate owned (if applicable).
- Miscellaneous (if applicable):
 - Occupancy statements.
 - Documentation obtained after MI submission (updated credit, paystubs, AUS findings, etc.).
 - Verification of taxes, insurance and HOA on all retained REO properties.
 - Additional documentation to support the specific loan program or loan approval.

LOAN SUBMISSION OPTIONS (Choose One)

CONNECT (Arch MI Preferred Option):

Step 1: Obtain CONNECT credentials. (If you have credentials, go to Step 2.)

- Access connect.archmi.com/originations/request-account.
- Complete required fields under "My Profile."
- Select **Order MI and Get Rate Quote** under "My Access."
- Click **Submit**.

Step 2: Submit loan documents.

- Using your **CONNECT** credentials, log in to connect.archmi.com/originations/.
- Enter your Certificate Number in the search field.
- When the Certificate information appears, click the three dots at the right side of the search field and select **Quality Control** from the menu.
- Upload documents.
- Click **Submit (required for QC receipt of documents)**.
- Retain confirmation page for your records.

File Transfer Protocol (FTP):

Step 1: Obtain FTP user ID and password. (If you have credentials, go to Step 2).

- Access request.archmi.com.
- Complete required fields and choose **QC/Investigations**.
Click **Submit**. (Note: FTP user ID and password information will be issued within one business day and, for security purposes, will be sent in separate emails.)

Step 2: Submit loan documents.

- Access filetransfer.archmi.com/ and log in with provided ID and password.
- Save your file using the naming convention **cert number_ borrower last name_QC**.
- Click **Upload** next to yellow folder icon and drag and drop saved file into the folder.
- Click **File Upload** in top ribbon.

AUDIT SAMPLING INFORMATION

QC is required by the GSEs to meet their Private Mortgage Insurer Eligibility Requirements (PMIERS). To comply, we are required to randomly sample from our entire book of business for both delegated and non-delegated files.

Random Audit:

- Most objective type of review.
- Sampled from the entire book of business.
- Samples are selected monthly.
- Sample requested from lender no more than quarterly.

Discretionary Audit:

- Focus on higher-risk loans.
- Samples are selected monthly.
- Includes newly delegated lenders, lenders with previous QC concerns and Early Payment Default (EPD) loans and lender self-reported loans.

Note: QC audits 100% of EPD loans per PMIERS requirement.

For more information about Arch MI's Quality Control process, visit us online at archmi.com/quality-control, or email us at quality.control@archmi.com. If you are a credit union, visit us at archmicu.com/quality-control.