



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 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.

- ☐ Access connect.archmi.com/originations.
- ☐ Enter the Arch MI Cert # in the search field (located top of page under our logo) and Click **Search**.
- ☐ Once the Cert # comes up, look to the right and you will see three dots stacked on top of one another. Hover your mouse over these dots. Once you see the **Quality Control** or **Upload Document** option, click on it to upload your file/docs. (If **Upload Document** option is used, please select **Quality Control**.)
- ☐ Once a box opens, you can either drag and drop your docs there or browse.
- ☐ Once docs are loaded, click **Submit**.
- ☐ A confirmation will be provided with a successful upload.
Note: If you don't receive a confirmation number, please try again or call 877-642-4642, Option 1. You can also send an email to uwcustomerservice@archmi.com.

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 the 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 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.