




- The Loan Amount on the 1003 **NEEDS** to match the AE Synopsis. If it doesn't match, please add a note on the AE Synopsis stating you acknowledge that the loan amounts do not match and let us know which one to use.
- Occupancy on Section 4 and Section 5 of the 1003 **NEEDS** to match the AE Synopsis.
- We are required to have the **FULL** subject property address listed. It cannot be TBD. That also includes having the city, State, and Zip Code missing.
- We are required to have **ALL** information fill out on section 9 of the 1003 and the information listed needs to match what is shown in Consumer Access. That includes: LO's full name and NMLS, Broker's Company Name, Full Address and NMLS.
- 1003 needs to have full SSN and DOB listed. If FN, please put 9's under SSN
- When doing a bank statement submission, we are required to have all pages of the bank statements to be provided. We also need consecutive and most recent bank statements for my team to proceed.
- We are required to have a separate 1003/Application for the Entity.
- We are now accepting our business purpose application to be provided at the time of submission for Non-Licensed and any business purpose submission.
- When using our Business Purpose Application, please be sure you are using the newest form since it has been updated to have all the information my team needs to be able to proceed. If file is a non-Licensed, the broker information still needs to be filled out, you will just leave the NMLS blank if the LO or Broker do not have one an NMLS. If the LO/Broker has an NMLS but is not licensed in the subject property state, the NMLS still needs to be disclosed on the 1003/Application.
- If the 1003 is not signed by the borrower a Borrower Cert & Auth is required at the time of submission.
- A full Purchase Contract is needed for ALL purchase submissions.
- A Taxpayer Form is needed at the time of submission for any files that have 1040's, 1120's and 1065's. We will not be permitted to submit your file until this has been provided. Also be sure under "company name" that you list the brokers name not ours.
- If your Broker is not approved to do business with Acra, please do not submit your file to LSU until your Broker is approved.
- When uploading your files in BOX, please add one of the following notes if they apply to your loan. Here are some examples: RESUBS, PRESCREENING, and MANUAL ENTRY. If you are submitting files for another AE, please include "Submitting for (include AE's name)" so my team can assign the correct AE and AM. If your file will require a manual input, please notate that on the folder name as well.
- We are required to have a 3.4 XML at the time of submission for any broker that has an LOS System.
  - It needs to be saved as an .XML format **NOT. File**, .FNM, .BWR. None of those will work in Byte.

Name	Date modified	Type	Size
 12MBS Bk Stmt_Reardon	1/19/2022 12:29 PM	Microsoft Excel W...	29 KB
 1003_Reardon	1/19/2022 12:29 PM	Adobe Acrobat D...	248 KB
 XML	1/19/2022 12:29 PM	XML Document	22 KB

**The Following do not put your file on hold but we are not able to submit with out:**

- ALL DSCR files are required to have the DSCR Ratio.
- All files are required to have a credit grade added to the AE Synopsis
- E-Consents needs to be fully filled out.
- A Bank Statement Analysis is needed for all Bank Statement Files. If you sent your file to our Pre-Screening process, please do not submit your file to LSU until you receive their Bank Statement Analysis letting you know the process has been completed.
- If you are submitting your file with an Appraisal, an Appraisal XML is needed at the time of submission.
- For files that are incomplete, please provide the items needed to submit to the clerk that placed the file on hold and please do not resubmit the file into BOX. Also, please reply to ALL on the incomplete email that was sent to you.
- For O/O Submissions, please have the broker sign and date the Attestation Disclosure at the bottom of the Submission Sheet. The date should be within 48 hours of submission.
- Most importantly, please scrub your file before submitting to LSU to avoid any incompletes. If you have a question or unsure if your file is going to be incomplete, please reach out to Mayra and Haylee and we will be more than happy to help.