

**BROKER APPROVAL** required before a submission can be processed

## REQUIRED ACRA LENDING FORMS

### ACRA LENDING WHOLESALE LOAN SUBMISSION PACKAGE (CLICK TO DOWNLOAD)

- ▶ *Acra Lending Wholesale Loan Submission Form*
- ▶ *Broker Loan Cost & Fees Itemization or Broker Fee Sheet*

### ACRA LENDING BORROWER'S AUTHORIZATION PACKAGE (CLICK TO DOWNLOAD)

- ▶ *Borrower's Certification & Authorization (or signed URLA)*
- ▶ *Acra Lending E-Consent (Must be legible, signed and dated by borrower(s) with complete legal printed name(s) and email address(es) for borrower(s))*

### TAXPAYER FIRST CONSENT FORM (CLICK TO DOWNLOAD) *(Only Applicable on files submitted with tax returns)*

## OTHER REQUIREMENTS FOR SUBMISSION:

### **MISMO 3.4 XML**

### **URLA or Business Purpose Application**

- ▶ URLA must reflect NMLS# for the specific office location listed

### **INCOME: 2 YEARS CONSECUTIVE FOR ALL BORROWER(S) ON THE LOAN**

#### ▶ **WAGE EARNER:**

- W-2 for most recent two (2) years & current pay stub reflecting year-to-date earnings

#### ▶ **FIXED AND OTHER SOURCES:**

- Current award/retirement letter; AND
- Copy of most recent bank statement showing automatic deposit OR 1099 for most recent year

#### ▶ **SELF-EMPLOYED (FULL DOC):**

- Two (2) consecutive years 1040's, 1120S', etc.
- Note: YTD P&L and 3 months bank statements required PTD to support income

#### ▶ **SELF-EMPLOYED (BANK STATEMENTS) – referent program rate sheet/matrix for restrictions:**

- Acra Lending Bank Statement Analysis (Click to Download) to be completed by Broker
- 12 months consecutive from the same account (all pages even if blank)
- All persons on bank statement must be on the URLA as a qualifying borrower
- Provide (3) Months Bank statements from alternative account to document "Rental Income" received (IF APPLICABLE) Note: failure to document rental income deposited into another account will result in rental income being excluded as qualifying income)

Note: Any applications for loans, and any documents, forms and/or information in support thereof ("Loan Application") emailed to your Account Executive shall not be considered a loan submission. Upon speaking with your Account Executive, you will be advised of the process and procedures for submitting a Loan Application to Acra Lending. Should you have questions regarding TILA-RESPA Integrated Disclosures and how they impact your business, please consult your legal counsel.

**PURCHASE CONTRACT (IF APPLICABLE)**

- ▶ Subject property address/purchase price must match URLA
- ▶ Provide ALL (if any) Addendums and/or Counter Offers

**AND/OR APPRAISAL (IF AVAILABLE, color PDF only)**

- ▶ Effective date is no more than 120 days from submission date
- ▶ **MUST** include the following:
  - **Appraisal Invoice** verifying order and paid dates. If info is not on invoice, provide documentation from the AMC to confirm both dates
  - Initial Loan Estimate (LE) and ITP from Broker/Prior lender (not required for Business Purpose transactions)

**CURRENT RENTAL AGREEMENTS TO DOCUMENT RENTAL INCOME RECEIVED (IF APPLICABLE)**

**FOR LOANS CLOSING IN AN LLC:**

- ▶ Additional URLA for the business directly as a borrower
- ▶ Entity documents are NOT required for full Loan Submission, but are required to begin the legal review process
  - Signed Operating Agreement if LLC / Signed Bylaws if Corp.
  - Articles of Incorporation / Formation
  - Certificate of Good Standing
  - EIN Number
  - Certificate of Good Standing in subject property state, if entity is formed in different state (no foreign entities allowed).
  - Additional conditions will apply based on Legal Department review

**Once your file is ready to be submitted,  
please upload the submission to your Account Executive for review.**

**Please upload submission to:**

**<https://acralending.com/broker-portal/#wholesale-file-upload>**

**Corporate Office:**

25531 Commercentre Drive, Suite 160  
Lake Forest, CA 92630  
(888) 800-7661

**Loss Payee Clause:**

CITADEL SERVICING CORPORATION  
ISAOA  
25531 COMMERCENTRE DRIVE, SUITE 160  
LAKE FOREST, CA 92630  
ACRA LOAN #: *(reference loan approval)*

**Index and Adjustment Caps:**

- Floor at Start Rate / Index is 1yr. CMT
- 2% Initial Cap / 2% Annual Cap / 6% Life Cap
- Margin per credit grade

**For additional forms, visit:**

**<https://acralending.com/broker-resources/#forms>**

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