

Please add your Papertrail Processor to your ARIVE or LOS system as a processor contact

- Fully Completed Arive file with credit pulled and populated (or fnma file and pdf credit report)
 - Ensure all required initial documentation has been obtained through ARIVE. If it is not in ARIVE, ensure it is in a shared Dropbox folder.
 - Dropbox will be used for LO and client files. Ensure Dropbox is either shared with your processor, or that the processor has your Dropbox email to create a shared folder.
- Fully completed In-take form
- Purchase contract on a purchase is helpful, but if you don't have it then we will just disclose all fees as borrower paid and can update any owners policy/transfer taxes to seller paid once received and reviewed.
- DU Refi Plus/Harp Loans/Freddie Open Access: approve/eligible DU or LP Findings.
- **C2 Financial LO's only:** Anti-steering documentation.
 - provide documentation to support the figures in the anti-steering section (either loan sifter printout or rate sheets- whether loan is locked or not).
 - all documentation must be from the same date – if the loan is locked, then all documentation will be from the lock date.
 - Any rate sheets you are providing that don't match lock date, you need to provide a written reason why not (i.e., lender only issues weekly rate sheets).
- **C2 Financial LO's only:** copy of the lender's rate to go with the lock if the loan is locked
 - Make sure the rate sheet you send has the correct page printed for the program you are doing. If the lender rate sheet is an excel file with multiple tabs, you need to print & send the correct page(s), along with the lender lock sheet confirmation.
- **C2 Financial LO's only:** There will be an additional \$50 fee to all files to cover the C2 Processing Admin Fee unless we receive an email from the LO stating they will pay the \$50 Processing Admin Fee.

SAVE

PRINT

RESET