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How to Submit a Loan to ACC So-Cal

Keywords

[submission](#); [submit](#)

Article Content

- 1.** Go to www.accvillage.com, Valet – loan submission and log in. Once in Valet, go to Pipeline, **Upload Loan**. Under File Details, choose Fannie Mae DU as the file Format (file extension should be .frm) and browse to upload your file. Enter/confirm your email address and type any necessary comments. Click Submit File. NOTE: Uploading in bulk is better than uploading separate pieces. **NOTE FOR LOCKED LOANS:** If a loan is locked prior to full file submission, all three submission steps MUST still be completed, even if the loan is already present in Valet and in LOCKED status. If already locked, you will need to UPDATE the loan that is already in the system when uploading the FNMA file.
 - 2.** After uploading and submitting your file directly into Valet, you will be directed to a confirmation page and link to the **Valet Submission Form**. Complete this form online and submit. You can also find the Valet Submission Form on the Valet homepage under “ So Cal Submissions”
 - 3. Submit the remaining documents** for the file, including a printed 1003/1008, using one of the following methods:
 - a. **Upload** into Valet – go back to pipeline where you should now see that a loan has been registered. Expand the registration section by clicking on the + symbol. Open the loan by either clicking on the loan number or borrower name. Once on the loan details page, you will see icons in the upper right hand corner. Choose upload to upload loan docs files electronically and complete the form.
 - b. **Fax** using the fax cover sheet in Valet – (may not immediately show in viewer once faxed); go back to pipeline where you should now see that a loan has been registered. Expand the registration section by clicking on the + symbol. Open the loan by either clicking on the loan number or borrower name. Once on the loan details page, you will see icons in the upper right hand corner. Choose the fax cover sheet (very important to use the correct fax cover sheet and print in “fine print” as each loan has a bar code that must be legible).
 - c. **Transbox** - send the hard copy in the supplied Transbox envelope to ACBN (color: Orange Transbox # OR1323). If you need Transbox envelopes, contact our office or ask your Account Executive.
- SUBMISSION NOTES:** Please see the additional submission notes regarding appraisals, credit reports, 4506T form, etc. on the following pages.

ADDITIONAL SUBMISSION NOTES

Appraisals - appraisals must be in color. Please upload appraisals separately and check the "color" box or email appraisals to norcalsubmissions@acbnonline.com, cc: your account executive. Check appraisals for current comps. Comps over 90 days old at time of loan approval will not be considered. ACBN may revert to appraisal review policies at any time.

Credit Reports - ACBN will pull credit reported in our name. Be sure a signed and dated borrower credit authorization is included in the file submission.

4506T Form - ACBN requires a 4506T form at time of submission. This must be executed by the borrower and dated within 30 days of submission. If borrowers are married, only have the primary borrower execute the 4506T.

Stacking Order - Locate the ACBN Stacking Order at www.acbnonline.com, Forms tab.

Locking Loans - Submit lock requests via Marksman (available M-F from 9:00am-4:30pm).

Pricing/Scenario Results - If you have scenario results from a Product Specialist or pricing directly from Marksman, include a copy with the file.

File Discussions - If you have had any discussions with an Underwriter or your account executive prior to submitting the file, please include the emails/notes with the file.

Prior to Underwriting Items - Once a loan has passed set up and been assigned to underwriting, it is best to hold all additional items until after receiving loan approval. However, we understand there is sometimes a need to include an important item prior to the file being underwritten (i.e. appraisal or prelim received after submission). In this instance, you must print the cover letter & upload ONE set of **Post Submission/Pre-Underwriting** docs directly into Valet. (No faxing, emailing, carrier pigeon, etc.) This upload should only contain one or two additional items. The underwriter will check Valet before underwriting the file and will print only one set of Post Submission docs. (NOTE: this should be used only when necessary, not as a way to get an incomplete loan assigned to underwriting faster.)

Underwriting Conditions - After receiving conditional loan approval, email all **prior to doc conditions** at one time directly to conditions@acbnonline.com unless otherwise specified by your loan approval. (Do not upload into Valet; do not piecemeal.) Once all PTD conditions have been received, they will be forwarded to underwriting for review and sign-off.

Status Checks - At anytime, you can log on to Valet to view the status of your loan, review conditions, read notes from underwriting, and see what docs have been uploaded into the system. Please check the loan details page in Valet first then contact your account executive for additional information.

Loan Changes - When loan changes are required, complete the loan change request form found at www.acbnonline.com, Forms tab along with a corrected 1003 & 1008.

Doc Requests - Submit doc requests online from www.accvillage.com, Processing Department, doc order tab.

Funding Conditions - Email funding conditions directly to the funder who calls out the funding conditions after the file has been audited for funding. Do not email to the underwriter or underwriting conditions email.

2106 expenses - Even though DU may not ask for a 1040, ACBN is pulling the 4506 prior to funding. If there are 2106 expenses on the tax return, it may negatively affect your loan and hold up funding. Look at the tax returns up front to avoid this issue.

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Category

1) General

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