



Correspondent: Required Documentation	✓
Correspondent Application	
Correspondent Loan Purchase & Sale Agreement (your Arc Home Account Executive will provide this)	
2 Years FYE audited financial statements <b>and</b> the most recent month-end interim financial statement	
Resumes for all principals and key management positions, including: <ul style="list-style-type: none"> <li>• <b>Non-Delegated:</b> Please include processing manager and if drawing docs, provide resume of doc drawer and closing/funding manager.</li> <li>• <b>Delegated:</b> Please include processing manager, doc drawer, closing/funding manager, and underwriting manager.</li> </ul>	
Corporate Resolution for all authorized signers for the company	
Organizational Chart <ul style="list-style-type: none"> <li>• Provide Resumes for all listed in Management or Supervisor Roles</li> </ul>	
Articles of Incorporation or Partnership Agreement	
Evidence of your Fidelity Bond and Errors and Omissions Insurance Minimum coverage \$300,000 for each	
AIR Compliance Plan (Appraiser Independence Requirements) in accordance with FNMA guidelines	
Most recent Investor Report Card	
Quality Control Policy	
Two most recent post quality control reports with management responses to any significant findings.	
VA Sponsorship Form, if applicable	
Completed IRS W9 Form (current version)	
<b>Delegated:</b> Agency Approval Letters	
<b>Non-Agency Delegated Correspondents:</b> Arc's FHFA template for minimum requirements using your most recent quarterly data.	