

Mortgage Partnership Finance® Program MPF Quality Control Review – Documentation Worksheet

PFI # _____ MPF® Loan # _____ Borrower Name _____

If you do not have a document, please note this on the worksheet. Please include any additional documentation used to make the origination, underwriting, and closing decisions. **Missing documentation will be cited as exceptions.**

Consult the MPF Selling Guide and the loan’s AUS for appropriate level of documentation

Provide all documents listed for Underwriting, Closing/Compliance & Government

(Be sure to include the Documentation Worksheet in your uploads)

UNDERWRITING DOCS Saved as: [MPFLoanNumber]_Underwriting.pdf (ex. 1234567_Underwriting.pdf)

- IRS Transcript or 4506-T executed according to sample attached **(Available in MPF Guides Exhibit T-X)**
- Initial and Final Uniform Residential Loan Applications (Form 1003/65), signed and completed in full
- Preliminary Title Commitment / Title Opinion
- Life of Loan Flood Zone determination and Evidence of Flood Insurance, if applicable
- Hazard/Homeowners Insurance Policy and Premium - coverage in place at the time of closing
- Mortgage Insurance Certificate, if applicable
- Complete Desktop Underwriter® (DU) or Loan Product Advisor® (LPA) findings/certificate or Uniform Underwriting and Transmittal Summary (Form 1008/1077, required for manual underwriting)
- Written explanation supporting UW decision when housing expense or total debt ratio guideline is exceeded
- Credit report, explanation for derogatory items and recent inquiries, other supporting documentation (evidence of payoffs and/or close of accounts, and bankruptcy, Alimony, and Child Support etc.) alternative credit, if applicable
- Appraisal – all pages
 - o UCDP Submission Summary Report, if applicable
 - o Satisfactory completion certificate (i.e. 1004D) and/or re-certification of value or appraisal update
 - o Underwriting comments addressing any appraisal deficiency
- Secondary Financing Note, Mortgage and Closing Disclosure, if applicable
- Income Verification
 - o VOE, Pay stubs, W-2 / 1099s
 - o Verbal VOE within 10 business days prior to the Note date
 - o Account Statements supporting non wage income: Retirement, Pension, SS, Alimony, Child Support, Trust etc.
 - o Self-employed or commission income borrowers as appropriate:
 - Complete personal / business tax returns and
 - Cash flow analysis, completed in full
 - Third party verification of business within 120 Calendar days prior to the note date
- Funds Verification
 - o VODs, 2 months bank statements, explanation for large deposits, and proof of liquidation, if applicable
 - o Source of funds documentation (gift letters with transfer of funds documentation, sale of previous home, grant documentation, earnest money, etc.)
- Condo/PUD Affidavit copy (Form 1028), condo association documents, project approval and Lender's Internal Approval
- Sales Contract and all addenda (fully executed) or equivalent document, if a purchase transaction
- PFI In House Pre-Closing / Post Closing Review Documents, if applicable

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(Be sure to include the Documentation Worksheet in your uploads)

CLOSING/COMPLIANCE DOCS Saved as: [MPFLoanNumber]_Closing.pdf (ex. 1234567_Closing.pdf)

- Rate Lock Disclosure or Evidence of Rate Lock
- Bank Verification of Borrower Identity
- Evidence of OFAC compliance
- Borrower Authorization / Consent to Pull Credit
- Loan Estimate
- HOEPA or Predatory Lending Worksheet (see attached)
- Note with endorsements, modifications, assumptions, releases of liability, and/or ARM Conversion documentation
- Security Instrument (Mortgage / Deed of Trust) with any applicable riders and addenda
- Closing Disclosure – Final /Sellers Closing Disclosure (for purchase transactions)
- Mortgage Title Insurance Policy or Attorney's Opinion of Title
- Right of Rescission (if applicable)
- Buy-down Agreements, Plans, and Interested Party Contribution documentation, if applicable
- Leasehold documents, if applicable
- Equal Credit Opportunity Act notice - applicable if a counteroffer was made to the Borrowers

GOVERNMENT DOCUMENTATION Saved as: [MPFLoanNumber]_Gov.pdf (ex. 1234567_Gov.pdf)

FHA DOCUMENTS

- HUD / VA Addendum (Initial) HUD 92900.A
- HUD / VA Addendum (Final) HUD 92900.A
- Clear CAIVRS (note: Acceptable CAIVRS numbers begin with A)
- Case Number Assignment
- Important Notice to Homebuyer (HUD 92899-B)
- Informed Consumer Choice Disclosure
- Notice to Homebuyer (Assumption of HUD / FHA Mortgage)
- Energy Efficient Mortgage Disclosure
- For Your Protection, Get a Home Inspection (Purchase only)
- Amendatory Clause / Real Estate Certification (Purchase only)
- Identity of Interest Certification (relationship with Seller)
- Final Conditional Commitment (HUD 92800.5B)
- Loan Underwriting Transmittal Summary (92900-LT)
- Verify FHA Case Number is indicated on appraisal (top right section of appraisal)
- Streamline – Streamline Worksheet
- Streamline – Mortgage History
- Streamline – Clear CAIVRS

VA DOCUMENTS

- HUD/VA Addendum (Initial) HUD 92900.A / 26-1802a
- HUD/VA Addendum (Final) HUD 92900.A / 26-1802^a
- Clear CAIVRS (note: Acceptable CAIVRS numbers begin with A)
- Certificate of Eligibility VA 26-8320
- VA Debt Questionnaire VA 26-0551
- Federal Collection Policy VA 26-0503
- Counseling Checklist for Military Homebuyers VA 26-0592, if active or reservist
- VA Assumption Notice
- VA Nearest Living Relative Form
- VA Amendatory Clause
- Prepayment Notice
- VA Loan Analysis Loan Underwriting and Transmittal Summary 92900-LT / 26-6393
- VA Loan Note Guaranty VA 26-1899

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VA DOCUMENTS (continued)

- Completed VA Loan Summary Sheet VA 26-0286
- GSA's SAM List verification (not required for IRRRLs)
- Child Care letter VA 0730b
- VA Case Number
- VA Notice of Value (NOV) or Certificate of Reasonable Value (CRV)
- 12 month landlord rating (not required applicant's credit score id 620 or higher)
- IRRRL – Final HUD/VA Addendum HUD 92900.A / 26-1802a
- IRRRL – VA Report and Certification of Loan Disbursement VA 26-1820
- IRRRL – signed statement from veteran acknowledging effect of refinance
- IRRRL – IRRRL Worksheet VA 26-8923
- IRRRL – Mortgage History
- IRRRL – Clear CAIVRS

RHS SECTION 502 ADDITIONAL UNDERWRITING DOCS

- Clear CAIVRS (note: Acceptable CAIVRS numbers begin with A)
- Loan Note Guarantee
- RD Forms 3555-21 and 3555-18
- 12 month landlord rating (not required if both applicant's credit score is 620 or higher)
- GSA's SAM List verification

HUD SECTION 184 ADDITIONAL UNDERWRITING DOCS

- Clear CAIVRS (note: Acceptable CAIVRS numbers begin with A)
- Case Number Assignment
- Borrower Native American ID and Social Security Evidence
- HUD's LDP and GSA's SAM List verification
- Firm Commitment

Request for Transcript of Tax Return

▶ Do not sign this form unless all applicable lines have been completed.
 ▶ Request may be rejected if the form is incomplete or illegible.
 ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return

Please complete all sections, including the vendor information in Box 5a

including apt., room, or suite no.), city, state, and ZIP code (see instructions)

in the last return filed if different from line 3 (see instructions)

5a If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

Covius Real Estate Services LLC c/o DataVerify, 875 Greentree Road, 8 Parkway Center, Pittsburgh PA 15220 866.895.3282

5b Customer file number (if applicable) (see instructions)

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

____ / ____ / ____ | ____ / ____ / ____ | ____ / ____ / ____ | ____ / ____ / ____

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a or 2a _____

Sign Here

▶ _____ Date _____
 Signature (see instructions)

▶ _____
 Title (if line 1a above is a corporation, partnership, estate, or trust)

▶ _____ Date _____
 Spouse's signature