

Instructions Page

Purpose

Servicers of MPF Traditional loans must complete this form for every property inspection conducted on a Mortgage Loan in accordance with MPF Traditional Servicing Guide Chapters 8, 10, and 11.

Preparation

- **When** – The Servicer must complete this form for every property inspection, which should occur on or before the 60th day of Delinquency and at least monthly thereafter until the Delinquency is cured or the Mortgage Loan is liquidated.
- **Who** – This form must be completed by an employee of the Servicer who has responsibilities that would cause such individual to be knowledgeable of the facts and processes needed to complete this form and has authority to certify to the truthfulness and accuracy of the information on this form.
- **How** – The attached form is provided as a job aid and should be used for informational purposes only. To complete this form Servicers must access it through eMAQCS® Plus .
- **Attachments** – The completed form must be accompanied by photographs of the Mortgaged Property and neighborhood, any recommendations/estimates for the protection of the property, and a list of required repairs, if applicable.

Submission

- **When** – The completed form and any attachments must be submitted upon request.
- **How** – The official form must be completed and submitted through eMAQCS Plus at <https://eMAQCS.covius.com>
- **To Whom** – The completed form and attachments must be submitted to the MPF Provider.

Assistance

Please email the MPF Provider at MPFdefaultservicing@fhlbc.com for any questions or assistance needed in completing or submitting the form.

Helpful Hints

- If the property is vacant/abandoned, the Servicer is responsible for:
 - Securing it and protecting it in accordance with MPF Traditional Servicing Guide Chapter 8.
 - Ensuring the necessary vacancy permit endorsement is included in the property insurance policy in accordance with MPF Traditional Servicing Guide Chapter 11.

Property Inspection Report (Form SG331)



PFI/Servicer Information

PFI Number: _____ Servicer Name: _____

Loan Information

MPF Loan Number: _____ Borrower Name: _____

Property Address: _____

Product Information

This form is for the MPF Traditional products only.

Property Information

Date of Inspection: _____

Property Type: Single Family 2-4 Family PUD Condo Manufactured Housing

General Condition of Property: Good Fair Poor

If "fair" or "poor", provide a general description of property interior (including any damaged or missing fixtures): _____

If "fair" or "poor", general description of property exterior (including any damaged or missing fixtures): _____

Occupancy Status: Owner Occupied Tenant Vacant/Abandoned

If vacant or abandoned:

- Is property locked and secured against vandalism and the elements? Yes No
- Is there personal property in the house? Yes No
- If appropriate, has property been winterized? Yes No
- Who has keys to the property? Servicer Borrower Other: _____

Describe any evidence of vandalism: _____

Describe required repairs (Attach list if necessary)

- Interior: _____
- Exterior: _____

Market Trend of Neighborhood: Improving Stable Declining

Estimated Market Value: \$ _____

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Attachments/Supporting Documentation

Are supporting documents attached? Yes No

List any supporting documents and/or any missing documents and provide an explanation for any missing documents:

Inspector Information

Printed Name of Inspector: _____

Inspection Company Name: _____

Employee Information

By submitting this form, I certify that the information contained herein is true and accurate.

Printed Name of Employee Completing Form: _____

Title: _____

Email: _____

Phone Number: _____

Date Completed: _____