

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

PFI # _____ MPF® Loan # _____ Borrower Name _____

Please submit legible copies of all documents, *in the order shown below in each section, using all of these criteria:*

1. Use consistent orientation for all documents
2. No blank pages
3. Single-sided copies only
4. Unstapled and attached to a file folder with fasteners (if providing hard copies)

Place a check mark in the box next to each document in the audit file. 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.**

Completed By _____ Phone _____ Email _____

To submit complete scanned loan files:

1. Prepare PDF Files based on naming convention noted below
2. Log into eMAQCS.covius.com
3. Select 'Document Upload' from Upload Menu
4. Click Add File(s)
5. Select file(s) to upload and click 'Open'
6. Document Upload Log page will show status of file(s) upload

To submit complete hard copy loan files, mail files to:

Covius – Paperless Department
c/o Mortgage Partnership Finance Program.
400 Northridge Road, Suite 850
Atlanta, GA 30350
Covius Phone: 678-579-1000

Provide all documents listed below

The applicable **Compliance documents** to be attached to the **Left Side** of the file folder for hard copies are:

COMPLIANCE DOCS Saved as: **[MPFLoanNumber]_Compliance.pdf (ex. 1234567_Compliance.pdf)**

- Rate Lock Disclosure
- Verification of Borrower Identity, evidence of OFAC compliance, and verification not on HUD LDP list (refer to UG 4.1.6)
- Borrower Authorization / Consent to pull credit
- Loan Estimate (for loans applied for on or after October 3, 2015)
The Loan Estimate (LE) combines four disclosures into one document: Good Faith Estimate, Initial Truth in Lending Disclosure, Servicing Disclosure, and Appraisal Notice / Disclosure.
- Notice of Service Provider
- Initial Escrow Statements (if applicable)
- State Specific Notices
- Any other Compliance Documents not listed

The applicable **Closing documents** to be attached to the **Left Side** of the file folder for hard copies are:

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

- 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 (for loans originated on or after October 3, 2015)
- Final Truth in Lending Disclosure
- Mortgage Title Insurance Policy or Attorney's Opinion of Title (refer to UG Chapter 8)
- Plat of Survey or title coverage over 'matters of survey'
- Right of Rescission and supporting documentation
- Final Escrow Statements, if applicable
- Buy-down Agreements, Plans, and Interested Party Contribution documentation, if applicable (OG 27.16)
- Leasehold documents, if applicable (refer to OG 32)
- Any other Closing Documents not listed

Place this completed document worksheet on top of the loan materials.

Provide all documents – missing documents will be cited as exceptions

The applicable **Underwriting documents** to be attached to the **Right Side** of the file folder for hard copies are:

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

- PFI In House Pre-Closing / Post Closing Review Documents, if applicable
- 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
- Evidence of Flood Insurance, if applicable (refer to OG 27.9)
- Hazard/Homeowners Insurance policy - coverage in place at the time of closing
- Affordable Housing Program documentation, per commitment
- Social Security Number Verification, if applicable (refer to UG 4.1.7)
- Equal Credit Opportunity Act notice - applicable if a counteroffer was made to the Borrowers
- If this is an Expedited Refinance include the following documentation (refer to UG 3.3.4):
 - Verified borrower/co-borrower income, Forms 1003/65 and 1008/1077, and DU/LP—from the existing mortgage
 - Prior loan's appraisal used to support value along with PFI rep and warrant of no decrease in value
- Mortgage Insurance Certificate, if applicable
- Complete Desktop Underwriter® (DU) or Loan Prospector® (LP) findings/certificate
- Credit History: includes credit report, explanation for derogatory items and recent inquiries, other supporting documentation (evidence of payoffs and/or close of accounts, and bankruptcy, etc.) alternative credit, if applicable
- Property Valuation – Residential Appraisal report with all supporting addenda and UCDP Submission Summary Report
 - Photos of subject and comparable(s). Property survey, if required
 - Satisfactory completion certificate and/or re-certification of value or appraisal update
 - Underwriting comments addressing any appraisal deficiency, UCDP findings, and appraisal acceptance
- Secondary Financing Note, Mortgage and HUD-1, if applicable (refer to OG 27.10.11)
- Income Verification (refer to UG 4.6)
 - VOEs, Pay stubs, W-2 / 1099s, and verbal VOE within 10 days of closing
 - Account Statements supporting non wage income: Trust, Retirement, Alimony, and Child Support, etc.
 - Self-employed or commission income borrowers as appropriate: Complete personal / business tax returns and written analysis, 3rd party verification of business within 30 days of close
 - IRS Form 4506T completed and signed at or before loan closing
 - IRS Transcripts acquired from 4506T, if applicable
- Funds Verification (refer to UG 4.7)
 - VODs, bank statements, explanation for large deposits, and proof of liquidation, if applicable
 - Supporting documentation (e.g. source of funds explanations and documentation, gift letters with transfer of funds documentation, sale of previous home, and grant documentation, etc.)
 - Earnest Money Verification (refer to UG 4.7.15)
- Miscellaneous Documents (e.g. leases, bridge loan documents, and USCIS documentation)
- Uniform Underwriting and Transmittal Summary (Form 1008/1077), completed in full
- Written explanation supporting UW decision when housing expense or total debt ratio guideline is exceeded
- Mortgage (VOM) or Rental (VOR) Verifications for the borrower (refer to UG 4.5.6.2)
- Copy of Condo/PUD Affidavit (Form 1028), condo association documents, and project approval, if applicable (refer to UG Chapter 12)
- Mortgaged Property Cost Verification, if applicable (refer to UG 2.8, 3.5, or 3.6)
- Sales Contract and all addenda (fully executed) or equivalent document, if a purchase transaction
- Any other Underwriting Documents not listed

Place this completed document worksheet on top of the loan materials.