

## Exhibit I

### Instructions Page

#### Purpose

This Exhibit serves as a job aid for PFIs to refer to when Exception codes are cited on a Collateral File during Initial Certification, Final Certification, or recertification.

#### Preparation

- **When:** PFIs should refer to this exhibit when Exceptions are cited on a Collateral File.
- **Who:** This exhibit should be used by an employee of the PFI who has responsibilities that would cause such individual to be knowledgeable of the facts and processes needed to correct an Exception.
- **How:** PFIs may use this exhibit to review any Exception codes listed on the Exception to determine why the Exception was cited.

#### Additional Guidance

Please contact the MPF Service Center by using one of the following options for any questions or assistance regarding this job aid:

- [MPF Customer Service Portal](#)
- Email: [MPF-Help@fhlbc.com](mailto:MPF-Help@fhlbc.com)
- Phone: (877) 345-2673

#### Helpful Hints

- Exception reports are available on the eMPF® website.

# MPF® Program Custodian – Exception Codes

Exception Number	Exception Name
01	Missing
02	Document is copy, need original
03	Certified Copy
03B	Document is an uncertified copy of an unrecorded document
04	Pages are missing from document
05	Damaged Document
06	Incorrect Form
07	Date is incorrect
08	Loan number does not agree with schedule
09	Property address does not agree with schedule
09C	Legal description or property address missing
10	Interest rate does not agree with schedule
11	Interest rate ( alpha and numeric) do not agree
12	Date of first payment does not agree with schedule
13	Date of last payment does not agree with schedule
14	Loan amount does not agree with schedule
15	Loan amount (alpha and numeric) do not agree
16	Monthly P&I does not agree with schedule
17	P&I (alpha and numeric) do not agree
18	Mortgagor name(s) does not agree with schedule
19	Legal description is missing/incorrect
20	Unrecorded original document
21	White-out / corrections not initialed
22	Endorsement(s) is missing/incorrect
22A	Note endorsement missing typed name of signer
22B	Note endorsement missing typed title of officer
22J	Endorsement missing on Note or Allonge
22L	Endorsee missing
22M	Missing without recourse / pay to order verbiage
23	Notary, acknowledgment, or witness information is missing
24	Name is missing/incorrect
25	Signature(s) does not agree with typed name(s)

# MPF® Program Custodian – Exception Codes

Exception Number	Exception Name
26	Signature is missing
27	Signature is not original document
28	Signature date is missing
29	Title insurance coverage is insufficient
30	Named insured is missing/incorrect
31	Trustee name is missing/incorrect
35	Investor loan number does not agree with schedule
44	Schedule A is incorrect
45	County missing/incorrect
46	Loan reference missing/incorrect
47	Incomplete information
48	Not listed on Trial Balance (recertification code)
51	Note date does not agree with schedule
51A	Mortgage date missing on investor Assignment
52	Document does not belong in file
53	Total Loan-to-Value (LTV)does not agree with schedule
57	Document is a "True & Correct" copy, need original document
57U	Certified copy missing initials
63	MERS Beneficiary name missing/incorrect
66	Rider missing
67	Power of Attorney (POA) is in file
68A	Original document sent for recording (GNMA MBS)
72	Max. principal sum doesn't agree with schedule
73	Advance limit amount doesn't agree with schedule
74	Initial advance doesn't agree with schedule
74A	Exhibit A Mortgage Amount does not match CEMA Advice
75	Monthly advance doesn't agree with schedule
76	Maturity fee doesn't agree with schedule
77	Equity share doesn't agree with schedule
78	Reserve acct. advance amount doesn't agree with schedule
97	Additional documents in file
112	Mortgagor name(s) does not agree with assignment (FHLB)

## MPF® Program Custodian – Exception Codes

Exception Number	Exception Name
113	Property address does not agree with assignment
114	Note is not on a standard FNMA/FHLMC uniform instrument form
118	Lost Note Affidavit in file, missing copy of Note
119	Lost Note Affidavit in file and copy of Note in file
277	Signature is a facsimile.

Mortgage Partnership Finance", "MPF", "eMPF", "MPF Xtra" and "eMAQCS" are registered trademarks of the FHLBank Chicago.  
The "MPF Mortgage Partnership Finance" logo is a trademark of the FHLBank Chicago