# Instructions Page

## Purpose

PFIs delivering MPF Government MBS loans must use this checklist when uploading documents for data validation in accordance with MPF Government MBS Selling Guide Chapter 7.

## Preparation

- **When:** The Servicer must complete the checklist within 7 calendar days of loan funding.
- **Who:** The checklist must be prepared by an employee of the PFI who has responsibilities that would cause such individual to be knowledgeable of the facts and processes needed to submit the documentation and has authority to certify to the truthfulness and accuracy of the information on the documentation.
- **Attachments:** The completed checklist must be accompanied by the documents listed on the checklist.

## Submission

- **When:** The Servicer must submit the completed checklist and supporting documentation within 7 calendar days of loan funding.
- **How:** The checklist and supporting documentation must be uploaded to the eMPF® website via the “Upload Mortgage File Documents” link. All documents must be in one PDF.
- **To Whom:** The checklist and supporting documentation must be submitted to the MPF Service Center.

**The Servicer should retain a copy of the completed checklist and supporting documentation for their own records.**

## Assistance

Please contact the MPF Service Center by using one of the following options for any questions or assistance with this Exhibit:

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

## Helpful Hints

- The maximum file size is 30MB per file upload.
- Separate forms must be submitted for separate Government Insurers/Guarantors

# MPF Government MBS Data Validation Checklist

## PFI/Servicer Information

PFI Number: ________________ Servicer Name: ____________________________________________

## Loan Information

MPF Loan Number: ________________________ Borrower Name: ________________________________

## Government Agency Information

**Choose one per form:**

Government Insurer/Guarantor: ☐ FHA ☐ VA ☐ RHS

## Document Checklist

The following documents must be attached to this checklist in the order provided:

| | |
|---|---|
| ☐ | Final Underwriting Transmittal Summary<br>• FHA loans: Form 92900 LT<br>• VA loans: VA Loan Analysis (Final and Signed) and IRRRL worksheet, if applicable<br>• RHS loans: Form 1008 |
| ☐ | Automated Underwriting System (AUS) Findings or Government Underwriting System (GUS) Certificate, as applicable |
| ☐ | Final 1003 Loan Application |
| ☐ | Case Number Assignment<br>• FHA loans: Case Number Assignment – including ADP Code<br>• VA loans: Loan Guarantee Certificate (LGC): (IRRRL Case Number Assignment and/or Case Number Assignment, if LGC is not available)<br>• RHS loans: USDA-RD Form RD1980-18 Conditional Commitment AND Loan Note Guarantee |
| ☐ | Final Credit Report |
| ☐ | Appraisal and any updates and/or addendums<br>• VA loan: include Notice of Value |
| ☐ | Note with all applicable Riders<br>• If the mortgage loan was re-amortized and modified due to the application of a principal curtailment, PFIs must provide the fully executed re-amortization documentation. |
| ☐ | Mortgage with all applicable Riders |
| ☐ | Settlement Statement or final Closing Disclosure – stamped true and certified copy |

## Attachments/Supporting Documentation

Are supporting documents attached? ☐ Yes ☐ No

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

## Employee Information

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

Printed Name of Employee Completing Checklist: ___________________________________

Title: ___________________________________ Email: ______________________________________

Phone Number: ___________________________ Date Submitted: ______________________________