

After overnighting the required mortgage loan documents to the MPF Program Custodian, the following reports should be reviewed to confirm the receipt, reviewing, and clearing of mortgage loan documents. All reports and invoices are available in the eMPF<sup>®</sup> website and are available in two formats: PDF and CSV

<b>Custody Report</b>					
Select the respective file to download					
		Initial Document Exceptions			Custody Uncertified Loan Fees (ULF) Invoice
		Final Document Exceptions			Custody Uncertified Loan Fees Final (ULF) Invoice
		Loans Funded-Not Reviewed - Initial Certification			Alternate Final Documents Received
		Loans Funded-Not Reviewed - Final Certification			Pre Certification Complete
		Certified Loans Report			Pre Certification Document Exceptions
		Custody Exception Correction Fees (ECF) Invoice			Pre Certification Files Not Received
		Custody Exception Correction Fees Final (ECF) Invoice			

## Custody Reports

### MPF Traditional

#### 1. Initial Document Exceptions:

- Documents delivered to the Document Custodian which require corrections by the PFI

#### 2. Certified Loans Report:

- Loans reviewed and accepted by the Document Custodian (the loan has cleared the review process)

#### 3. Loans Funded-Not Reviewed-Initial Certification:

- Loans funded by the PFI that have not been reviewed by the Document Custodian

### MPF Xtra<sup>®</sup> Loans

#### 1. Pre-Certification Complete

- Shows loans certified during the period noted
- Shows the date of the funding request
- Provides the date the certification was completed
- States the number of calendar days that lapsed between the funding request date and certification date

## 2. Pre-Certification Document Exceptions

- Lists loans with outstanding exceptions that need to be corrected before certification can be granted
- Shows the date the exception(s) was cited and the last day to certify
- Shows how many days have lapsed since the exception was identified and how many days are left until the certification deadline
- Provides a description of the exception

## 3. Pre-Certification Files Not Received

- Lists those MPF Xtra loans that have been submitted for pre-funding certification, but documents have not been received
- Shows the number of days number of days left between the report creation date and the last day to obtain certification
- Loans with negative numbers in the top section signifies that those loans have exceeded the last day to obtain certification
- Loans with positive numbers in the lower section signifies that those loans that are still within the permitted certification period

## MPF Government Loans

### 1. Final Document Exceptions

- Final document exceptions apply to insurance documentation for government loans report documents missing certificates of insurance
- VA Loans-LGC
- HUD Section 184 loans-ILGC (Indian Loan Guaranty Certificate)
- HA Loans-MIC
- Rural Housing Service-Loan Note Guaranty

### 2. Loans Funded – Not Reviewed-Final Certification

- Documents the government loans funded by the PFI which the government insurance documentation has not been reviewed by the Document Custodian

## Custody Invoices

Below are the invoices that the PFI should review to identify if any fees have been charged to the PFI:

### 1. Custody Exception Correction Fees (ECF) Invoice:

- Preliminary invoice of exception fees for the previous activity month. The PFI may contact the MPF Program at [MPF-Help@fhlbc.com](mailto:MPF-Help@fhlbc.com) to report any discrepancies.

### 2. Custody Exception Correction Fees Final (ECF) Invoice:

- The final billing for exception fees. The amount reflected on the invoice will be deducted from the PFI's DDA account on the 18th of the month (if the 18th falls on a non-business day the fees will be deducted on the business day prior to the 18th).

### 3. Custody Uncertified Loan Fees (ULF) Invoice:

- Preliminary invoice for loans that were not certified within the seven calendar days allotted for delivery and certification. The PFI may contact the MPF Program at [MPF-Help@fhlbc.com](mailto:MPF-Help@fhlbc.com) to report any discrepancies.

### 4. Custody Uncertified Loan Fees Final (ULF) Invoice:

- The final billing for loans not certified within the seven calendar days (21 days for the MPF 100 product). The amount reflected on the invoice will be deducted from the PFI's DDA account on the 18th of the month (if the 18th falls on a non-business day the fees will be deducted on the business day prior to the 18th).