

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

PFI # _____ MPF® Loan # _____ Borrower Name _____

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.**

Consult the MPF Selling Guide and the loan’s AUS for appropriate level of documentation

Provide all documents listed for Underwriting and Closing/Compliance

(Be sure to include the Documentation Worksheet in your uploads)

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

- IRS Transcript or 4506-T executed according to sample attached **(Available in MPF Guides Exhibit T-X)**
- 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 and Evidence of Flood Insurance, if applicable
- Hazard/Homeowners Insurance Policy and Premium - coverage in place at the time of closing
- Mortgage Insurance Certificate, if applicable
- Complete Desktop Underwriter® (DU) or Loan Product Advisor® (LPA) findings/certificate or Uniform Underwriting and Transmittal Summary (Form 1008/1077, required for manual underwriting)
 - o DAY 1 Certainty verifications
- Written explanation supporting UW decision when housing expense or total debt ratio guideline is exceeded
- Credit report, explanation for derogatory items and recent inquiries, other supporting documentation (evidence of payoffs and/or close of accounts, and bankruptcy, Alimony, and Child Support etc.) alternative credit, if applicable
- Appraisal – all pages
 - o UCDP Submission Summary Report, if applicable
 - o Satisfactory completion certificate (i.e. 1004D) and/or re-certification of value or appraisal update
 - o Underwriting comments addressing any appraisal deficiency
- Secondary Financing Note, Mortgage and Closing Disclosure, if applicable
- Income Verification
 - o VOE, Pay stubs, W-2 / 1099s
 - o Verbal VOE within 10 business days prior to the Note date
 - o Account Statements supporting non wage income: Retirement, Pension, SS, Alimony, Child Support, Trust etc.
 - o Self-employed or commission income borrowers as appropriate:
 - Complete personal / business tax returns and
 - Cash flow analysis, completed in full
 - Third party verification of business within 120 Calendar days prior to the note date
- Funds Verification
 - o VODs, 2 months bank statements, explanation for large deposits, and proof of liquidation, if applicable
 - o Source of funds documentation (gift letters with transfer of funds documentation, sale of previous home, grant documentation, earnest money, etc.)
- Condo/PUD Affidavit copy (Form 1028), condo association documents, project approval and Lender's Internal Approval
- Sales Contract (fully executed) and all attachments or equivalent documents, if a purchase transaction
- PFI In House Pre-Closing / Post Closing Review Documents, if applicable

CONTINUED ON NEXT PAGE

(Be sure to include the Documentation Worksheet in your uploads)

CLOSING/COMPLIANCE DOCS

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

- Rate Lock Disclosure or Evidence of Rate Lock
- Bank Verification of Borrower Identity
- Evidence of OFAC compliance
- Borrower Authorization / Consent to Pull Credit
- Loan Estimate
- HOEPA or Predatory Lending Worksheet (see attached)
- 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 – Final /Sellers Closing Disclosure (for purchase transactions)
- Final Mortgage Title Insurance Policy or Attorney's Opinion of Title
- Right of Rescission (if applicable)
- Buy-down Agreements, Plans, and Interested Party Contribution documentation, if applicable
- Leasehold documents, if applicable
- Equal Credit Opportunity Act notice - applicable if a counteroffer was made to the Borrowers

Request for Transcript of Tax Return

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return

Please complete all sections, including the vendor information in Box 5a

including apt., room, or suite no.), city, state, and ZIP code (see instructions)

in the last return filed if different from line 3 (see instructions)

5a If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

Covius Real Estate Services LLC c/o DataVerify, 875 Greentree Road, 8 Parkway Center, Pittsburgh PA 15220 866.895.3282

5b Customer file number (if applicable) (see instructions)

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c **Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 **Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

_____ / _____ / _____ | _____ / _____ / _____ | _____ / _____ / _____ | _____ / _____ / _____

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a or 2a

Sign Here

▶ _____ Date

▶ _____
 Title (if line 1a above is a corporation, partnership, estate, or trust)

▶ _____ Date

Spouse's signature



HOEPA Worksheet

Instructions: Submission of the information on this Worksheet is required only for loan files that are selected by Fannie Mae for a quality control review. Use of the Worksheet is optional and the information may be submitted in another form. Complete this information as of loan closing. Refer to the definitions on page 2.

Borrower Name:	Borrower Name:
Subject Property Address:	
Lender Loan Number:	
Fannie Mae Loan Number (if known):	
Loan Characteristics	
1. Exempt Loan: is the loan exempt from the Home Ownership and Equity Protection Act (HOEPA)? Circle: YES NO IF EXEMPT, THE REMAINDER OF THIS WORKSHEET MAY BE LEFT BLANK.	
2. Rate Lock Date: _____	
Bona Fide Discount Points	
3. Excluded Bona Fide Discount Points: If Bona Fide Discount Points were excluded from Total Points and Fees, complete questions 4 and 5; otherwise, check N/A and skip to question 6. N/A: <input type="checkbox"/>	
4. Excluded Bona Fide Discount Points (%): _____	
5. Undiscounted Rate (%): _____	
Additional Fees	
6. Total Affiliate Fees: If fees were paid to an Affiliate, attach all RESPA Affiliated Business Disclosures and indicate Total Affiliate Fees paid (\$): _____; otherwise, check N/A: <input type="checkbox"/>	
7. Loan Originator Compensation: Enter all compensation paid to Loan Originators included in Total Points and Fees per Regulation Z (\$): _____ (if not applicable, enter \$0.00)	
8. Same-Entity Refinance: If the loan is a Same-Entity Refinance, provide the payoff statement; otherwise, check N/A: <input type="checkbox"/>	
9. Were changes made to Total Points and Fees after loan closing per 12 C.F.R. 1026.31(h)? Circle: YES NO	



Definitions (QC File Request)

1. **Exempt Loan:** HOEPA only applies to purchase or refinance loans secured by a borrower's primary residence and not originated or made by a Housing Finance Agency (HFA).
2. **Total Points and Fees:** The total amount of points and fees, expressed in dollars, calculated in accordance with Regulation Z, Truth in Lending, 12 C.F.R. 1026.32 (b)(1).
3. **Rate Lock Date:** The last date the interest rate is set before closing of the loan (except if a rate lock is extended without a change in the rate prior to expiration of the rate lock period, the Rate Lock Date remains the date on which the interest rate was last set).
4. **Excluded Bona Fide Discount Points:** The Bona Fide Discount Points that are excluded, expressed as a percent of the loan amount, under 12 C.F.R. 1026.32(b)(1) and determined in accordance with 12 C.F.R. 1026.32 (b)(1)(i)(E) & (F) in Regulation Z, Truth in Lending.
5. **Undiscounted Rate:** The interest rate available to the borrower based on the borrower's particular credit profile and loan characteristics, before any discount points are applied (termed in Regulation Z "the interest rate without any discount").
6. **Total Affiliate Fees:** Relates to fees were paid to an affiliate(s) of the creditor, as defined in Regulation Z, Truth in Lending, 12 CFR 1026.32(b)(5). The total amount of all items, without duplication, listed in Regulation Z, Truth in Lending, 12 C.F.R. 1026.32(b)(1)(i), 12 C.F.R. 1026.32(b)(1)(iii), and 12 C.F.R. 1026.4(c)(7) (other than amounts held for future payment of taxes), expressed in dollars, paid to all affiliates.
7. **Loan Originator Compensation:** The total amount of loan originator compensation that is required to be included in Total Points and Fees pursuant to Regulation Z, Truth in Lending, 12 C.F.R. 1026.32(b)(1)(ii), expressed in dollars.
8. **Same-Entity Refinance:** Refinancing transaction for an existing loan with the current holder, current servicer, or an affiliate of either. The prepayment penalty amount, expressed in dollars, as calculated in accordance with Regulation Z, Truth in Lending, 12 C.F.R. 1026.32(b)(6)(i), must be included in Total Points and Fees.