



Quality Control Loan Document List

MGIC

| Loan Documents | Complete File | Closing File |
|---|---------------|--------------|
| Underwriting Transmittal Summary (1008) (if applicable) | ✓ | |
| Final Automated Underwriting Findings/Feedback Reports (i.e., Desktop Underwriter®/DU®, Loan Product Advisor® or lender proprietary system) (if applicable) | ✓ | ✓ |
| Signed Final Loan Application (1003) - photocopy front and back of all pages of all applications | ✓ | ✓ |
| Credit Report - non-traditional mortgage credit report or any in-file automated merged credit reports | ✓ | |
| Income/Employment Verification - Verification of Employment (VOE), W-2s, paystubs, tax returns with all schedules, verbal verification of employment, signed and dated 4506-T, tax transcripts (if applicable) | ✓ | |
| Asset Verification - Verification of Deposit (VOD), all pages of statements for bank accounts, retirement accounts, money market accounts and any other accounts verified to support sufficient assets to close and meet reserve requirements | ✓ | |
| Miscellaneous Credit Documents - gift letter(s), source of funds letter, proof of sale of previous residence (HUD-1/Closing Disclosure), mortgage payment history for previous mortgage if not reported on credit report, proof of debt satisfaction, all bankruptcy papers and discharge notice, divorce decree/separation agreement, evidence of receipt of rental income, lease agreements, homebuyer education certificate and letters of explanation from borrowers or lenders (i.e., credit inquiry letters, explanation for adverse credit, etc.) | ✓ | |
| Purchase Agreement with all pages and addenda | ✓ | |
| Appraisal - full appraisal report with all pages, including the location map, building sketch and photographs. Form 216, Operating Income Statement (if applicable). Final Inspection indicating completion per plans/specs or repairs completed (if applicable) | ✓ | |
| Fraud Tools, QC Results, Tax Transcripts, etc. | ✓ | ✓ |
| Executed Final HUD-1/Closing Disclosure from subject transaction | ✓ | ✓ |
| Executed Borrower's Certification and Authorization | ✓ | ✓ |
| Miscellaneous - verbal VOE dated within 10 days of closing, Promissory Note, Mortgage/Deed of Trust, Title Policy, Homeowners/Hazard Insurance Declaration Page, final inspection/completion certificate (subject), proof of sale of previous residence (Closing Disclosure) | ✓ | ✓ |

For loans in default, also submit the following:

- **Payment History** for subject mortgage
- **Collections Notes**

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