



## Correspondent FHA QC Check List

**\*All items should be printed and placed in the file**

SECTION	
<b>Insurance</b>	<b>Loan Number</b> <b>Borrower's Name</b>
HAZARD INSURANCE	Verify amount due, if paid in full
FLOOD CERT	<b>Flood Cert- If yes – flood insurance declaration page required</b>
<b>Collateral/Document</b>	
FEMA CHECK	<b>FEMA check</b> -check count of the property. Open any occurrences that appear AFTER the appraisal date. Look at effected counties. <b>*If an incident occurred, must obtain a disaster report from appraiser prior to closing.</b>
INTERTHINX PATRIOT SEARCH/SAFECHECK	<b>Patriot Search/SafeCheck</b> -*RUN SSN Direct if SafeCheck reveals any discrepancies.
<b>Application</b>	
NMLS	NMLS information TYPED on 1003 /verify NMLS #: <a href="http://www.nmlsconsumeraccess.com/">http://www.nmlsconsumeraccess.com/</a>
REVERSE SEARCH BORROWER CONTACT INFORMATION SHEET	<b>Reverse Search</b> -411.com to search by home phone & home address. Search by name if no success with first two searches. <b>Verify the accuracy of the information</b>
<b>Credit</b>	
MERS	<b>MERS</b> search-search by Social Security Number.
FRAUDGUARD	<b>Fraudguard Report</b> - reviewed and placed behind MERS
CAIVRS	<b>CAIVRS</b> -search by Social Security Number. Must have clear CAIVRS
V.O.R.	<b>Verification of Rent</b> -contact name on bottom of V.O.R. and verify the validity of the V.O.R.
<b>Income</b>	
V.O.E.	<b>Verify Employment</b> of all borrowers-must verify employment for the past 2 years. Use 411 search by phone number/address to validate employer.
V.O.D.	<b>Verification of Deposit</b> -contact Bank Representative and verify validity of V.O.D.
4506T	<b>Verify 2 years of W2's, 1040's, 1099's (if applicable)</b>
<b>Appraisal</b>	
Appraiser Field Update (DATATRAC)	Verify that the Appraiser information is in DATATRAC. Update the Appraiser info in <b>Property Valuation</b> tab
APPRAISAL REVIEW	<b>Locate Residential Appraisal Review</b> -initial lower corner. Verify that the rating on this form is either: Adequate or Inadequate. <b>*Alert Account manager if rating is Unacceptable.</b> If Appraisal Review is absent from file, pull it from the ACS link, print it, clip it & place it on the top of the Approval cover sheet for the Account Manager to review.
CASE QUERY	<b>Case Query – FHA Website</b> -if more than one case number appears, the extra case # must be cancelled (provide Proof)
CASE NUMBER	<b>Case Number Assignment</b> -FHA Website-verify ALL borrower's ID / spelling & property address info
CONDITIONAL COMMITMENT	<b>If HUD has issued a CONDITIONAL COMMITMENT we cannot accept/approve this file</b>
LDS	<b>LDS (limited denial search)</b> -FHA Website-looking for matches of any names located in loan which should include all names listed in the GSA search
GSA/EPLS	<b>GSA/EPLS List</b> -enter prominent names from loan: Borrower, Co-borrower(s), Broker, name of who locked the loan, Title company, officer of Title company, appraiser, appraisal company, seller(s), real-estate companies & <b>ANY NAME LISTED WHO WOULD BENEFIT FROM THE LOAN'S APPROVAL</b>
APPRAISAL CONFIRMATION	<b>COLOR COPY</b> in DOCTRAC / <b>BLACK &amp; WHITE COPY</b> in FILE- <b>e-mail LAURA w/every occurrence of non-compliance</b>
APPRAISAL LOGGING	<b>Appraisal Logging</b> -FHA Website. Print-outs go directly on top of appraisal. IF 2nd APPRAISAL prompt appears, enter it. If only 1 appraisal is in the file, alert the Account Manager immediately. <b>*Assigned appraiser on Appraisal Logging must match the appraiser on the appraisal. Confirm</b> appraiser's license is in good standing and confirm not suspended/revoked via <a href="http://www.asc.gov">www.asc.gov</a> .
QC Representative: _____ Date QC Completed: _____	