

## Freddie Mac Quality Control Review Documentation Checklist

**Seller/Servicer #:** \_\_\_\_\_ **Freddie Mac Loan #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

Provide ONE legible copy of the documentation applicable to the loan, program and commitment. Electronically delivered documentation must be encrypted.

ALL MORTGAGES			
The following documents are required for all mortgages as applicable. See below for additional requirements for other specific loans/programs/commitments.			
Critical Loan Documentation		Included	N/A
1.	<b>Borrower Signature Authorization Form</b>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Credit History</b> - Include credit reports, explanation for derogatory items and recent inquiries, other supporting documentation, (e.g., evidence of account payoffs, bankruptcy, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>HUD-1/Settlement Statement/TRID Closing Disclosure</b> - Provide final version of applicable document	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Loan Applications: Uniform Residential Loan Applications (Form #65)</b> - Include <u>both the initial</u> (often handwritten) <u>and final</u> (usually typed), dated loan applications. Provide any supporting documentation (e.g., explanation of discrepancies)	<input type="checkbox"/>	<input type="checkbox"/>
5.	<b>Mortgage Insurance Certificate</b> - include any information related to the status of the mortgage insurance (e.g. - rescission/denial notices, explanation for unavailability of Mortgage Insurance)	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b>Note</b> - Include endorsements, modifications, assumptions, releases of liability, and/or ARM Conversion documentation	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b>Property Valuation Documentation:</b> <ul style="list-style-type: none"> <li>Uniform Residential Appraisal Report with supporting addenda (e.g., building sketch, location map, etc.)</li> <li>Photos of subject and comparables</li> <li>Automated Underwriting System (AUS) required collateral assessment documentation</li> <li>Satisfactory completion certificate and/or recertification of value</li> <li>For appraisals marked "subject to", provide supporting documentation that all issues have been rectified</li> <li>Additional supporting documentation (e.g., leasehold documents, recorded community land trust ground lease documentation, articles supporting price adjustments, Operating Income Statement)</li> <li>Inspection reports (e.g. - roof, septic, foundation, wood-boring/termite, etc.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Sales Contract and all Addenda</b> (fully executed)	<input type="checkbox"/>	<input type="checkbox"/>
Additional Required Loan Documentation		Included	N/A
9.	<b>Automated Underwriting System (AUS) Report</b> - Include required documentation for the credit and collateral assessment that show the risk class, all underwriting conditions, as well as all Minimum Assessment Feedback messages	<input type="checkbox"/>	<input type="checkbox"/>
10.	<b>Buy-Down and/or Seller Contribution Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<b>Condominium Project Eligibility documentation</b> - Include evidence that the Condominium Project approval was received from Fannie Mae's PERS <b>OR</b> a Fannie Mae CPM project acceptance certification <b>OR</b> a Condominium Homeowners Association Questionnaire <b>AND</b> any other documents evidencing project eligibility ( <b>Note:</b> required even if a loan receives collateral representation and warranty relief)	<input type="checkbox"/>	<input type="checkbox"/>
12.	<b>FEMA Standard Flood Hazard Determination</b> (FEMA Form 81-93) or equivalent form - Include evidence of flood insurance if applicable	<input type="checkbox"/>	<input type="checkbox"/>
13.	<b>Freddie Mac Prefunding Acceptance Letter or Single Loan Exception</b>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<b>Manufactured Home Appraisal Report (Form #70B)</b>	<input type="checkbox"/>	<input type="checkbox"/>
15.	<b>Miscellaneous Documentation</b> - (e.g., evidence of sale for previous residence, divorce or separation decree, leases, bridge loan documentation, lender loan approval documentation, closing instructions, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
16.	<b>Non-Escrowed Items</b> - if not already contained in the loan file, provide evidence of the following: <ul style="list-style-type: none"> <li>HOA fee documentation</li> <li>Hazard Insurance Policy Declarations Page</li> <li>Real Estate Taxes</li> </ul>		

Additional Required Loan Documentation - <i>continued</i>		Included	N/A
17.	<b>Payment History</b> from the later of first installment due date or a date 12-months prior to and including the mortgage delivery/sale date to Freddie Mac	<input type="checkbox"/>	<input type="checkbox"/>
18.	<b>Preliminary Title Insurance Binder or Commitment</b> - Include all endorsements	<input type="checkbox"/>	<input type="checkbox"/>
19.	<b>Second Trust Documentation</b> - Include a copy of the Note	<input type="checkbox"/>	<input type="checkbox"/>
20.	<b>Uniform Underwriting &amp; Transmittal Summary (Form #1077)</b> - Include rationale for loan approval and income calculations	<input type="checkbox"/>	<input type="checkbox"/>
Loan Verifications		Included	N/A
21.	<b>Funds Verification</b> for down payment, prepaid items, closing costs, financing cost, cash reserves: <ul style="list-style-type: none"> <li>• VOD(s)</li> <li>• Account statements (including retirement asset account statements)</li> <li>• Supporting documentation (e.g., source of funds explanations &amp; documentation, gift letters with transfer of funds documentation, sale of previous home, etc.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
22.	<b>Income Verification:</b> <ul style="list-style-type: none"> <li>• Verbal/Written VOE(s)</li> <li>• Pay stubs, W2(s)/1099(s)</li> <li>• For self-employed or commission income as appropriate (complete tax returns, balance sheets, YTD profit &amp; loss statements and written income analysis)</li> <li>• Supporting documentation (e.g., leases, benefits statements, gap in employment letters, etc.)</li> <li>• IRS Form 8821, 4506 or an alternate form acceptable to the IRS that collects comparable information, plus the IRS response if received</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
23.	<b>Mortgage or Rental Verifications:</b> <ul style="list-style-type: none"> <li>• VOM(s) or VOR(s) (with at least a 12-month history)</li> <li>• Supporting documentation (e.g., letters of explanation, etc.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
NON-PERFORMING MORTGAGES			
<i>The following are additional documents required for all non-performing mortgages.</i>			
Loan Documentation		Included	N/A
24.	<b>Final Title Insurance Policy</b> - Include all endorsements	<input type="checkbox"/>	<input type="checkbox"/>
25.	<b>Records of all collection efforts</b> - Include borrower contacts, property inspections, attempts to develop a workout plan, bankruptcy and/or foreclosure tracking logs	<input type="checkbox"/>	<input type="checkbox"/>
REFINANCE MORTGAGES			
<i>The following are additional documents required for all refinance mortgages.</i>			
Loan Documentation		Included	N/A
26.	<b>Payoff Statement</b> - For refinance loans where the loan refinanced was originated or is currently held by the same lender or an affiliate of the lender; include for the loan that was refinanced	<input type="checkbox"/>	<input type="checkbox"/>
RELIEF REFINANCE & ENHANCED RELIEF REFINANCE MORTGAGES			
<i>The following are additional documents required for all Relief Refinance mortgages.</i>			
Loan Documentation		Included	N/A
27.	<b>Payment History</b> for the loan being refinanced (Relief Refinance - Same Servicer only; Enhanced Relief Refinance - all)	<input type="checkbox"/>	<input type="checkbox"/>
28.	<b>Payoff Statement</b> for the loan being refinanced	<input type="checkbox"/>	<input type="checkbox"/>
STREAMLINED REFINANCE MORTGAGES			
<i>The following are additional documents required for all streamlined refinance mortgages.</i>			
Loan Documentation		Included	N/A
29.	<b>Origination Loan Package</b> for the loan being refinanced – Include the complete package, including the prior Freddie Mac loan number	<input type="checkbox"/>	<input type="checkbox"/>
30.	<b>Property Valuation</b> - Include evidence showing that the value of the property for the new mortgage is at least equal to or greater than the value used to originate the mortgage being refinanced	<input type="checkbox"/>	<input type="checkbox"/>