

FHA QUALITY CONTROL AUDIT REPORT
AUDIT FILE CHECK LIST
PREPARED BY NATIONAL QUALITY ASSURANCE div of SMC

- ___ CLOSING DISCLOSURE fully executed and certified true & correct
- ___ Note, fully executed and certified true & correct by Title Agent
- ___ Mortgage, fully executed and certified true & correct by Title Agent
- ___ Warranty Deed, fully executed and certified true & correct by Title Agent
- ___ Assignment of Mortgage
- ___ Title Policy or Commitment Closing Protection Letter
- ___ Name Affidavit for all variations/GSA/LDP
- ___ Property Survey
- ___ Evidence of Insurance: Homeowner's Coverage Flood Coverage
- ___ Initial Escrow Account Disclosure
- ___ QM Worksheet
- ___ Initial Uniform Residential Loan Application (URLA/1003)
- ___ Initial Uniform Residential Loan Application Addendum 92900A, pages 1 & 2
- ___ Final Uniform Residential Loan Application (URLA/1003)
- ___ Final Uniform Residential Loan Application Addendum 92900A, pages 1, 2, 3 & 4
- ___ Lender/Sponsor Loan Approval
- ___ FHA Loan Underwriting and Transmittal Summary (HUD Form 92900LT)
- ___ Lock In: Received Given Initial Rate Sheet Lock in Rate Sheet
- ___ Loan Commitment: Received Given
- ___ DU/LP Findings (including 1st run, final and Approval w/ FHA Case No.)
- ___ Credit Report: Personal Business Credit Report per DU/LP Findings ___ Credit Score Notice Disclosure
- ___ List of Counseling Agencies ___ Notification
- ___ Credit Explanation Letter / Credit Inquiry Letter per DU/LP Findings or DE Underwriter
- ___ Verification of Rents and/or Mortgages per DU/LP Findings or DE Underwriter
- ___ Verification of Employment (Verbal VOE or direct VOE)
- ___ Paystub(s) per DU/LP Findings or DE Underwriter
- ___ W-2 Statement(s) per DU/LP Findings or DE Underwriter
- ___ IRS Federal Tax Returns per DU/LP Findings or DE Underwriter
- ___ Financial Statement and/or Profit & Loss Statement per DU/LP Findings or DE Underwriter
- ___ Verification of Deposit for all assets on URLA/1003
- ___ Bank Statements (direct from Banking Institution, Internet print out, Bank prepared transcript, 401k & retirement account statements)
- ___ Gift Letter (fully executed with all required information on donor and amount of gift funds given)
- ___ Evidence of gift donor ability
- ___ Evidence of receipt of gift funds (wire transfer, canceled check, HUD Settlement Statement)
- ___ Sales Contract, fully executed including FHA Amendatory Statement and Real Estate Certification
- ___ Uniform Residential Appraisal Report (URAR, Fannie Mae Form 1004) _____ Date Signed by the Appraiser
- ___ Market Conditions Addendum _____ Fannie & Freddie UCDP
- ___ Conditional Commitment Direct Endorsement Statement of Appraised Value (HUD Form 92800.5b) Date Signed by Underwriter _____
- ___ Appraisal Valuation Acknowledgment
- ___ FHA Connection Documentation: Case Number Assignment CAIVRS LDP GSA
- ___ New Construction Documents
- ___ Compliance Inspection Report (HUD Form 92051) ___ Pest Inspection
- ___ **HUD/FHA Disclosures:**
- ___ Important Notice to Homebuyers (HUD Form 92900B) For Your Protection: Get a Home Inspection (HUD Form 92564)
- ___ Consumer Choice Disclosure Notice) FHA Assumption Notice – Release of Liability Lead Paint Notice
- ___ **LOAN ESTIMATE** Initial Disclosure / Final Disclosure
- ___ Intent to Proceed Fees Worksheet Closing Cost Worksheet
- ___ Changed Circumstance date prepared _____
- ___ Written List of Service Providers
- ___ Anti-Steering
- ___ **General Compliance Disclosures:**
- ___ Mortgage Loan Origination Agreement Privacy Policy Notice Patriot Act Disclosure w/photo ID & SS # verification
- ___ Borrower Certification & Authorization Borrower's Authorization Electronic Transmission Authorization
- ___ RESPA Servicing Disclosure Right to Receive copy of Appraisal ECOA Disclosure 4506- T 4506-C Occupancy Affidavit
- ___ Anti-Coercion Notice Fair Credit Reporting Act Right to Financial Privacy Act of 1978 Affiliated Business Arrangement Disclosure
- ___ Fair Lending Notice Broker/Lender Certified True Copy Statement Assignment of Credit Package Rescission Notice
- ___ Flood Disaster Protection Act Notice Special Flood Hazard Determination Notice Copies of bills for third party fees
- ___ Proof of Receipt by borrower of mailed or e-mailed documents Home Loan Took Kit Notes to the file