

APPENDIX VII

SUGGESTED FORMAT FOR REQUEST FOR MIC CORRECTION

Date: _____

To: _____ HOC/(MIC Corrections)

From: _____

Number) _____ (Lender's Name) _____ (Contact Person) _____ (Phone

_____ (Lender's ID Number)

Address to send MIC:

We are requesting a corrected Mortgage Insurance Certificate (MIC) for FHA Case #:

.

The required documentation is provided as indicated below as well as the original MIC.

**Required
Request Correction to:
Documentation**

	Address Correction	URAR and Note (1)
	Borrower Name(s)	Note. Document the reason for a COMPLETE name change.
	**ADP Code	Note. Other supporting documentation (Buydown Agreement, 203k worksheet etc.)
	Maturity Date	Note
	First Payment Date	Note
	P&I	Note, Mortgage Credit Analysis Worksheet (MCAW)
	Interest Rate	Note, MCAW
	Addition of co-borrower	Note, URLA, MCAW
	Social Security Number	Social Security Card, pay stub, W-2, etc
	Other (Identify)	Appropriate Supporting Documentation
	(2) (3) Increased Mortgage Amount (Check payment	Note, HUD-1, MCAW, and full payment history

	history for a principal reduction)	
	(2) FHA Case Number	Note, MCAW and URLA
	(2) **ADP Code – Major Change (703 to 734, etc.)	Note, MCAW and URLA **

- (1) In some states, the Deed of Trust must be submitted. Please contact the appropriate HOC for additional information.
 - (2) Corrections that require recalled case binders from a Records Holding Center and will require additional processing time.
 - (3) Requests for an additional mortgage amount require payment of the difference in UFMIP before correction can be made.
- ** The LTV cannot be changed (CHUMS computes and will not allow manual over-ride); 748 ADP code is for purchases only, with value \$50,000 or less.