

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

|  |  |                                  |
|--|--|----------------------------------|
|  | history for a principal reduction)               |                                  |
|  | (2) FHA Case Number                              | <b>Note, MCAW and URLA</b>       |
|  | (2) **ADP Code – Major Change (703 to 734, etc.) | <b>Note, MCAW and URLA</b><br>** |

- (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.

HISTORICAL REFERENCE ONLY