

APPENDIX XVIII: COMMON FHA CONNECTION ERRORS AND DOCUMENTATION PROBLEMS

COMMON SYSTEM PROBLEMS

Mortgage Amount cannot exceed \$XXXX for a value of \$YYYYY

Verify that the question, "MIP Financed?" is answered correctly
 Verify that the UFMIP amount paid in the case
 Verify the ADP code
 Verify that the "previous REO case" correct
 Verify mortgage amount and value entries

Monthly P & I not within acceptable range of \$XXX.XX to \$YYY.YY

Verify mortgage term
 Verify mortgage amount and interest rate entries

Mortgage Amount exceeds statutory limit

Verify number of units.
 Verify county code
 Verify "MIP financed?"
 Verify if Emergency Efficient Mortgage

Address mismatch (refinance)

Verify address with that on payoff statement
 Verify old case number is borrower's
 Contact HOC for instructions if error persists

Borrower cited on CAIVRS Multiple Loans

Submit print out of clear CAIVRS if obtained at case number assignment and borrower cited later.

Borrower cited on Multiple Loans

Research all case numbers cited. Provide updated status of each in the binder.
 (If property was sold, provide HUD-1)

COMMON DOCUMENTATION PROBLEMS

Appraisal and MCAW information not entered in FHA Connection

Verify information is in system for correct case number prior to shipment

UFMIP and netted MIP incorrectly submitted

Verify that the transmission references the correct numbers.

UFMIP and netted MIP submitted late

Fifteen days of closing

Second copy of appraisal not provided loose in binder

One appraisal to be fastened, one to be loose

Late letter and payment history not provided

Late letter and history are required as of 60th day if not RECEIVED by HOC

Missing ADP codes on appropriate documents and allonges

Verify case numbers have appropriate codes included

203(k) cases not closed out in system prior to refinance

Follow closeout procedures prescribed by HOC

Case number not on binder

Verify case number

92900a not completed and appropriately signed

Review for proper signatures

HUD-1 and Addendum to HUD-1 not signed and dated by all parties.

Review for proper signatures, particularly the seller and the settlement agent.

HISTORICAL REFERENCE ONLY