

Mortgage Assignment Program  
**Field Office Checksheet**  
**for Positive Mortgage Recommendations**  
**(Scenario One only)**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner

Sensitive Information: The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained.

Borrower's Name:		Borrower's Social Security No:
Lender:	Lender Loan No:	HUD Account No:

**Scenario One:** Lender recommends the borrower for assignment. Mark yes or no. Cases must be reviewed within 15 days of receipt.

Yes No

Is borrower the borrower of record or other acceptable party? (If "no," return to lender.)

Mortgage is FHA-insured? (Check A43 system). (If "no," return to lender.)

Do records indicate whether borrower has filed for bankruptcy?

Lender Servicing Records are complete? (List missing items below).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Management Review Documentation is complete? (List missing items below.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assignment Review Packet is complete? (List missing items below).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Missing documentation/forms requested from lender:	Date Missing documentation/forms received from lender:
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Missing documentation/forms received from lender within seven days? (If "no," return case to lender for further servicing.)

Property is borrower's principal residence? (See form HUD-92068-F and form HUD-92206, Part D)

Does lender recommend waiving principal residence? (Criterion 3)? (See form HUD-92206, Part D)

**HUD: Complete form HUD-92209, Part A (Evaluation Decision), item 3 and Parts B & C.**

Borrower owns other property with FHA-insured or Secretary-held mortgages? (Check A43 system & F60 SFMNS QPIK screen)

Does lender recommend waiving two or more FHA-insured or Secretary-held mortgages? (Criterion 4).  
(See form HUD-92206, Part D)

**HUD: Complete form HUD-92209, Part A (Evaluation Decision), item 4 and Parts B & C.**

Title, Signature & Date:

X