

MIC CORRECTION REQUEST

The information presented is compiled and excerpted from Handbooks and Mortgagee Letters.

REFERENCES: Handbook 4000.1 – II.A.7.e.ii.(C)

Date: _____

HOC Directed

TO: answers@hud.gov (Note: In the email subject line, place MIC CORRECTION and the FHA Case Number)

FROM: **Lender's Name:** _____
Contact Person: _____
Phone Number: _____
Fax Number: _____
FHA Case Number _____

The required documentation is provided as indicated below as well as the original MIC (if pre-electronic):

	ADDRESS CORRECTION	<ul style="list-style-type: none"> Uniform Residential Appraisal Report (or tax bill if URAR unavailable), Note or copy of Deed of Trust w/Legal Description
	MORTGAGOR NAME(s)	<ul style="list-style-type: none"> Copy of Note and, if applicable: Evidence of lender transfer or other documentation of reason for a COMPLETE name change. Include identification or social security card with borrower name or applicable documentation (Marriage certificate, divorce decree, etc.).
	ADP CODE*	<ul style="list-style-type: none"> Copy of Note, and Applicable agreements (buy-down agreement, 203(k) worksheet)
	MATURITY AND FIRST PAYMENT DATES, P&I, INTEREST RATE	<ul style="list-style-type: none"> Note and HUD-92900-LT
	ADDITION OF CO-MORTGAGOR	<ul style="list-style-type: none"> Note, URLA, Mortgage Credit Analysis Worksheet (MCAW/LT)
	SOCIAL SECURITY NUMBER	<ul style="list-style-type: none"> Evidence of correct number (Social Security Card/paystub/W2 and/or information directly from Social Security Administration).
	OTHER	<ul style="list-style-type: none"> For any scenario not outlined in this template please provide detailed description of issue and documentation available to support change

Corrections below that require the recall of case binders from a Records Holding Center will require additional processing time:

	MORTGAGE AMOUNT	<ul style="list-style-type: none"> Note, HUD 1, and MCAW/LT <p>NOTE 1: Submit payoff statement for refinance transactions NOTE 2: All mortgage servicers must check full payment histories on loans prior to any request for mortgage amount increases to verify that no principal reductions were made in order to insure the loan. Requests where principal reductions were made will be denied.</p>
	FHA CASE NUMBER	<ul style="list-style-type: none"> For FHA Case Number and ADP Code Major Changes, simply submit the completed template identifying the requested correction. No other documentation required.
	ADP CODE – MAJOR CHANGE (703 to 734, etc.)**	

NOTE: Archived cases should be reinstated by the lender in FHA Connection prior to submitting the request for MIC Correction. Failure to reinstate the case number prior to submission of the request will result in processing delays.