

LOAN ORIGINATION FILE CHECKLIST

USE THIS CHECKLIST TO COMPILE:

- Required documentation for our MGIC MI Underwrite/Full-Doc Review
- Verification Information for our 12-Payment Protection against borrower misrepresentation and underwriting errors and material value variances

MGIC Mortgage Insurance Application
Agency AUS Findings/Feedback Report, if applicable
1008/1077 Uniform Underwriting and Transmittal Summary
1003/65 Original loan application
Credit report and all other credit documentation, including Verification of Rent (VOR) or Verification of Mortgage (VOM)*
Income and employment verification for all borrowers*
Asset verification for all borrowers*
Appraisal or other property valuation documentation, including all addenda, attachments, schedules, photographs and other information included by the appraiser and the Agency collateral Findings/Feedback Report, if applicable*
Sales contract or equivalent
Loan approval notes
Underwriting and processing notes
Any other document used in the underwriting process not listed above

*For MGIC Go!-eligible loans, follow the respective Agency's documentation requirements. For all other loans, follow documentation requirements stated in our Underwriting Guide, Section 3 (UWG 3).

MORE INFORMATION

See the reverse for references to detailed documentation requirements in our Guide, mgic.com/uwguide.

Contact your Underwriting Service Center, mgic.com/contact with questions.

Borrowers UWG 1.03

Inter Vivos Revocable Trusts	1.03.01
Nonpermanent Resident Alien	1.03.02
Permanent Resident Alien	1.03.03

Loan Purpose 3.03

Purchase Loan	3.03.01
Rate/Term Refinance	3.03.02
Cash-Out Refinance	3.03.03
Other Loan Purposes	3.03.04
Construction-Permanent Loan	3.03.04a
Corporate Relocation Loan	3.03.04b
Home Improvement/Rehabilitation Loan	3.03.04c
Seasoned/Closed Loan	3.03.04d

Occupancy 3.05

Primary Residence	3.05.01
Second Home	3.05.02
Investment Property	3.05.03

Debt-to-Income (DTI) Ratio 3.07

Payoff or Paydown of Debt	3.07.01c
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Income and Employment 3.08

Employment Income	
Base Salary/Wages	3.08.01a
Bonus and Overtime Income	3.08.01b
Commission	3.08.01c
Employed by a Relative	3.08.01d
Entering the Workforce	3.08.01e
Foreign Income	3.08.01f
Future Employment or Increase in Income	3.08.01g
Military Income	3.08.01h
Re-Entering the Workforce	3.08.01i
Seasonal Income	3.08.01j
Second Job Income	3.08.01k
Temporary Job Income	3.08.01l
Tip Income	3.08.01m
Self-Employed Income	3.08.02
Other Income	
Alimony/Maintenance/Child Support/Family Support	3.08.03a
Automobile Allowance	3.08.03b
Boarder Income	3.08.03c
Foster Care Income	3.08.03e
Housing Allowance	3.08.03f
Interest Income/Dividend Income/Capital Gain	3.08.03g
Long-Term Disability Income	3.08.03h
Mortgage Credit Certificates (MCC)	3.08.03i
Notes Receivable	3.08.03j
Pension/Retirement Income	3.08.03k
Public Assistance	3.08.03l
Royalty Income	3.08.03m
Schedule K-1 Income/Loss (<25% Ownership)	3.08.03n
Short-Term Disability Income/Maternity or Paternity Leave Income	3.08.03o
Social Security Income	3.08.03p
Tax-Exempt Income	3.08.03q
Trust Income	3.08.03r
Unemployment Income	3.08.03s
VA Benefit	3.08.03t
Rental income	
Investment Property Income	3.08.04a
Owner-Occupied/2-Unit Property	3.08.04b

Assets 3.09

Source of Funds	
Borrowed, Secured Funds	3.09.04a
Bridge Loans	3.09.04b
Business Assets	3.09.04c
Cash on Hand	3.09.04d
Cash Value of Life Insurance	3.09.04e
Depository Accounts	3.09.04f
Earnest Money Deposit	3.09.04g
Employer Assistance	3.09.04h
Gift Funds	3.09.04i
Gift of Equity/Lot	3.09.04j
Grants	3.09.04k
Individual Development Account (IDA)	3.09.04l
Inherited Funds	3.09.04m
Lease/Purchase Option Rent Credit	3.09.04n
Lot Equity	3.09.04o
Pooled Savings Arrangements	3.09.04p
Retirement Accounts	3.09.04q
Sale of Personal Assets	3.09.04r
Sale of Residence	3.09.04s
Secondary Financing	3.09.04t
Seller/Interested-Party Contribution (Seller/IPC)	3.09.04u
Stocks/Bonds/Mutual Funds	3.09.04v
Sweat Equity	3.09.04w
Trade Equity	3.09.04x
Trust Accounts	3.09.04y
Uniform Gift to Minor Accounts	3.09.04z

Credit 3.10

Credit Report	3.10.01
Credit Score	3.10.02b
Traditional Credit	3.10.03
Nontraditional Credit	3.10.04
Adverse Credit	
Bankruptcy	3.10.05a
Collection/Charge-Off/Past Due/ Delinquent/Repossession/Other	3.10.05b
Consumer Credit Counseling Service (CCCS)	3.10.05c
Disputed Accounts	3.10.05d
Foreclosure/Deed in Lieu of Foreclosure/ Short Sale/Restructured Loans	3.10.05e
Judgments/Garnishments/Liens	3.10.05f
Late Payments	3.10.05g
Re-Established Credit	3.10.06

Liabilities and Debts 3.11

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Debt Paid by Business	3.11.03
Installment Debt	3.11.04
Job-Related Expenses	3.11.05
Lease Payments	3.11.06
Loans Secured by Financial Assets	3.11.07
Open/Monthly Accounts	3.11.08
Other Real Estate Owned	3.11.09
Pooled Savings Contributions/Individual Development Account (IDA)	3.11.10
Revolving Credit/Line of Credit/Home Equity Line of Credit (HELOC)	3.11.11

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