

Post-Closing Loan File Document Checklist



This checklist assists lenders in compiling a mortgage loan file that contains underwriting, credit, property, legal, project, insurance, and miscellaneous documentation to be submitted to Fannie Mae on request for a post-purchase quality control review. Using this checklist can minimize follow-up documentation requests. For additional information concerning the review process and required contents of a mortgage loan file, see the [Selling Guide](#) and the [post-purchase review process overview](#).

Lender Loan Number	Fannie Mae Loan Number
Borrower Name	
Subject Property Address	



Instructions for Post-Closing Loan File Document Checklist (Form 1032)

<input checked="" type="checkbox"/>	Select all items below that apply to the transaction.
<input checked="" type="checkbox"/>	Submit complete, legible copies of all documentation included in the checklist, if applicable, for the specific mortgage loan file. Note that the list may not be inclusive for all transactions and property types.
<input checked="" type="checkbox"/>	In addition to documents specifically listed, submit all other documentation related to the underwriting decision and mortgage transaction, including supporting documents, rationale, and calculations.

NOTE: Completion and submission of this form with the loan file documentation is optional. Fannie Mae will request follow-up documentation because of incomplete or illegible documents, such as missing or cut-off pages. Lenders can avoid these requests by ensuring that correct, complete, and legible documents are submitted in their post-closing loan files.



Post-Closing Loan File Documentation

Application and Credit-Related Documents

Underwriting Findings and Lender Approvals <input checked="" type="checkbox"/>	
If underwritten with Desktop Underwriter® (DU®): Reports produced by DU — Underwriting Findings and Underwriting Analysis reports	<input type="checkbox"/>
If underwritten with non-DU automated underwriting system (per the lender contract): underwriting analysis and automated underwriting system report	<input type="checkbox"/>
If underwritten manually: <i>Uniform Underwriting and Transmittal Summary</i> (Form 1008)	<input type="checkbox"/>
Lender approval documentation (e.g., single-loan waiver or any documents related to loan-level exceptions)	<input type="checkbox"/>
Uniform Residential Loan Application <input checked="" type="checkbox"/>	
<i>Uniform Residential Loan Application</i> (Form 1003, Borrower Information*, Lender Loan Information*, Additional Borrower, Unmarried Addendum, Continuation Sheet) — copies of both the original application and the signed final application <i>*Component required for all loan applications. All other components, as used.</i>	<input type="checkbox"/>
<i>Supplemental Consumer Information Form</i> (SCIF/Form 1103)	<input type="checkbox"/>

Employment and Income Documentation and Verification

(For DU loans, as specified in the DU Underwriting Findings Report)

Pay stubs	<input type="checkbox"/>	IRS W-2 forms	<input type="checkbox"/>
Verbal verification of employment, including proof of business existence for self-employed borrower(s)	<input type="checkbox"/>	IRS Form 1099	<input type="checkbox"/>
Schedule K-1	<input type="checkbox"/>	Evidence of receipt of rental payments	<input type="checkbox"/>
Request for <i>Verification of Employment</i> (Form 1005/100S(S)) or <i>Employment and Income</i> vendor report (Day 1 Certainty®)	<input type="checkbox"/>	Signed IRS Form 4506-C for all borrower(s) whose income was used to qualify	<input type="checkbox"/>
Lease agreements if used (e.g., rental income not reflected on tax returns)	<input type="checkbox"/>	Signed personal, partnership, and/or corporate federal income tax returns	<input type="checkbox"/>
Signed IRS Form 4506-C for all businesses for which borrower has at least a 25% ownership	<input type="checkbox"/>	Documentation of rental management history	<input type="checkbox"/>
<i>Cash Flow Analysis</i> (Form 1084)	<input type="checkbox"/>	Contracts for employment offers used for qualifying borrower(s)	<input type="checkbox"/>
Award letter (Social Security, disability, pension)	<input type="checkbox"/>	Documentation to support proof of continuance (child support, alimony, trust)	<input type="checkbox"/>
Rental income calculation worksheet, if used by lender			<input type="checkbox"/>



Asset Verification: Documentation of Required Funds for Closing and Cash Reserves

(For DU loans, as specified in the *DU Underwriting Findings Report*)



Bank statement(s) — all pages	<input type="checkbox"/>	Request for <i>Verification of Deposit</i> (Form 1006/1006(S)) and/or <i>Vendor Verification of Assets Report</i> (Day 1 Certainty)	<input type="checkbox"/>
Retirement account statements (e.g., 401(k) IRA) — all pages	<input type="checkbox"/>	Investment statement(s) — all pages	<input type="checkbox"/>
Gift letters, source of gift funds, and evidence of gift funds received	<input type="checkbox"/>	Closing Disclosure to confirm proceeds from sale of home	<input type="checkbox"/>
Asset Verification: Other Assets Analysis Documentation			<input checked="" type="checkbox"/>
Evidence of proceeds from sale of non-real estate assets used for transaction	<input type="checkbox"/>	Borrower or lender explanations for large deposits	<input type="checkbox"/>
Evidence of source of funds for large deposits			<input type="checkbox"/>

Credit Verification: Credit Report and Related Documentation



Lender tri-merged credit report used in DU risk assessment or nontraditional mortgage credit report	<input type="checkbox"/>	Documentation to support liabilities not listed on the credit report (e.g., child support, alimony, mortgage payment, taxes and insurance for non-subject properties, student loans, solar panels, garnishments)	<input type="checkbox"/>
Documentation used to develop a nontraditional credit history, including housing payment history and other nontraditional credit references	<input type="checkbox"/>	Credit report supplements	<input type="checkbox"/>
Release evidence of judgments/liens	<input type="checkbox"/>	Documentation to support omission of liabilities (e.g., copies of canceled checks)	<input type="checkbox"/>
Borrower explanation for derogatory credit or other credit report discrepancies	<input type="checkbox"/>	Copies of canceled checks to verify payment histories not on the credit report	<input type="checkbox"/>
Borrower's explanation for inquiries on the credit report	<input type="checkbox"/>	Documentation of liabilities that resulted from inquiries on the credit report	<input type="checkbox"/>
Verification of mortgage payment history (if history is not on the credit report)			<input type="checkbox"/>
Miscellaneous Credit Documentation			<input checked="" type="checkbox"/>
Proof of sale of previous residence to confirm previous mortgage paid off (Borrower Closing Disclosure)	<input type="checkbox"/>	Divorce decree or legal separation agreement	<input type="checkbox"/>
Proof of debt satisfaction	<input type="checkbox"/>	Release from bankruptcy and schedule	<input type="checkbox"/>
Proof of mortgage being refinanced is current at the time of the new loan closing			<input type="checkbox"/>



Other Documents

Any other documents not listed above that were relied upon in the underwriting process and/or associated with loan closing

Purchase and Refinance Transaction Documents

Agreement of sale, sales contract, or purchase and sales agreement — or an equivalent document — including all counteroffers, change orders, and addenda	<input type="checkbox"/>	Initial and Final Loan Estimate	<input type="checkbox"/>
Closing or escrow instructions	<input type="checkbox"/>	Final Closing Disclosure (all pages), including both Borrower and Seller Closing Disclosures	<input type="checkbox"/>

Property, Appraisal, and Project Documents

Appraisal report* and all applicable exhibits (location map, building sketch, photographs, etc.), <i>Single-Family Comparable Rent Schedule</i> (Form 1007)	<input type="checkbox"/>	Any other pertinent property information, including any well and septic certifications and maintenance agreements, evidence of energy efficiency, and other related documentation	<input type="checkbox"/>
All documentation supporting energy improvement work, including energy reports	<input type="checkbox"/>	Survey	<input type="checkbox"/>
If applicable, field review or documentation of a desk review used to reverify the origination appraisal	<input type="checkbox"/>	<i>Appraisal Update and/or Completion Report</i> (Form 1004D)	<input type="checkbox"/>
Property Data Collection Report			<input type="checkbox"/>

* Verify that the appraisal used to underwrite the loan has been uploaded to the Appraisal 1 position in the Uniform Collateral Data Portal® (UCDP®).

If Property Is in a Project** <input checked="" type="checkbox"/>			
Master insurance policy and the borrower's HO-6 policy (If the master policy provides "walls-in" coverage, the HO-6 policy is not required.)	<input type="checkbox"/>	Condo Project Manager™ certificate or a screenshot showing Fannie Mae eligibility determination	<input type="checkbox"/>
Homeowners association certification, questionnaire, or similar document used to support project eligibility	<input type="checkbox"/>	Project eligibility waiver	<input type="checkbox"/>
Homeowners association budget	<input type="checkbox"/>	Summary of pending litigation confirming minor matter requirements are met	<input type="checkbox"/>
Summary of special assessments, critical repairs, significant deferred maintenance, repairs made, and all reports obtained to support the review	<input type="checkbox"/>	Reports related to deferred maintenance and repairs made	<input type="checkbox"/>

** For mortgages secured by individual units in condo, co-op, and PUD projects, the lender is required to retain supporting documentation (including legal, insurance, and other) used to determine project eligibility either in a project-specific file or the individual loan file, and it must be readily available, upon request, for submission to Fannie Mae. Except as stated above for a condo unit, the project approval documentation does not need to be submitted to Fannie Mae with the initial loan file submission.



Insurance Documents (Property, Flood, Title, and Mortgage)



Copy of current property insurance policy	<input type="checkbox"/>	Copy of flood certificate and current flood insurance policy, if required	<input type="checkbox"/>
Any repurchase or collateral agreement executed in lieu of conventional mortgage insurance	<input type="checkbox"/>	Title insurance policy with all endorsements	<input type="checkbox"/>
Title commitment, title opinion, or abstract of title	<input type="checkbox"/>	Mortgage insurance certificate for an insured conventional mortgage	<input type="checkbox"/>

Legal Documents



Note fully executed by all parties	<input type="checkbox"/>	Recorded mortgage or deed of trust	<input type="checkbox"/>
Riders or addenda to note and mortgage or deed of trust	<input type="checkbox"/>	Power of attorney	<input type="checkbox"/>
Copy of leasehold agreement	<input type="checkbox"/>	Buydown agreement	<input type="checkbox"/>
Assumption agreement	<input type="checkbox"/>	Trust agreement or trust certification	<input type="checkbox"/>
Subordination agreement and terms of subordinate financing (including Community Seconds® documentation)			<input type="checkbox"/>

Miscellaneous Documents (if applicable)



Mortgage payment history for the subject loan, if any payments made prior to delivery of the loan to Fannie Mae	<input type="checkbox"/>	Homestyle Renovation Loan Agreement Form 3731	<input type="checkbox"/>
Homeownership education certificate for all borrowers qualifying with nontraditional credit or HomeReady® purchases when all borrowers are first-time homebuyers, or purchase transactions with LTV, CLTV, or HCLTV ratios >95% when all borrowers are first-time homebuyers	<input type="checkbox"/>	If this is a lender self-report please provide documentation from Lender's internal review	<input type="checkbox"/>
RESPA Affiliated Business Disclosure (predatory lending review only)	<input type="checkbox"/>	Points and Fees worksheet (predatory lending review only)	<input type="checkbox"/>
If mortgage insurance coverage rescinded, all investigation reports and communications related to rescission and rebuttal with the insurer	<input type="checkbox"/>	Servicing collection notes for nonperforming loan reviews	<input type="checkbox"/>



Other — Lender Customizable			<input checked="" type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>