MULTI-STATE MORTGAGE COMMITTEE

# Conducting a Multi-State Mortgage Examination

Dear EIC/SPOC,

Attached you will find the MMC EIC/SPOC on-boarding packet. This packet contains the templates, forms, and exam manual which you will need for your upcoming MMC examination. All the documents contained in this packet are uploaded to the MMC exam site and are also available on the CSBS website. The packet contains the MMC Examination Timeline which functions as a high level chronological list of action items required to conduct an MMC examination. Please review this timeline to familiarize yourself with the action items that must be completed by the Examiner-in-Charge.

Below you will find a list of documents included in the EIC/SPOC on-boarding Packet, along with a brief description of each document.

**EIC/SPOC On-boarding Packet Document List with Descriptions**

* MMC Examination Timeline – A chronological list of action items required to conduct an MMC examination.
* MMC Manual – A guide to the entire MMC examination process;
* Institution Supervisory Background/Examiner Profile – A document to capture participating examiners background and experience and background information from the participating states on the institution being examined;
* MMC Exam Notification Letter Template – A cover letter for the initial information request sent to the institution;
* MMC Origination or Servicing Information Request Template – An examination questionnaire template required to be completed by Institutions for MMC origination examinations;
* Master Request List Template – A running list of follow up information requests to be sent to the institution and use to track follow up information requests;
* Examination Plan – Documents captures the examination scope, key deliverables, examiner assignments, and communication plan. This is prepared by the EIC and reviewed by the SPOC;
* MMC Exam Procedures: Financial Condition, Compliance Management System, and Origination or Servicing;
* Uniform Exam Findings Template – Template to be used by participating states to cite any federal or state-specific examination findings;
* MMC ROE Cover Letter Template – Template for the cover letter to be used when sending out the Report of Examination to an Institution;
* MMC ROE Origination or Servicing Template – Template for the Report of Examination; and
* Closing Letter Template – Letter to be sent to an institution to close out the examination.

If you have any questions, please feel free to contact your SPOC, CSBS staff, or the MMC Chair.