

Loan Servicing Data Utility (LSDU) User Guide

April 2024





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LSDU Overview

Fannie Mae's Loan Servicing Data Utility (LSDU) is a suite of self-service tools providing a near real-time view into Fannie Mae loan data and data exceptions. LSDU provides access to over 90 key investor reporting loan data elements through a user interface (UI) in addition to providing a central location for submitting Post-Purchase Adjustments and Housing Goals corrections.

Benefits

- Enables servicers to continuously reconcile their loan and cash positions with Fannie Mae.
- Reduces the time it takes servicers to research and resolve data exceptions.
- Improves the accuracy and quality of the investor reporting processes.
- Provides upfront documentation requirements for post-purchase adjustments and business validations to simplify data change submissions.

Browser Requirements

For optimal performance, the preferred browser for LSDU is Google Chrome. Following is a list of acceptable browsers:

- Google Chrome (PREFERRED)
- Microsoft Internet Explorer
- Microsoft Edge
- Firefox
- Safari

System Availability

LSDU is available Monday through Saturday, 24 hours a day. LSDU provides near real-time data from 8:00 a.m. to 9:00 p.m. ET and 8:00 a.m. to 6:00 p.m. ET on BD 2. After 9:00 p.m., or 6:00 p.m. on BD 2, data will not be near real-time until 8:00 a.m. the following day.

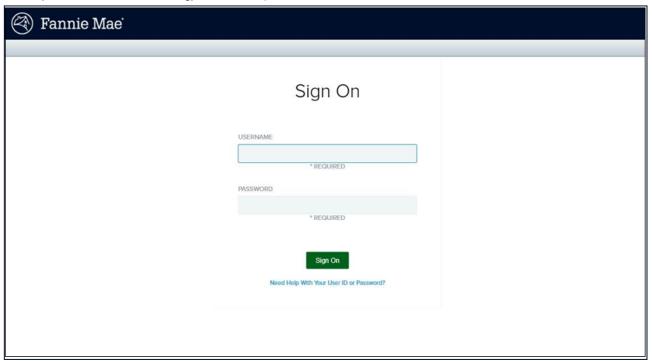
Support

For help with LSDU, servicers should call 1-800-2FANNIE (1-800-232-6643), contact their assigned Fannie Mae customer account team, contact your assigned Investor Reporting Rep at master_servicing@fanniemae.com, or send an email to future_of_servicing@fanniemae.com.

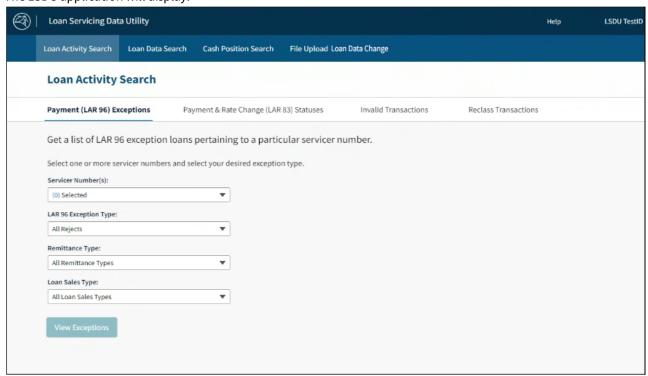


Logging into LSDU

- 1. Request access to LSDU from your company's Technology Manager Administrator.
- 2. Go to the **LSDU Login** screen at https://lsdu.fanniemae.com
- 3. Enter your Fannie Mae technology user ID and password, and click SIGN IN.



4. The LSDU application will display.





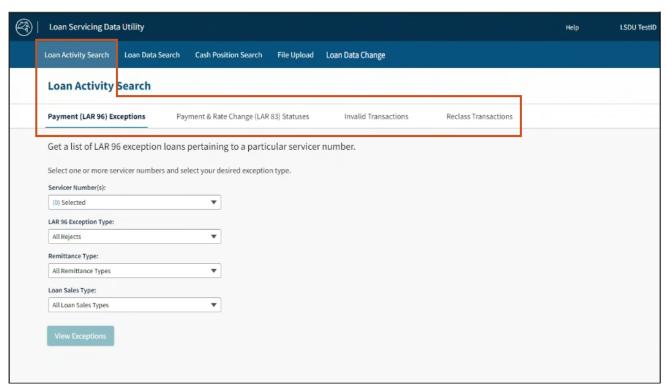
LSDU Navigation

Search Tabs

There are three search tabs across the top of the LSDU screen. Within the first tab, **Loan Activity Search**, servicers can conduct three types of loan activity searches.

- Loan Activity Search Tab:
 - o Payment (LAR 96) Exceptions
 - o Payment & Rate Change (LAR 83) Statuses
 - Invalid Transactions
 - o Reclass Transactions
- Loan Data Search Tab.
- Cash Position Search Tab.
- File Upload Tab.
- Loan Data Change Tab.

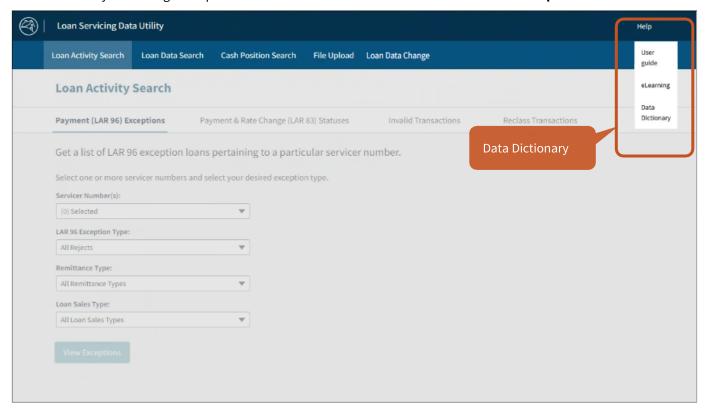
•





Data Dictionary

A data dictionary containing descriptions of all LSDU data fields can be downloaded from the **Help** menu.

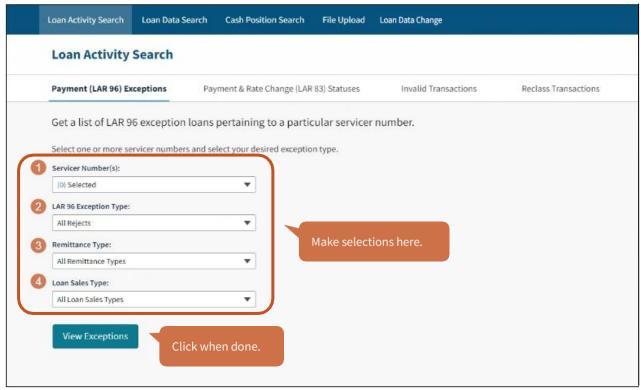




Payment (LAR 96) Exceptions Search

Upon logging into LSDU, the **Payment (LAR 96) Exceptions Search** screen will display. This search function allows servicers to search for Hard Rejects, Soft Rejects, and Missing LARs (CD23 through BD2 only) for their selected servicer numbers.

- 1. Click the **Payment (LAR 96) Exceptions** if not already displayed. (It is located under the **Loan Activity Search** tab.)
- 2. Use the drop-down lists to make your selections and then click **VIEW EXCEPTIONS**.

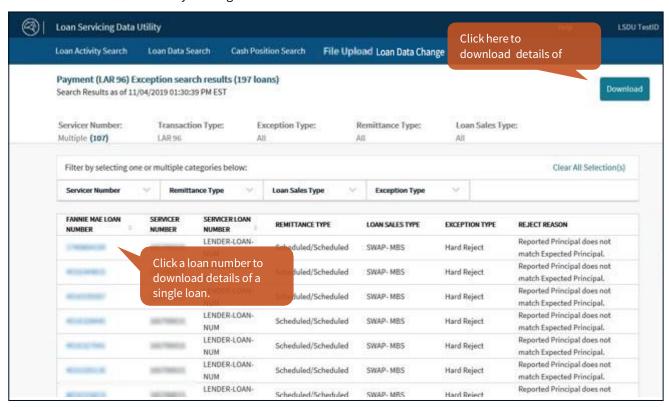


| Servicer Number(s) | All, 5 digit, or individual 9 digits. | |
|--------------------------|--|--|
| 2 Exception Type | All Rejects, Hard Rejects, Soft Rejects, or Missing LARs. | |
| 3 Remittance Type | All Remittance Types, Actual/Actual, Scheduled/Actual, or Scheduled/Scheduled. | |
| 4 Loan Sales Type | All Loan Sales Types, Portfolio, Sold-MBS, SWAP-MBS, Long Term Standby, Sold-Concurrent Mortgage Sales Portfolio, or Whole Loan Remic. | |

NOTE: To view all results regardless of Exception, Remittance, or Loan Sales Type, select All for each drop-down list.



3. LSDU displays the results of the **Payment (LAR 96) Exceptions Search**. Servicers have the ability to view the details of a single loan by clicking the Fannie Mae Loan Number link or downloading the loan details of all the loans from the search results by clicking the **DOWNLOAD** button.





Downloading All Loan Details

1. To download the details of all the loans returned on a **Payment (LAR 96) Exceptions Search**, click the **DOWNLOAD** button on the top right of the search results screen.

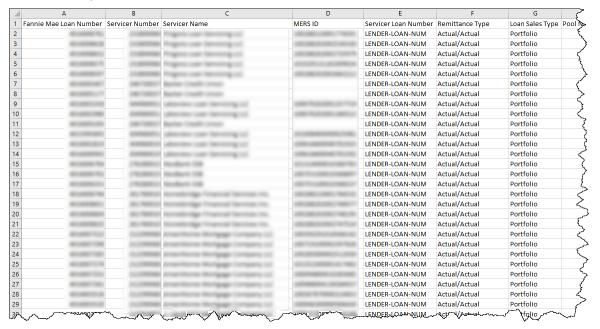
NOTE: The download complete banner will display at the top of the screen.



2. You will have the option to either open or save the download file. The download file is provided in a comma delimited Excel file. (Your prompts may look different depending upon the browser you use.)



Below is a sample of a downloaded Payment (LAR 96) Exceptions Search file:

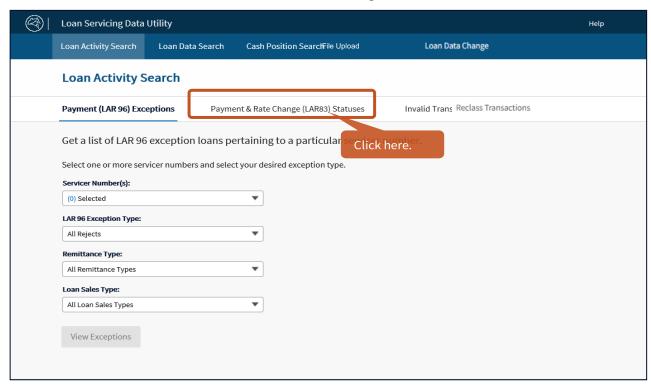




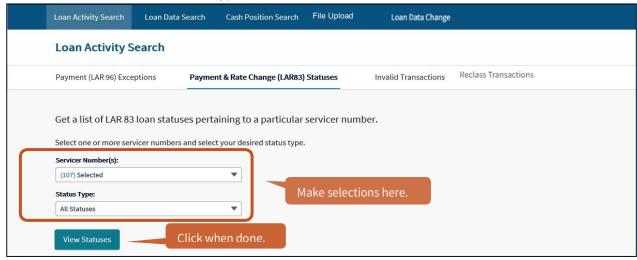
Payment & Rate Change (LAR 83) Statuses Search

Within the **Loan Activity Search** tab, servicers can obtain a list of LAR 83 loan statuses pertaining to a particular servicer number.

1. From the Loan Activity Search tab, select Payment & Rate Change (LAR 83) Statuses.



Select the Servicer Number(s), Status Type, and click VIEW STATUSES.

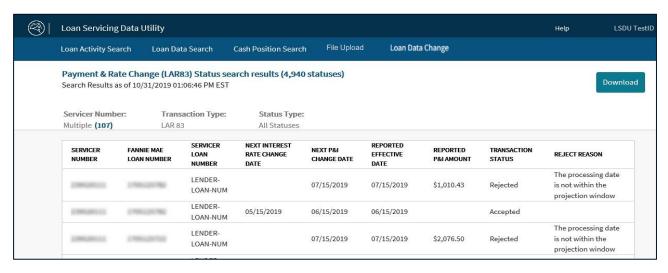


| Servicer Number(s) | All, 5 digit, or individual 9 digits. |
|---|---------------------------------------|
| 2 Status Type All Statuses, Accepted, Projection Applied, Projected, Rejected, Missing. | |

NOTE: To view all results regardless of Status Type, select All Statuses.

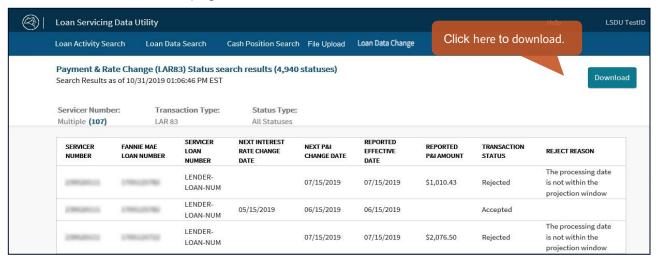


3. LSDU displays the results of the Payment & Rate Change (LAR 83) Statuses Search.



Downloading Payment & Rate Change (LAR 83) Search Results

1. To download the details of all the loans returned on a **Payment & Rate Change Statuses (LAR 83) Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen.

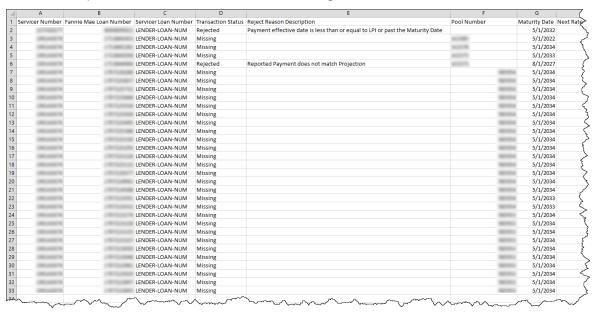




2. You will have the option to either open or save the download file. The download file is provided in a comma delimited Excel file. (Your prompts may look different depending upon the browser you use.)



Below is a sample of a downloaded Payment & Rate Change Statuses (LAR 83) Search file:

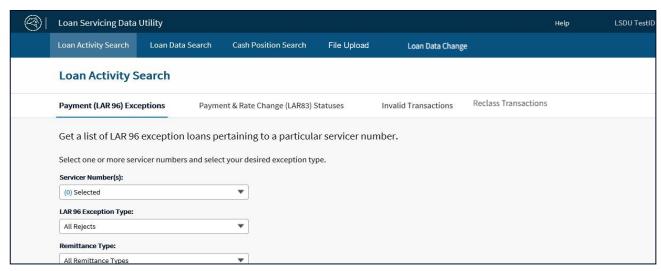




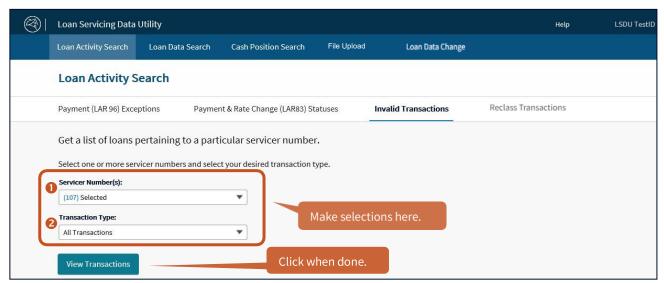
Invalid Transaction Search

Within the Loan Activity Search tab, servicers can search for Invalid Transactions for their selected servicer numbers.

1. From the Loan Activity Search tab, select Invalid Transactions.



2. Select the Servicer Number(s), Transaction Type, and click VIEW TRANSACTIONS.

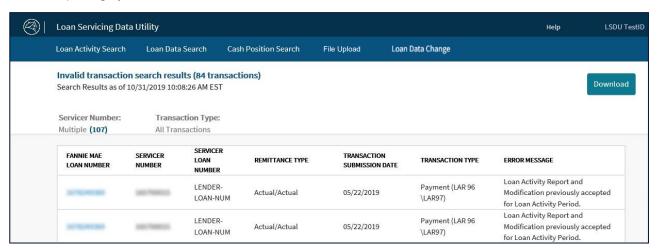


| ● Servicer Number(s) All, 5 digit, or individual 9 digits. | |
|--|--|
| ② Transaction Type | All Transactions, Payment, and Rate Changes (LAR 83), MI Discontinuance (LAR 89), Payment (LAR 96/LAR 97). |

NOTE: To view all results regardless of Transaction Type, select All Transactions.

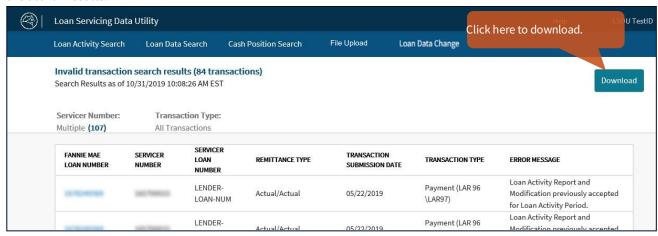


LSDU displays the results of the Invalid Transaction Search. Invalid transactions are only available for the current reporting cycle.



Downloading Invalid Transaction Data

1. To download the data returned on an **Invalid Transaction Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen.



2. You will have the option to either open or save the download file. The download file is provided in a comma delimited Excel file. (Your prompts may look different depending upon the browser you use.)





Below is a sample of a downloaded **Invalid Transaction Search** file:

| 4 | A | В | C | D | E | F | G | |
|---|---|-------------------------|----------------------|---------------------|--------------|----------------------------|--|--|
| | Fannie Mae Loan Number Serv | vicer Number | Servicer Loan Number | Remittance Type | Process Date | Transaction Type | Error Message | |
| | 100,000 | (March 1980) | | | 3/22/2018 | Payment (LAR 96\LAR97) | Invalid Fannie Mae Loan Number: (not a 10digit decimal) 001811020 | |
| | 100000000000000000000000000000000000000 | page from | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/21/2018 | Payment (LAR 96\LAR97) | Inactive Loan | |
| | 100000000000000000000000000000000000000 | Mark Town | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/21/2018 | Payment (LAR 96\LAR97) | Inactive Loan | |
| 5 | 100000000000000000000000000000000000000 | page 10000 | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/21/2018 | Payment (LAR 96\LAR97) | Inactive Loan | |
| 5 | 100000000000000000000000000000000000000 | | LENDER-LOAN-NUM | Actual/Actual | 3/22/2018 | Payment (LAR 96\LAR97) | Invalid Servicer 9 digit match | |
| 7 | - | DESCRIPTION OF | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/20/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 3 | - | MANAGEMENT OF THE PARKS | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/21/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 9 | | Mark Trans | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/22/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 0 | 100701-0070 | Mark Street | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/8/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 1 | 10070-0070 | Mary Street | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/7/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 2 | 10070.0070 | Mark Town | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/6/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 3 | 100701-0070 | MANAGEMENT OF THE PARKS | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/12/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 4 | 10070-0070 | Mark Street | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/13/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 5 | 100701-0070 | Mark Street | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/5/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 6 | 100701-0070 | MANUFACTURE. | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/3/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 7 | 100702-0070 | Mark Street | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/5/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 8 | 100701-0070 | DESCRIPTION OF | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/12/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 9 | 10070.0070 | page 100 miles | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/9/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 0 | 100701-0070 | MANAGEMENT OF THE PARKS | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/10/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 1 | and Telephone To | Mary Transport | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/22/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 2 | 100000000000000000000000000000000000000 | DESCRIPTION OF | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/5/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 3 | and the second | MANUFACTURE . | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/8/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 4 | 100000000000000000000000000000000000000 | March Street | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/7/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 5 | ALC: UNKNOWN | MANUFACTURE . | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/6/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 6 | 100000000000000000000000000000000000000 | March Trans | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/9/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 7 | 10070000000 | Mark Trans | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/3/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| В | Market Control | Mark Trans | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/12/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 9 | 100000000000000000000000000000000000000 | Mark Trans | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/12/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
|) | MTM MICH. | Mary Transport | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/10/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 1 | and the second | MANUFACTURE . | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/5/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 2 | 10.760 | SECURITION . | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/5/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |
| 3 | - | Mark Town | LENDER-LOAN-NUM | Scheduled/Scheduled | 3/10/2018 | MI Discontinuance (LAR 89) | MI Discontinuance Date cannot be greater than the Loan Liquidation Date. | |

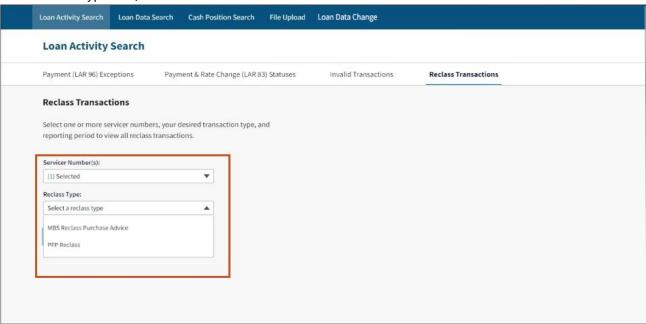


Reclass Transaction Search

Servicers can search for MBS and PFP Reclass Purchase Advice by using LSDU Loan Activity Search/Reclass Transactions search which is available the same day as the reclass.

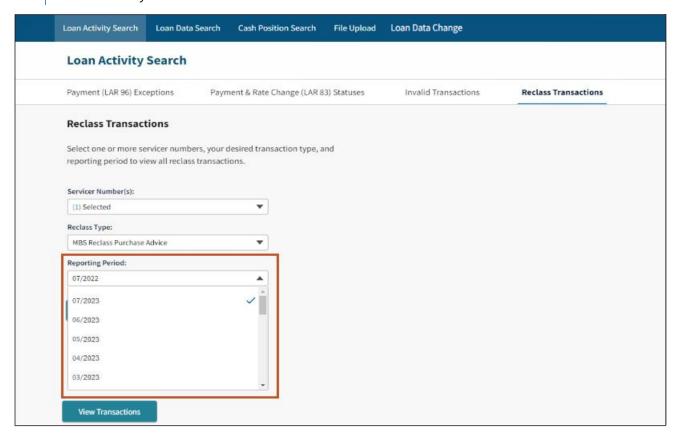
MBS Reclass

- 1. Select the Servicer Number(s).
- 2. In the Reclass Type field, select MBS Reclass Purchase Advice.



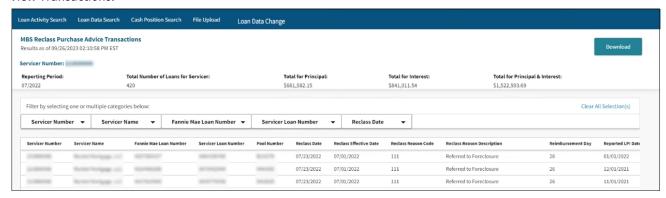
3. Select appropriate Reporting Period.

NOTE: Twenty-four months of reclass historical data is available.



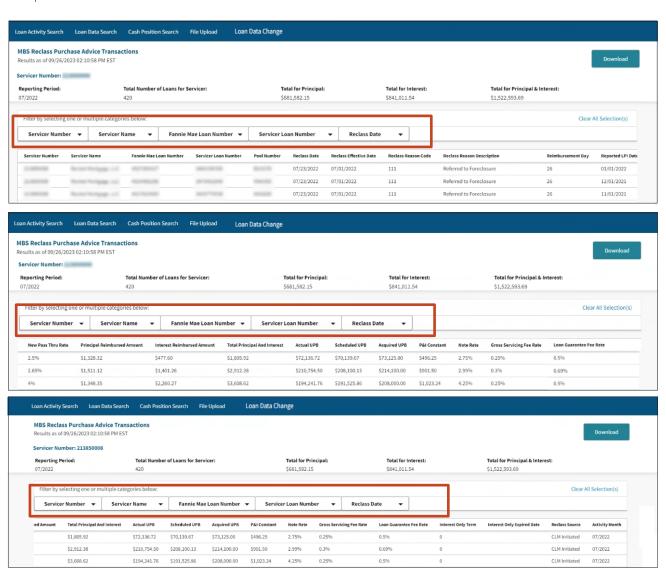


4. View Transactions.



NOTE: Below shows all the column headings available in the MBS Purchase Advise search results.

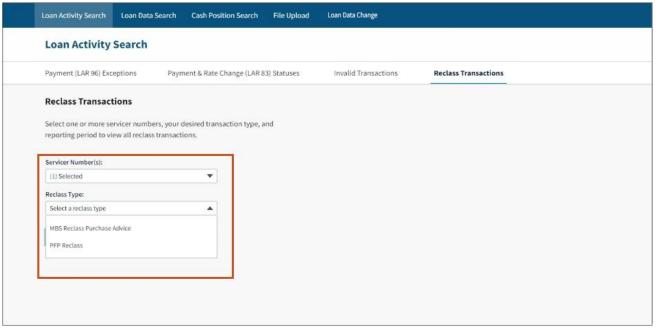
NOTE: Filter by selecting one or multiple category box dropdown icons.





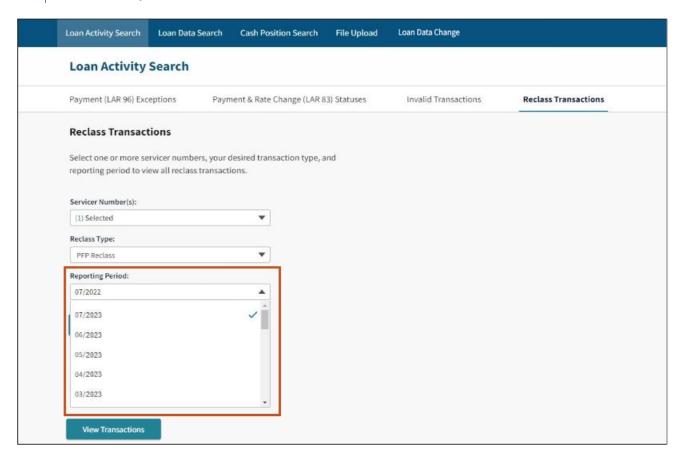
PFP Reclass

- 1. Select the Servicer Number(s).
- 2. In the Reclass Type field, select PFP Reclass Purchase Advice.



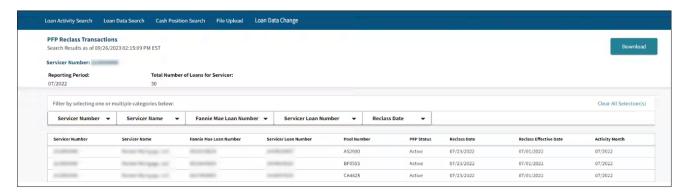
3. Select appropriate Reporting Period.

NOTE: Twenty-four months of reclass historical data is available.





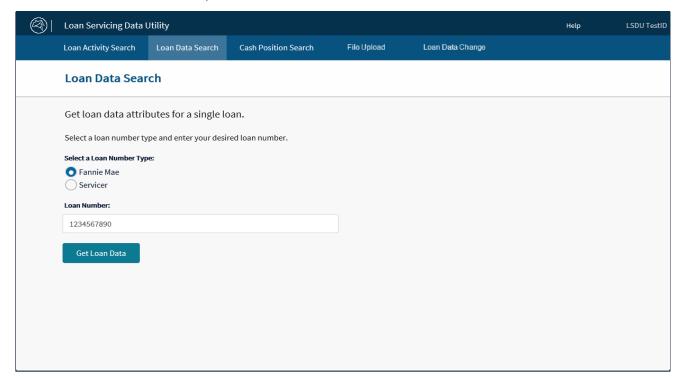
4. View Transactions.



Loan Data Search

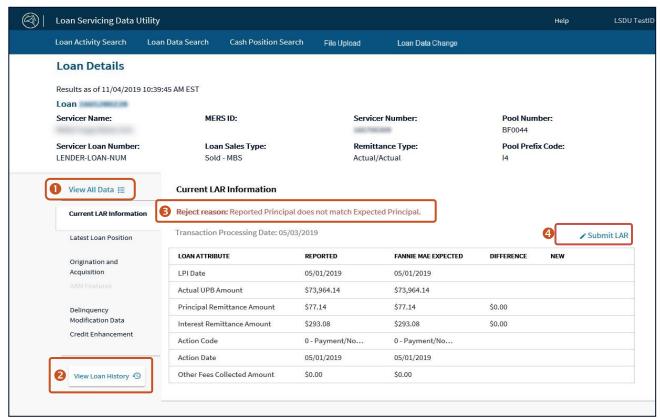
Servicers can search for any individual loan within their authorized portfolio by clicking the **Loan Data Search** tab at the top of the screen.

1. Select either a Fannie Mae or Servicer Loan Number Type, enter the corresponding 10-digit Fannie Mae Loan Number or Servicer Loan Number, and click **GET LOAN DATA**.





2. The Loan Data Details screen is displayed defaulted to the Current LAR Information section.



NOTE: The **Loan Data Details** screen can also be accessed from the **LAR 96 Exception Search Results** screen by clicking on a Fannie Mae Loan Number link.

| • View All Data | Click View All Data to view all sections on a single screen. Once selected, all sections are shown even if no data exists. | |
|----------------------------|--|--|
| ② View Loan History | Click to view each history (see following section). | |
| ⊗ Reject Reasons | LARs Not Reported (BD2+1 through CD22) will not have a reject reason. Missing LARs (CD23 through BD2) will have the following reject reasons: Missing LAR Missing LAR – New Acquisition Missing LAR – Delinquency Modification Missing LAR – Loan Reinstatement Missing LAR - Reclass LARs Not Reported and Missing LARs will only display the expected Principal and Interest amounts for Scheduled/Scheduled loans. | |
| | Everything else will be blank. | |



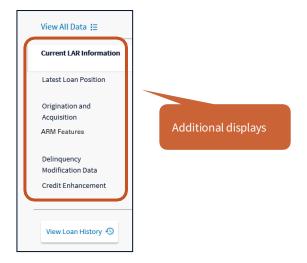
NOTE: Missing LAR – New Acquisition indicates a loan acquired in the current month, including those before the 22nd calendar day. **A Missing LAR – New Acquisition does not necessarily mean a LAR is not due by CD22.** It is the servicer's responsibility to identify which Missing LAR – New Acquisition loans are due by the Interim Reporting End Date by viewing the Acquisition Date in LSDU."

3 Submit LAR

Click to submit a LAR (see following section in this guide).

Other Loan Data Details

Clicking the sections on the left of the **Loan Data Details** screen will display additional loan details.





Latest Loan Position display:

| Activity Reporting Period: 01/2024 NATTRIBUTE | 1 AS | OF THE END OF PRIOR PERIOD | 2 | LATEST FANNIE MAE DATA |
|--|------|-------------------------------|---|--------------------------------|
| ortization Type | | ljustable Rate Mortgage (ARM) | | Adjustable Rate Mortgage (ARM) |
| nvertible Feature | | | | |
| an Status | Ac | tive | | Active |
| ctual UPB Amount | \$2 | 261,104.52 | | \$261,104.52 |
| PI Date | 01 | 1/01/2024 | | 01/01/2024 |
| 2&I Amount | \$1 | .,954.72 | | \$1,954.72 |
| Payment Source | Fa | nnie Mae Projected | | Fannie Mae Projected |
| nterest Rate | 6. | 5% | | 6.5% |
| nterest Rate Source | Fa | nnie Mae Projected | | Fannie Mae Projected |
| Guaranty Fee Rate | | | | |
| Gross Servicing Fee Rate | 0.5 | 5% | | 0.5% |
| Stripped Servicing Fee Rate | | | | |
| Ainimum Servicing Fee Rate | 0.: | 25% | | 0.25% |
| excess Yield Rate | | | | |
| Pass Through Rate | 69 | % | | 6% |
| ass Through Rate Source | Fa | nnie Mae Projected | | Fannie Mae Projected |
| Current Period Scheduled UPB Amount | | | | |
| Prior Period Scheduled UPB Amount | | | | |
| Maturity Date | 11 | 1/01/2043 | | 11/01/2043 |
| Gross Actual UPB Amount | \$2 | 261,104.52 | | \$261,104.52 |
| Gross Scheduled UPB Amount | | | | |
| Current LTV Ratio | 38 | 3.5885% | | 38.5885% |
| oan Age | 12 | 22 | | 122 |
| amortization Term | 36 | 50 | | 360 |
| flaximum Amortization Term | 36 | 60 | | 360 |
| Remaining Term | 23 | 38 | | 238 |
| Reclassification Date | | | | |
| Reclassification Effective Date | | | | |
| nterest Only End Date | | | | |
| nterest Only Term | | | | |
| Stop Advance Status | | | | |
| Stop Advance Start Date | | | | |
| Stop Advance Adjusted Start Date | | | | |
| top Advance Expiration Date | | | | |
| Guaranty Fee Draft Status | | | | |
| Guaranty Fee Relief Activity Start Date | | | | |
| Guaranty Fee Relief Adjusted Activity Start Date | | | | |

| As of the End of Prior Period | This column shows the values of the loan position attributes with which Fannie Mae closed the previous cycle. |
|------------------------------------|---|
| ② Latest Fannie Mae Data | This column shows the latest values, including any reported activity, for the loan position attributes. |



Origination and Acquisition display:

| DAN ATTRIBUTE | FANNIE MAE DATA |
|--|--------------------------------|
| Original UPB Amount | \$340,000.00 |
| Original Interest Rate | 3.25% |
| Original P&I Amount | \$1,479.70 |
| Original Term | 360 |
| Original Amortization Type | |
| Original LTV Ratio | 50% |
| Combined LTV Ratio | 50% |
| Fannie Mae Acquired Percentage | 100% |
| Note Date | 10/03/2013 |
| First Installment Due Date | 12/01/2013 |
| Odd Due Date Flag | No |
| Lien Position | First Lien |
| Seller Number | |
| Seller Name | |
| Mortgage Type | Conventional |
| Purchase Price Percentage | 100.1554% |
| Acquisition Date | 12/18/2013 |
| Acquisition Actual UPB Amount | \$338,318.85 |
| Acquisition Scheduled UPB Amount | \$0.00 |
| Acquisition Amortization Type | Adjustable Rate Mortgage (ARM) |
| Acquisition Amortization Term | 360 |
| Acquisition Interest Rate | 3.25% |
| Acquisition Pass Through Rate | 3% |
| Acquisition LPI Date | 12/01/2013 |
| Acquisition P&I Amount | \$1,479.70 |
| Acquisition LTV Ratio | 50% |
| Payment Price Change Rate (Low Down Payment Risk Adjustment) | |
| Margin Change Rate (Low Down Payment Risk Adjustment) | |
| Address | 000 Not Valid St. |
| City | |
| State | |
| Zip Code | |



ARM Features display (shown only if the loan is an ARM loan):

| ARM Features | |
|--|--|
| LOAN ATTRIBUTE | FANNIE MAE DATA |
| P&I Change Date | 12/01/2023 |
| Interest Rate Change Date | 11/01/2023 |
| First Interest Rate Change Date | 11/01/2018 |
| First P&I Change Date | 12/01/2018 |
| Next P&I Change Date | 12/01/2024 |
| Next Interest Rate Change Date | 11/01/2024 |
| ARM Plan Number | 2737 |
| Index Source | 1yLIBORReplacement_Frmly_1yLIB_WSJ_Daily |
| Index Rate | 6.094 |
| Mortgage Margin Rate | 2.25% |
| Required Margin | 1.75 % |
| Initial Interest Rate Per Change Down Cap Percentage | 5% |
| Initial Interest Rate Per Change Up Cap Percentage | 5% |
| Interest Rate Change Frequency After Fixed Period | 12 |
| Next Interest Rate Down Cap Percentage | |
| Next Interest Rate Up Cap Percentage | |
| Index Minimum Movement Percentage | |
| Interest Rate Change Lookback Days | 45 |
| Interest Rate Change Lookback Type | Number of Days Prior to Rate Change |
| P&I Change Lookback Type | Number of Days Prior to Rate Change |
| Interest Rate Calculation Method | |
| Interest Rate Rounding Factor Percentage | 0.125% |
| Interest Rate Rounding Method | Nearest |
| Lifetime Ceiling Interest Rate | 8.25% |
| Lifetime Floor Interest Rate | 2.25% |
| P&I Frequency after Fixed Period | 12 |
| P&I Calculation Method | |
| P&I Change Down Cap Percentage | |
| P&I Change Up Cap Percentage | |
| P&I Change Lookback Days | 0 |
| P&I Change Percentage | |
| Pass Through Rate Down Cap Percentage | |
| Pass Through Rate Up Cap Percentage | |
| Pass Through Rate Calculation Method | Bottom Up |
| Pass Through Rate Rounding Method | Nearest |
| Negative Amortization Limit Resolution Type | |
| Negative Amortization Limit Percentage | 0% |



Delinquency Modification display:

(This tab will be shown only if the loan had a delinquency modification that was closed and successfully bridged to the investor reporting system. It will NOT be shown for cancelled or pre-closed mods.)

| Delinquency Modification | | | |
|---|----------------------------------|--|--|
| LOAN ATTRIBUTE | FANNIE MAE DATA | | |
| Mod Effective Date | 11/01/2018 | | |
| Mod Case ID | 5022315005 | | |
| Mod Completed Date | 11/09/2018 | | |
| Mod Closed Month | 10/2018 | | |
| Mod Payment Effective Date | 11/01/2018 | | |
| Mod Program Type | Streamlined Modification Program | | |
| Mod Disaster Indicator | No | | |
| Mod Borrower Contribution Amount | \$0.00 | | |
| Mod UPB Amount | \$219,582.86 | | |
| Forbearance Amount | \$0.00 | | |
| UPB Forgiveness Amount | \$0.00 | | |
| Interest Forgiveness Amount | \$0.00 | | |
| Mod Ending Excess Yield Rate | 0% | | |
| Step 1 Interest Rate | | | |
| Step 1 P&I Amount | | | |
| Step 1 P&I Change Date | | | |
| Step 2 Interest Rate | | | |
| Step 2 P&I Amount | | | |
| Step 2 P&I Change Date | | | |
| Step 3 Interest Rate | | | |
| Step 3 P&I Amount | | | |
| Step 3 P&I Change Date | | | |
| Step 4 Interest Rate | | | |
| Step 4 P&I Amount | | | |
| Step 4 P&I Change Date | | | |
| Step 5 Interest Rate | | | |
| Step 5 P&I Amount | | | |
| Step 5 P&I Change Date | | | |
| Mod Total Capitalized Amount | \$0.00 | | |
| Mod Advances Capitalized Amount | \$0.00 | | |
| Mod Interest Capitalized Amount | \$0.00 | | |
| Mod Advanced Principal Reimbursement Amount | | | |
| Mod Advanced Interest Reimbursement Amount | | | |



Credit Enhancement tab display:

| Credit Enhancement | |
|-----------------------------------|--|
| LOAN ATTRIBUTE | FANNIE MAE DATA |
| MI Company Name | |
| MI Coverage Percentage | 0% |
| MI Premium Lender Paid Percentage | 0% |
| MI Certificate Number | |
| Cancellation Date | |
| Cancellation/Termination Reason | |
| Foreclosure Loss Risk Type | Fannie Mae Risk |
| Recourse Responsible Party | |
| Recourse Description | |
| Insurance Not Applicable Reason | 7 - No Mortgage Insurance required because the loan-to-value ratio (using delivery date Unpaid Principle Balance and origination date value) is 80% or less. |

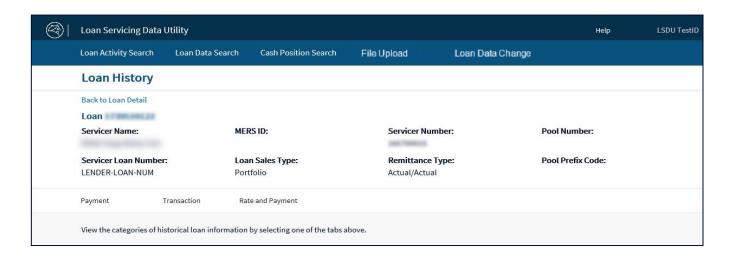


Viewing Loan History

Servicers can view the loan history by clicking the button on the left side of the **Loan Details** screen.



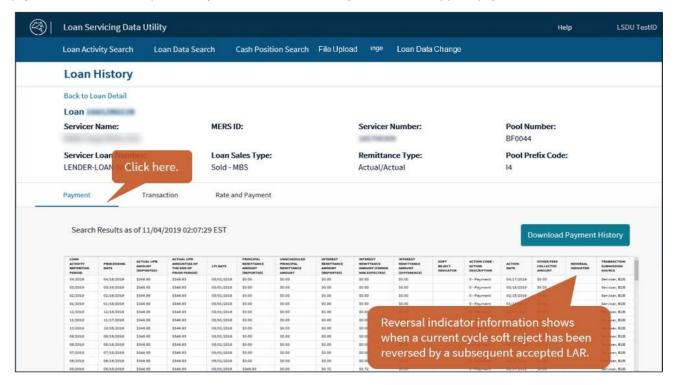
NOTE: LSDU displays the loan history options. Servicers can view details by clicking each of the tabs.



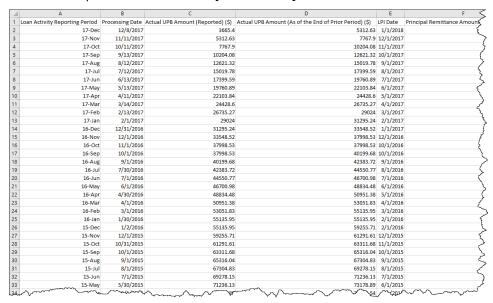


View Payment History

- 1. Click the Payment tab.
- 2. LSDU displays the Payment History details with the option to download. This section shows the entire payment history for a particular loan as far back as January 2009. In the current cycle, this section will show all applied payments (LAR96's). For previous cycles, this section will only show the last applied payment (LAR96).



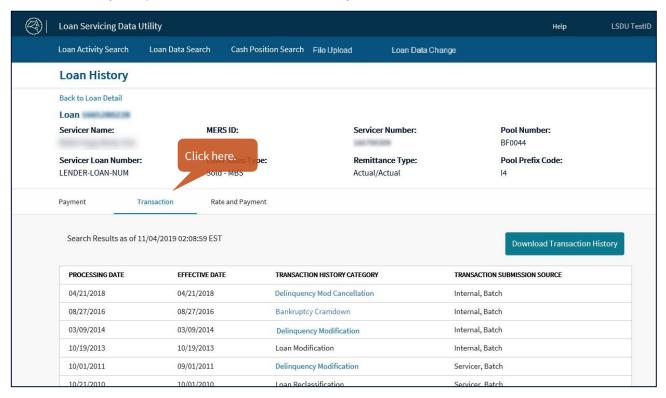
Below is a sample of a downloaded **Payment History** file:

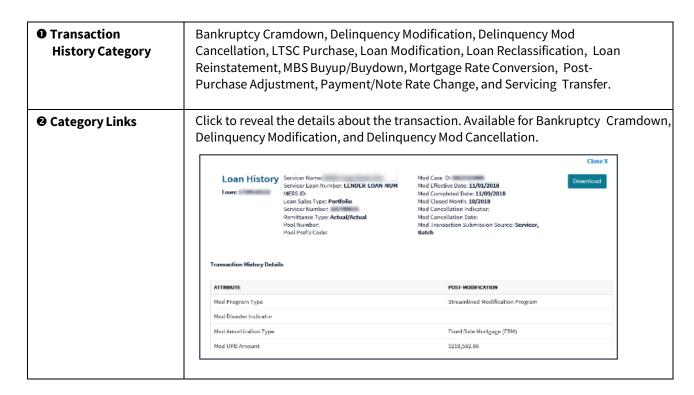




View Transaction History

- 1. Click the Transaction tab.
- 2. LSDU displays the Transaction History details with the option to download. This section shows the entire transaction history for a particular loan as far back as January 2009.





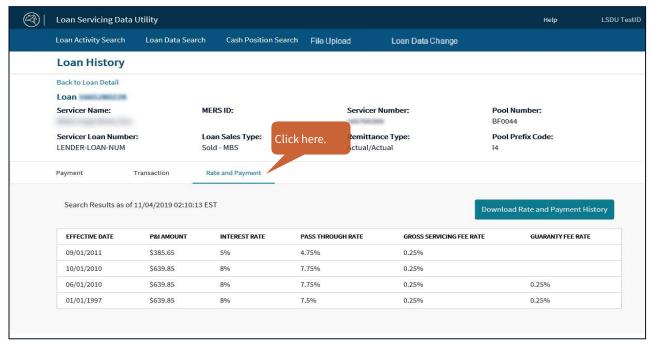


Below is a sample of a downloaded Transaction History file:

| | Α | В | С | D | ź | | |
|---|-----------------|----------------|------------------------------|-------------------------------|---|--|--|
| 1 | Processing Date | Effective Date | Transaction History Category | Transaction Submission Source |) | | |
| 2 | 11/9/2018 | 11/1/2018 | Delinquency Modification | Servicer, Batch | | | |
| 3 | 11/8/2018 | 10/1/2018 | Delinquency Mod Cancellation | Servicer, Batch | | | |
| 4 | 10/24/2018 | 10/1/2018 | Delinquency Modification | Servicer, Batch | | | |
| 5 | 3/29/2018 | 3/29/2018 | Loan Modification | Internal, Batch | | | |
| 6 | 3/26/2018 | 3/1/2018 | Post Purchase Adjustment | Fannie Mae Analyst, File | | | |
| 7 | 1/4/2018 | 1/1/2018 | Loan Reclassification | Servicer, Batch | { | | |
| 8 | | | | | < | | |
| 9 | | | _ | | r | | |
| many many many many many many many many | | | | | | | |

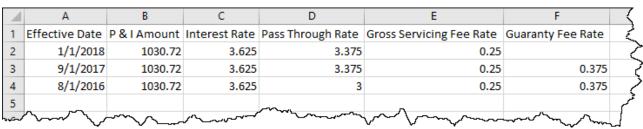
View Rate and Payment History

- 1. Click the Rate and Payment tab.
- 2. LSDU displays the Rate and Payment history details with the option to download.



NOTE: In addition, for ARMs, you will see the next payment and rate change. For Delinquency Modifications, you will see all payment and rate changes and future Step Rate changes.

Below is a sample of a downloaded **Rate and Payment History** file:





Submitting a Single LAR 81, 83 and 96

Single LAR submission functionality is available from 8:00 a.m. to 9:00 p.m. ET every Monday through Saturday. On BD2, LAR submission is available 8:00 a.m. to 6:00 p.m. ET. To submit a single LAR transaction, servicers perform Loan Data Search, and then click submit LAR link under Current LAR Information.

1. Click the Submit LAR link.

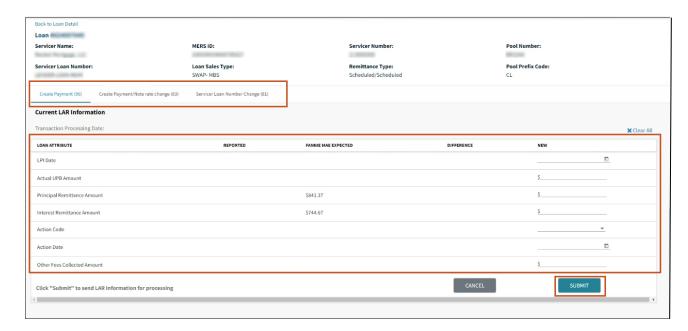


- 2. Click on the appropriate LAR tab i.e., Servicer Loan Number Change (81), Create Payment/Note rate change (83), or Create Payment (96).
- 3. In the **New** column, enter the required dates, amounts and Action Code.
- 4. Click Submit.

NOTE: This example shows the create payment (96).

NOTE: The fields to complete will change per LAR type but the process is the same: Select the LAR type, complete the new column fields, and click submit.

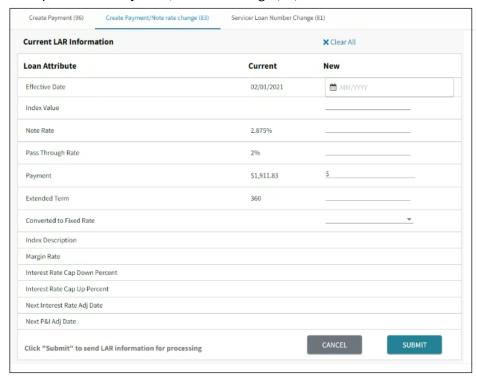
NOTE: You can also click **Clear All** to clear your entries or **Cancel** to return to the previous screen.





NOTE: The following are examples of the Create Payment/Note rate change (83) and Servicer Loan Number Change (81) screens.

Example - Create Payment/Not rate change (83)

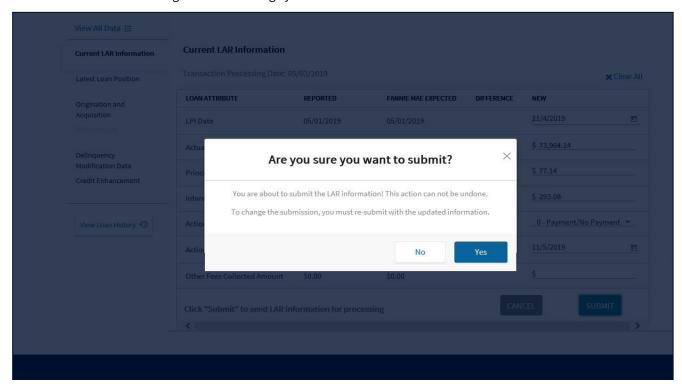


Example - Servicer Loan Number Change (81)





5. Click **Yes** to submit or **No** to go back and change your submission.



NOTE: Clicking **Yes** submits the LAR, and you cannot undo the action. To change a submitted LAR, you must resubmit with the updated information.

NOTE: Upon submission, a success banner at the top of the screen will display. Please allow up to 20 minutes for the submission to process.



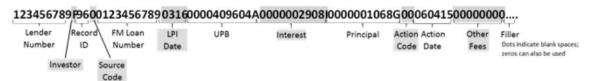


LAR File Formatting

When formatting LAR files reference the information below.

- LAR File submissions must be in .txt or .dat format, created using a basic text editor such as Microsoft Notepad®
- Every LAR record row must be 80 characters.
- Do not add any spaces to the beginning or end of the fields.
- Only one carriage return after end of each record.
- A file can contain records with mixed transaction types (81, 83, 89, 96 and 97).

Sample record:



NOTE: WLR must be in .txt, .dat or .zip and SCRAMS must be in .txt or .dat format.

NOTE: For other file formatting information refer to the <u>Fannie Mae Investor Reporting Manual</u> Chapter 3, Reporting Non-Payment Transactions i.e., 81, 83, and 89).

The chart below refers to LAR 96 formatting.

| Data Element | Position(s) | Length | Format |
|-----------------------------|---|--------|---|
| Lender Number | 1-9 | (9) | Numeric (9-digit Fannie Mae Seller/Servicer number) |
| Investor | 10 | (1) | Alphanumeric; always "F" (for Fannie Mae) |
| Record Identifier | 11-12 | (2) | Numeric; always "96" (for transaction code 96) |
| Source code | 13 | (1) | Numeric; either 0 - indicate original transmission or 1 - indicates cumulative update or correction |
| Fannie Mae Loan Number | 14-23 | (10) | Numeric (10-digit Fannie Mae Ioan number) |
| LPI Date | 24-27 | (4) | Numeric: MMYY format |
| Unpaid Principal Balance | 28-38 | (11) | Numeric; zone signed* (Code \$50,000.01 as 0000500000A) |
| Interest | erest 39-49 (11) Numeric; zone signed* (Code \$800.02 as 0000008000B) | | Numeric; zone signed* (Code \$800.02 as 0000008000B) |
| Principal | 50-60 (11) Numeric; zone signed* (Code -\$9.91 as 0000000099J) | | |
| Action Code | 61-62 | (2) | Numeric (Always include Action Code. Refer to table below for list of action codes.) |



| Data Element | Position(s) | Length | Format |
|--------------|-------------|--------|--|
| Action Date | 63-68 | | Numeric: MMDDYY format |
| | | | (Always include Action Date. The Action Date is the date of the borrower payment or due date if no payment was received and can be any date from the first to the last day of the loan activity period.) |
| Other Fees | 69-76 | (8) | Numeric; zone signed*, may be zero-filled |
| Filler | 77-80 | (4) | Alphanumeric: blanks or zeros |

Numeric Zone Signed Mapping

The term "zone signed" refers to a method of indicating a negative or positive value without using a character for the negative or positive symbol. The following table shows the value mappings.

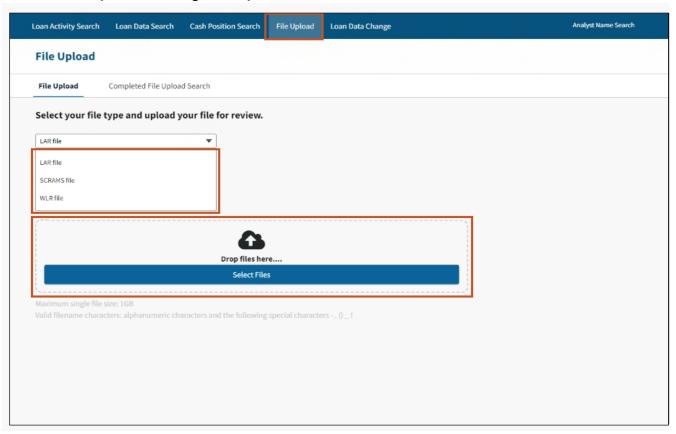
| Zone Sign | Numeric Value | Zone Sign | Numeric Value |
|-----------|---------------|-----------|---------------|
| { | +0 | } | -0 |
| А | +1 | J | -1 |
| В | +2 | К | -2 |
| С | +3 | L | -3 |
| D | +4 | М | -4 |
| E | +5 | N | -5 |
| F | +6 | 0 | -6 |
| G | +7 | Р | -7 |
| Н | +8 | Q | -8 |
| I | +9 | R | -9 |



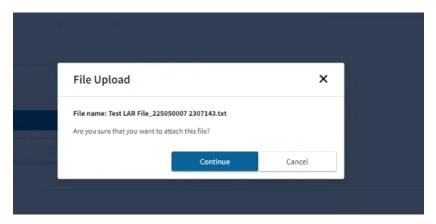
File Upload

LSDU File Upload is available for LAR 81, 83, 89, 96, 97, SCRAMS, and WLR. LAR file submissions must be in .txt or .dat format, created in a basic text editor such as Microsoft Notepad®.

- 1. Click **File Upload** tab.
- 2. Select **File Type**.
- 3. Select **file from your CPU** or **drag and drop**.



4. Click Continue.



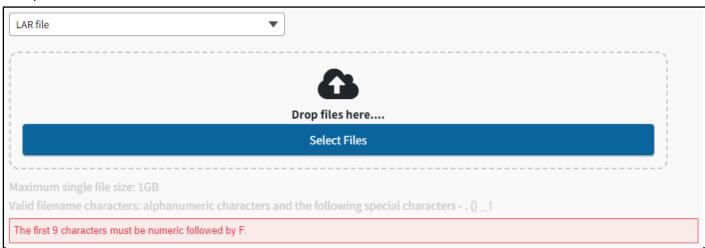


The following file type error messages may be received if the file type selected doesn't match the uploaded file:

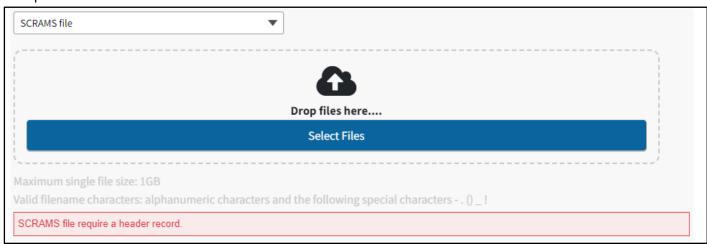
- The first 9 characters must be numeric followed by F.
- SCRAMS file require a header record.
- WLR files require a minimum of 971 positions for each record.

NOTE: If such error(s) occur ensure the correct drop-down option is selected or correct the file format and re-upload.

Example 1:

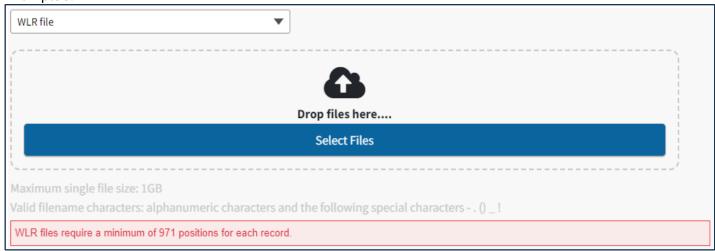


Example 2:





Example 3:

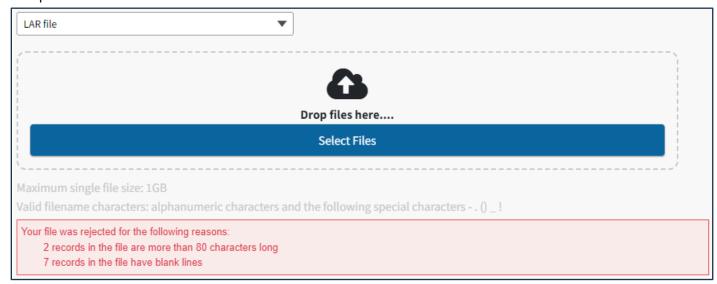


The following error messages maybe received if an invalid LAR file format is used. If you incur one of these errors, make updates to your file and re-upload:

- X records in the file are more than 80 characters long
- X records in the file have blank lines
- The end of the file is missing a carriage return

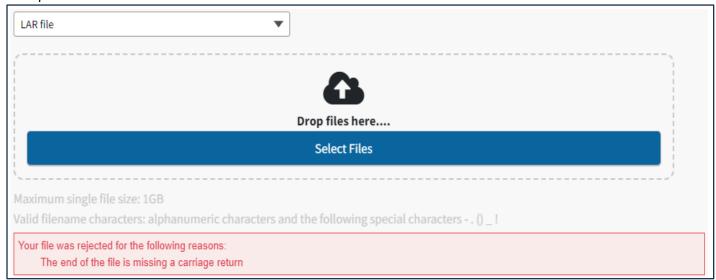
NOTE: The error for blank lines can be found either at the end of the LAR records or between LAR records.

Example 1:





Example 2:



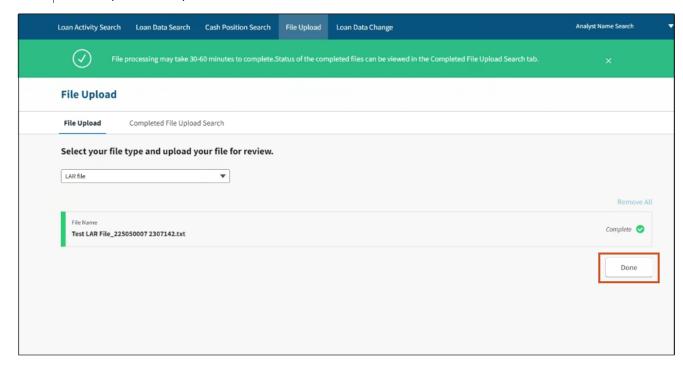
5. After File uploads, click **Start Upload**.





6. When file shows complete, click **Done**.

NOTE: File processing may take 30-60 minutes to complete. Status of the completed files can be viewed in the Completed File Upload Search tab.





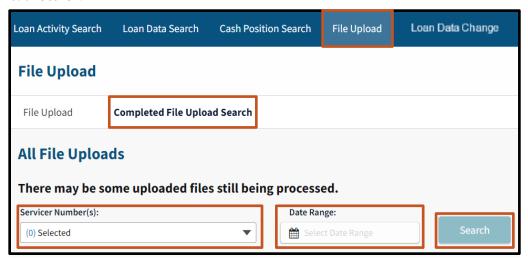
Completed File Upload Search

This data is preprocessing data. Users must go to the <u>Payment Exceptions Search</u> and Invalid Transactions Search to see loan reject details.

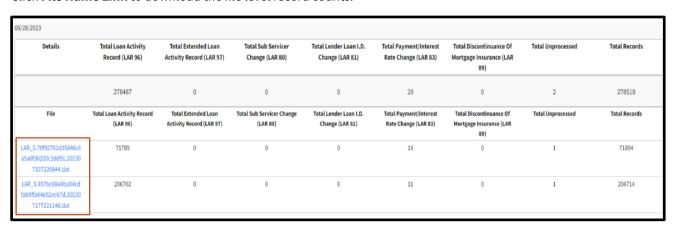
- 1. Click File Upload tab.
- 2. Click Completed File Upload Search tab.
- 3. Select appropriate **servicer number(s)** in **Servicer Number(s)** field.
- 4. Select appropriate dates in the Date Range field.

NOTE: The Date Range is for the last 60 days and the current day.

5. Click Search.



6. Click File Name Link to download the file level record counts.

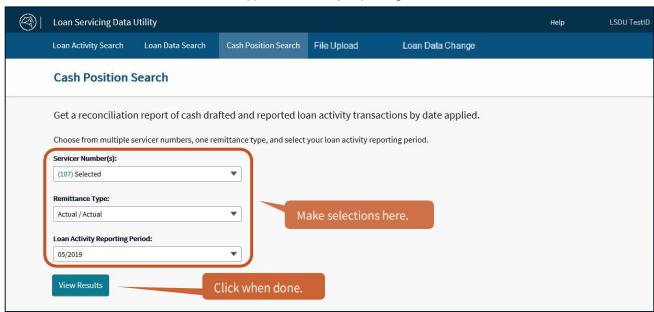




Cash Position Search

Servicers can search all Remittance Types for their selected servicer numbers by clicking the **Cash Position Search tab**.

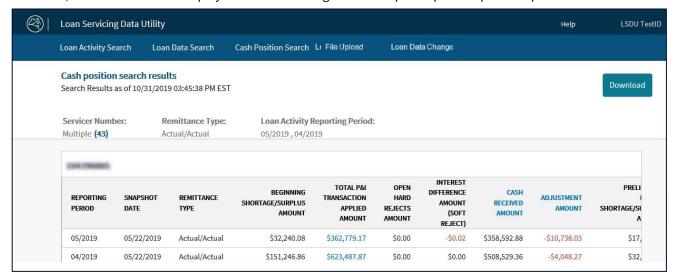
1. Select the Servicer Number(s), Remittance Type, Loan Activity Reporting Period, and click VIEW RESULTS.



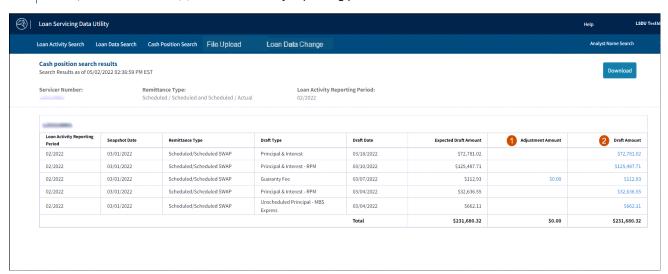
| Servicer Number(s) | All, 5 digit, or individual 9 digits. | |
|---|--|--|
| ② Remittance Type | Actual/Actual. Scheduled/Scheduled and Scheduled/Actual. | |
| ⑤ Loan Activity Reporting Period | Current period and 11 previous periods. | |



2. LSDU displays the results of the **Cash Position Search**. The results show data as of the prior day. An Actual/Actual search result displays two rows showing the current period plus the previous period below it.



NOTE: A Scheduled/Scheduled and Scheduled/Actual search result will display a summary of the 9-digit seller/servicer number(s) and loan activity reporting period selected.



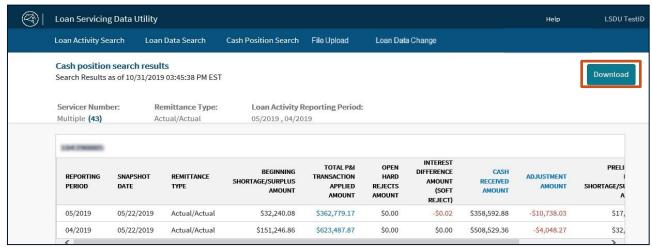
| Adjustment Amount | This field is clickable for all rows to view more data. | | | |
|-------------------|---|--|--|--|
| ② Draft Amount | This field is clickable for all rows to view more data. | | | |

NOTE: Servicers can search for LTSC Commitment Fee Draft Amounts using a Scheduled/Scheduled and Scheduled/Actual search. LSDU displays the results of the search for LTSC Commitment Fee Draft Amounts as a Guaranty Fee Draft Type.



Downloading Actual/Actual Cash Position Data

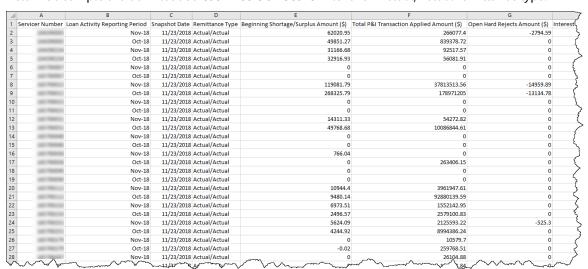
1. To download the data returned on a **Cash Position Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen.



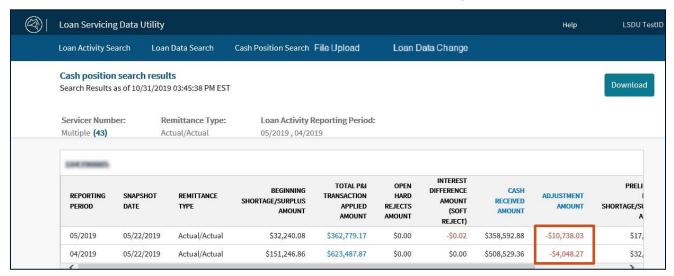
Below is a sample of a downloaded **Cash Position Search** file for an Actual/Actual remittance type:



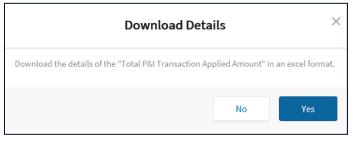


Downloading Total P&I Transaction Applied Amount Data

1. To download a file containing all the loans that make up the **Total P&I Transaction Applied Amount** and a breakdown of each, click the **Amount** link in the column for either the current or previous month.



2. Click Download.





Below is a sample of a downloaded **Total P&I Transaction Applied Amount** file:

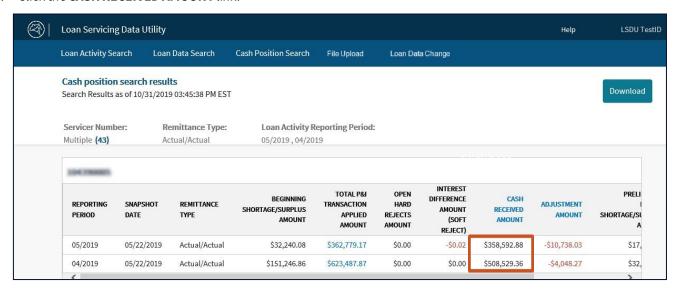
| 4 | A | В | C | D | E | F | G | H | 1 | J |
|----|-----------------------------------|-----------------|---------------|---------------------------|----------------------|-----------------------------------|---------|---|--------------------------------|-----------------------------------|
| | Loan Activity Reporting Period | Servicer Number | Servicer Name | Fannie Mae Loan Number | Servicer Loan Number | Principal Remittance Amount | | Interest Difference Amount (Soft Reject) | Adjustment Amount (ARAP) | P&I Transaction Applied Amount |
| 2 | Nov-18 | | | | LENDER-LOAN-NUM | 118.67 | 461.77 | (| 0 | 580.44 |
| 3 | Nov-18 | | | | LENDER-LOAN-NUM | 168.63 | 369.71 | (| 0 | 538.34 |
| 4 | Nov-18 | | | | LENDER-LOAN-NUM | 120.05 | 302.81 | (| 0 | 422.86 |
| 5 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | ó |
| 5 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | 9 |
| 7 | Nov-18 | | | | LENDER-LOAN-NUM | 351.6 | 828.2 | (| 0 | 1179. |
| 3 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | Ö |
| 9 | Nov-18 | | | | LENDER-LOAN-NUM | 603.23 | 1458.73 | (| 0 | 2061.9 |
| 0 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | 0 |
| 1 | Nov-18 | | | | LENDER-LOAN-NUM | 93.07 | 250.32 | (| 0 | 343.39 |
| 2 | Nov-18 | | | | LENDER-LOAN-NUM | 79.17 | 211.97 | (| 0 | 291.14 |
| 3 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | δ |
| 4 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | 0 |
| 5 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | 0 |
| 6 | Nov-18 | | | | LENDER-LOAN-NUM | 238.34 | 676.96 | (| 0 | 915.3 |
| 7 | Nov-18 | | | | LENDER-LOAN-NUM | 347.59 | 879.43 | (| 0 | 1227.02 |
| 8 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | 0 |
| 9 | Nov-18 | | | | LENDER-LOAN-NUM | 367.25 | 58.06 | (| 0 | 425.31 |
| 0 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | 0 |
| 1 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | g |
| 2 | Nov-18 | | | | LENDER-LOAN-NUM | 628.5 | 93.54 | (| 0 | 722.0 |
| 3 | Nov-18 | | | | LENDER-LOAN-NUM | 953.34 | 150.76 | (| 0 | 1104.1 |
| 4 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | d d |
| 5 | Nov-18 | | | | LENDER-LOAN-NUM | 497.31 | 69.7 | (| 0 | 567.01 |
| 16 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | 0 |
| 7 | Nov-18 | | | | LENDER-LOAN-NUM | 2.96 | 29.38 | (| 0 | 32.34 |
| 8 | Nov-18 | | | | LENDER-LOAN-NUM | 519.37 | 65.94 | (| 0 | 585.31 |
| 9 | Nov-18 | | | | LENDER-LOAN-NUM | 376.97 | 65.75 | (| 0 | 442.72 |
| 0 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| 0 | 0 |
| 1 | Nov-18 | | | | LENDER-LOAN-NUM | 713.13 | 116.98 | (| 0 | 830.1 |
| 2 | Nov-18 | | | | LENDER-LOAN-NUM | 892.78 | 177 | (| 0 | 1069.7 |
| 3 | Nov-18 | | | | LENDER-LOAN-NUM | 0 | 0 | (| | 3 |



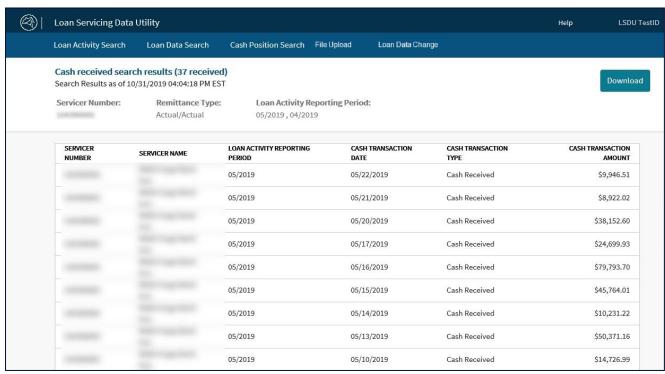
Viewing Cash Received Amount within Cash Position Results

Servicers can view the Cash Received Amount for the periods shown in the **Cash Position Search** results by clicking the link in the table.

1. Click the CASH RECEIVED AMOUNT link.



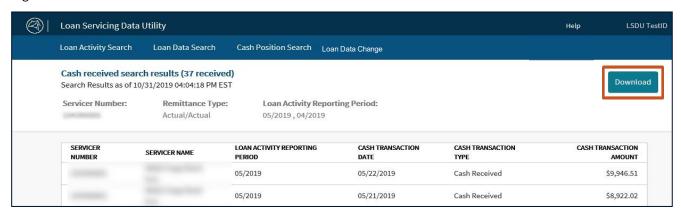
2. LSDU displays the **Cash Received Amount** details.





Downloading Cash Received Data

1. To download the data returned on a **Cash Received Amount Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen.



Below is a sample of a downloaded **Cash Received Amount** file:

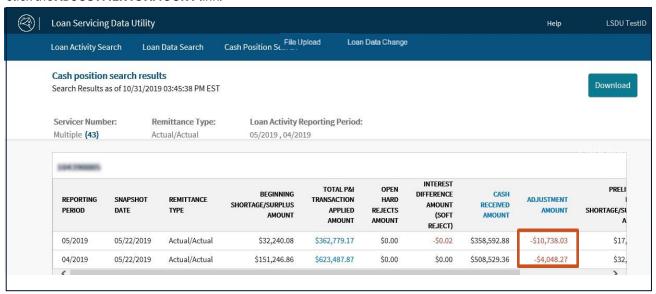
| Δ | Α | В | С | D | E | F |
|----------|-----------------|---------------|--------------------------------|-----------------------|-----------------------|-------------------------|
| 1 | Servicer Number | Servicer Name | Loan Activity Reporting Period | Cash Transaction Date | Cash Transaction Type | Cash Transaction Amount |
| 2 | | | Nov-18 | 11/23/2018 | Cash Received | 15662.4 |
| 3 | | | Nov-18 | 11/21/2018 | Cash Received | 12321.71 |
| 4 | | | Nov-18 | 11/20/2018 | Cash Received | 21451.27 |
| 5 | | | Nov-18 | 11/19/2018 | Cash Received | 17608.95 |
| 6 | | | Nov-18 | 11/16/2018 | Cash Received | 17422.98 |
| 7 | | | Nov-18 | 11/15/2018 | Cash Received | 22434.2 |
| 8 | | | Nov-18 | 11/14/2018 | Cash Received | 31899.6 |
| 9 | | | Nov-18 | 11/13/2018 | Cash Received | 27476.89 |
| 10 | | | Nov-18 | 11/9/2018 | Cash Received | 9100.03 |
| 11 | | | Nov-18 | 11/8/2018 | Cash Received | 6229.25 |
| 12 | | | Nov-18 | 11/7/2018 | Cash Received | 11807.4 |
| 13 | | | Nov-18 | 11/6/2018 | Cash Received | 30965.29 |
| 14 | | | Nov-18 | 11/5/2018 | Cash Received | 21964.34 |
| 15 | | | Nov-18 | 11/2/2018 | Cash Received | 26162.45 |
| 16 | | | | | Total for 11/2018 | 272506.76 |
| 17 | | | | | | |
| 18 | Servicer Number | Servicer Name | Loan Activity Reporting Period | Cash Transaction Date | Cash Transaction Type | Cash Transaction Amount |
| 19 | | | Oct-18 | 11/1/2018 | Cash Received | 37766.83 |
| 20 | | | Oct-18 | 10/31/2018 | Cash Received | 33437.68 |
| 21 | | | Oct-18 | 10/30/2018 | Cash Received | 112994.05 |
| 22 | | | Oct-18 | 10/29/2018 | Cash Received | 9624.32 |
| 23 | | | Oct-18 | 10/26/2018 | Cash Received | 13705.12 |
| 24 | | | Oct-18 | 10/25/2018 | Cash Received | 7785.75 |
| 25 | | | Oct-18 | 10/24/2018 | Cash Received | 11158.42 |
| 26 | | | Oct-18 | 10/23/2018 | Cash Received | 11180.39 |
| 27 | | | Oct-18 | 10/22/2018 | Cash Received | 23070.03 |
| 28 | | | Oct-18 | 10/19/2018 | Cash Received | 12829.9 |
| 29 | | | Oct-18 | 10/18/2018 | Cash Received | 21224.73 |
| 30 | | | Oct-18 | 10/17/2018 | Cash Received | 19749.92 |
| 31 | | | Oct-18 | 10/16/2018 | Cash Received | 96109.65 |
| 32 | | | Oct-18 | 10/15/2018 | Cash Received | 23674.98 |
| 33 | | | Oct-18 | 10/12/2018 | Cash Received | 19299.20 |
| 34 | | | Oct-18 | 10/11/2018 | Cash Received | 184419.28 |
| 35 | | | Oct-18 | 10/10/2018 | Cash Received | 70517.88 |
| 36 | | | Oct-18 | 10/9/2018 | Cash Received | 24656.19 |



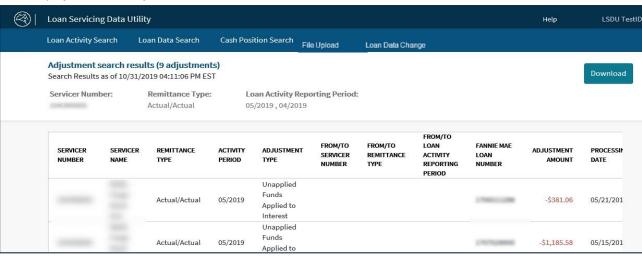
Viewing Cash Adjustments within Cash Position Results

Servicers can view the Cash Adjustments for the periods shown in the **Cash Position** results by clicking the **ADJUSTMENTS AMOUNT** link in the table.

1. Click the ADJUSTMENTS AMOUNT link.



2. LSDU displays the **Cash Adjustment** Amount details.





Downloading Cash Adjustments Data

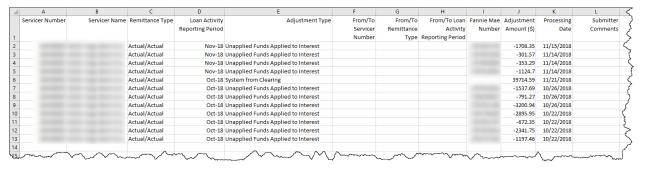
1. To download the data returned on a **Cash Adjustments AMOUNT Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen.



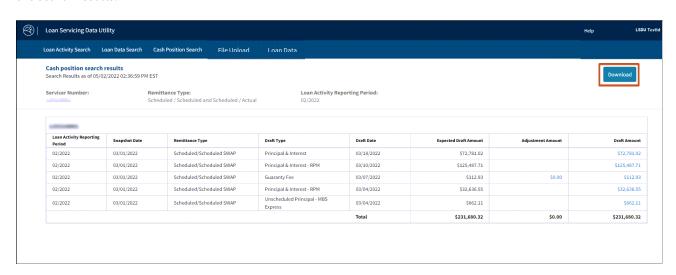
Below is a sample of a downloaded **Cash Adjustments** file:





Downloading Schedule/Schedule and Schedule/Actual Cash Position Data

1. To download the data returned on a **Cash Position Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen and an Excel spreadsheet will appear with the data.



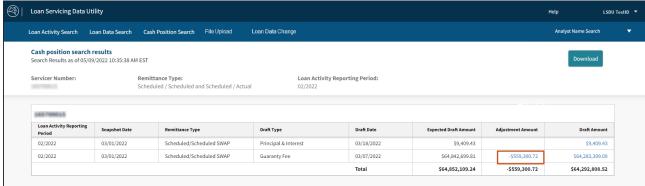
Below is a sample of a downloaded Cash Position Search file for a Scheduled/Scheduled and Scheduled/Actual remittance type:



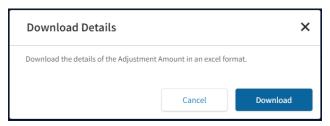


Downloading Adjustment Amount

1. To download Adjustment Amount Search, click the Adjustments Amount link listed for the appropriate draft type.

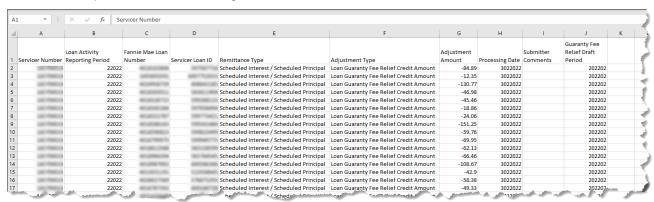


Click the **DOWNLOAD** button.



3. Use standard Excel functionality to sort Excel file.

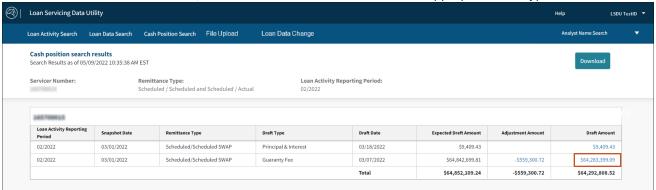
Below is a sample of a downloaded **Adjustment Amount** file:



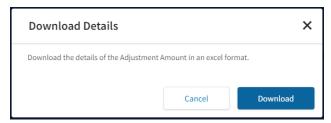


Downloading Draft Amount

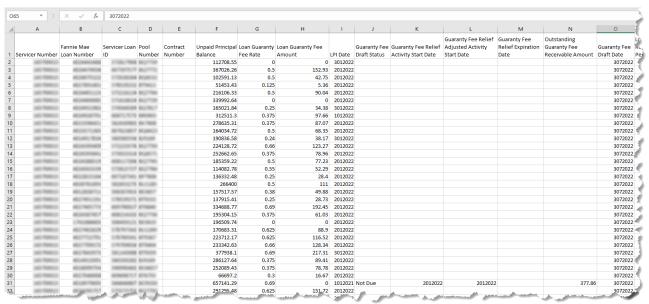
1. To download **Draft Amount Search**, click the **Draft Amount** link listed for the appropriate draft type.



2. Click the **DOWNLOAD** button.



Below is a sample of a downloaded **Draft Amount** file:





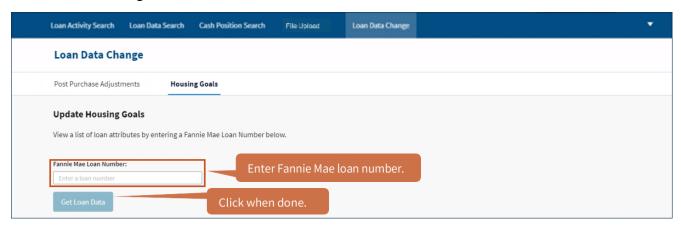
Loan Data Changes

Within the **Loan Data Change** tab, you can submit new post purchase adjustment (PPA) requests. In addition, update and view housing goals information for loans delivered in the current calendar year. To access the **Loan Data Change** tab, users must have the Seller Update role. Please contact your Corporate Administrator to gain access. Real time status inquiries for housing goals updates and PPA requests can be made as well. Status data will only contain the last three months of history. Prior status inquiries for PPA requests can be obtained by emailing the Fannie Mae's Post Purchase Adjustment team at <u>post purchaseadjustments@fanniemae.com</u>.

Housing Goals

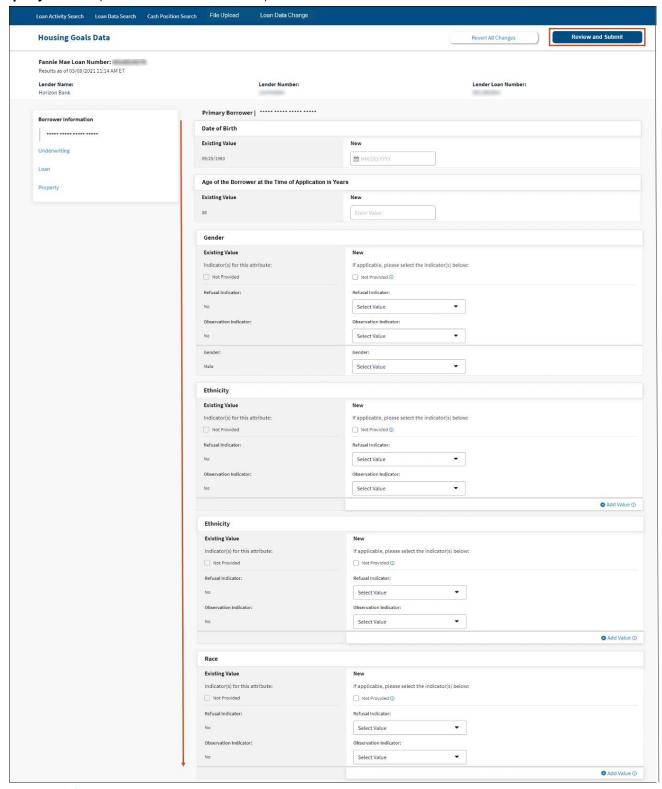
To enter Housing Goals updates, follow the steps below:

1. Enter Fannie Mae 9-digit loan number and click Get Loan Data.





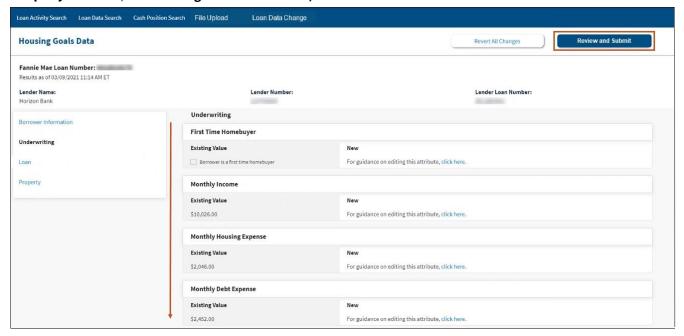
Enter all appropriate changes to fields in the appropriate section(s) i.e., **Borrower, Underwriting, Loan,** and or **Property** sections. (**Borrower** section view below).



NOTE: If corrections are made in any field(s) the **Review and Submit** button will change to dark blue. If there are no other changes required in any other sections, click **Review and Submit** and proceed to <u>step 6</u>.

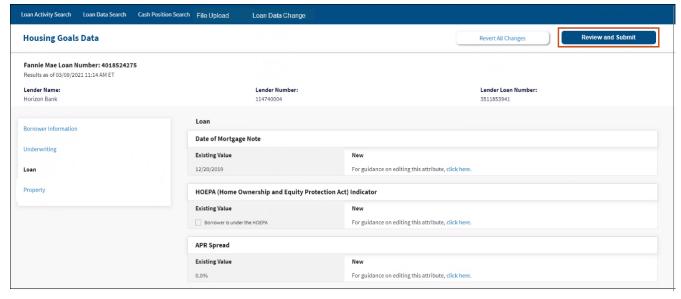


3. Enter all appropriate changes to fields in the appropriate section(s) i.e., **Borrower, Underwriting, Loan,** and or **Property** sections. (**Underwriting** section view below).



NOTE: If corrections are made in any field(s) the **Review and Submit** button will change to dark blue. If there are no other changes required in any other sections, click **Review and Submit** and proceed to step 6.

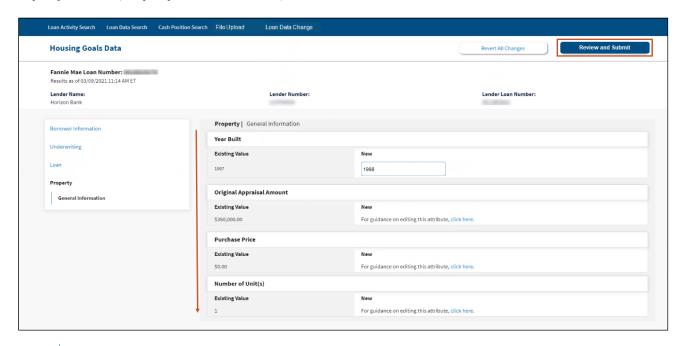
4. Enter all appropriate changes to fields in the appropriate section(s) i.e., **Borrower, Underwriting, Loan,** and or **Property** sections. (**Loan** section view below).



NOTE: If corrections are made in any field(s) the **Review and Submit** button will change to dark blue. If there are no other changes required in any other sections, click **Review and Submit** and proceed to <u>step 6</u>.

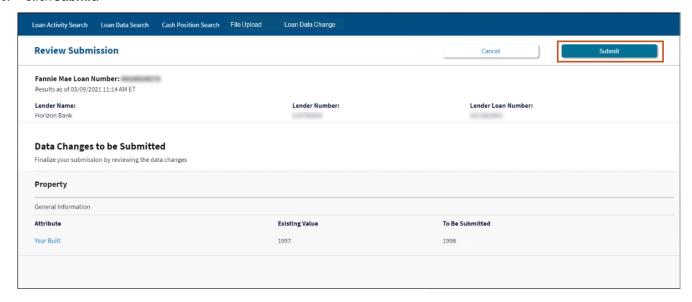


5. Enter all appropriate changes to fields in the appropriate section(s) i.e., **Borrower, Underwriting, Loan,** and or **Property** sections. (**Property** section view below).



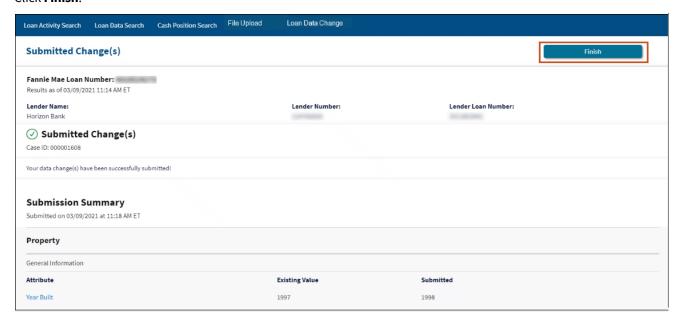
NOTE: If corrections are made in any field(s) the **Review and Submit** button will change to dark blue. If there are no other changes required in any other sections, click **Review and Submit** and proceed to <u>step 6</u>.

6. Click Submit.

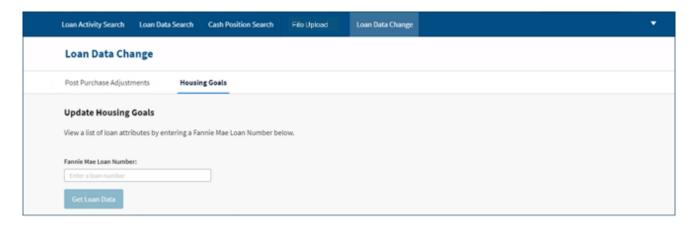




7. Click Finish.



| If there are more loans needing Housing Goals information | If there are NO more loans needing Housing Goals information | | |
|--|--|--|--|
| ■ Follow steps 1 – 7. | Process is complete and adjustments have been made. Proceed to the next page. | | |

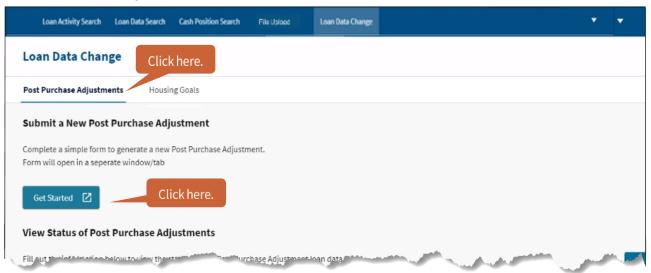




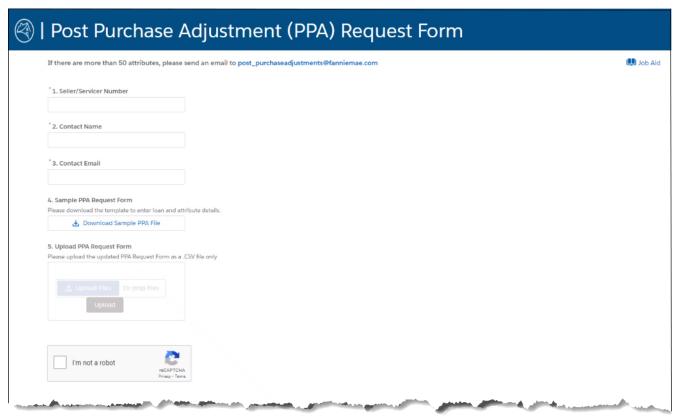
Seller/Servicer-Initiated Post-Purchase Adjustment Requests

To create a new Seller/Servicer-Initiated Post-Purchase Adjustment Request follow the steps below:

1. Click Post Purchase Adjustments tab and click Get Started button.



2. Enter information appropriate information.



NOTE: <u>Click here</u> to access the Seller/Servicer-Initiated Post-Purchase Adjustments Job Aid for step-by-step instructions.

NOTE: Click here to access more PPA resources from the PPA home page.



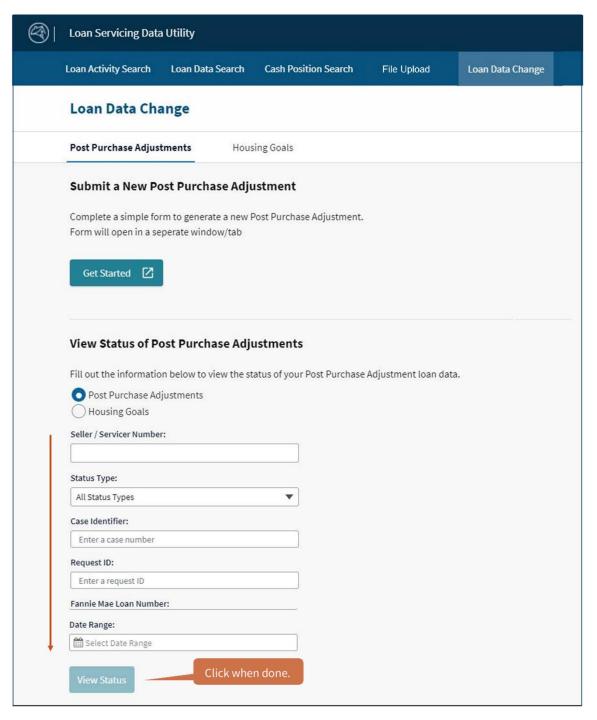
Status of Post-Purchase Adjustment (PPA) Requests

Status data will only contain the last three months of history. Prior status inquiries for PPA requests can be obtained by emailing the Fannie Mae's Post Purchase Adjustment team at post_purchaseadjustments@fanniemae.com.

NOTE: PPA requests status will be available approximately 45 minutes after submission.

To inquire on the status of a PPA request follow the steps below:

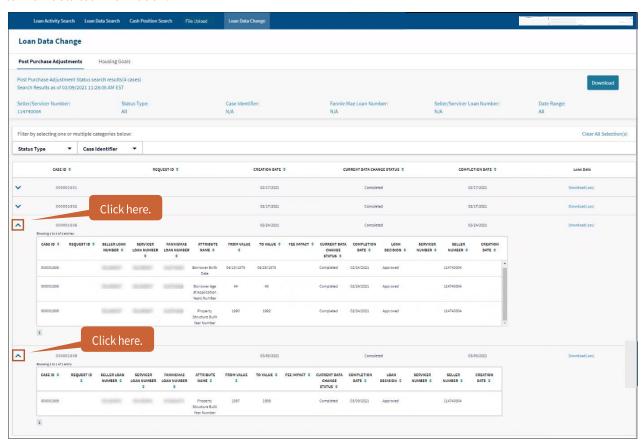
1. Enter the appropriate information and click **View Status**.





| Status Type | Definitions |
|------------------------------|---|
| Submitted | An analyst is reviewing the initial data change submission for completeness. |
| In Progress | The data change submission is being reviewed for eligibility, pricing, and/or disclosure impacts. |
| Submitter Action Required | Clarification or additional documentation is required on the data change submission in order to proceed. |
| Completed | The data change request has been reviewed and finalized. |
| Cancelled | The initial data change submission is terminated. No change has been processed. |
| Case Id | The unique case reference id assigned to each case. This is provided automatically once the data change request has been submitted (Data change initiated via LSDU Web Portal). |
| Request Id | The unique reference id assigned to each case for data change initiated by Fannie Mae. |
| Date Range | Records will only be available up to 3 months from submission. |

2. LSDU displays the results of the **Post-Purchase Adjustment Status Search**. Click **arrow** of desired request to view detailed information.



3. Click **Download** to download information to an Excel spreadsheet.

NOTE: Clicking on the download button in the upper right corner of the screen with download all cases. Clicking on the download button within each case will download only that specific case information.