



Credit Variance Administration System (CVAS)

User Guide

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Note: Select information herein is for Fannie Mae internal use.



Chapter 1: Introduction to CVAS

Fannie Mae's Credit Variance Administration System (CVAS) is a free, web-based tool that enables lenders to submit requests for single loan waivers (SLW) or project eligibility waivers (PEW). These waivers enable customers the opportunity to sell closed loans that do not meet all of Fannie Mae's eligibility requirements but are of good credit quality.

With CVAS, lenders provide information about the specific waiver request and the overall risk profile of the loan (and the project, if applicable), noting any compensating factors that might offset the eligibility issues with the loan. Waiver requests are transmitted to Fannie Mae and automatically routed to the appropriate customer account team (or to Project Standards, if applicable) for review.

Once a decision is reached, lenders are notified via email whether the request has been "Approved," "Approved with Conditions," "Decision Pending," "Additional Information Required," or "Declined." CVAS also enables lenders the ability to track the status of waiver requests, edit pending requests, and withdraw requests.

Supported Browser

CVAS is best supported on Google® Chrome®. Fannie Mae periodically updates its equipment and software requirements. For information about the latest requirements, refer to the [Technology Requirements](#).

System Timeout

CVAS will log users out after approximately 25 minutes. Users will receive a two-minute warning message prior to the timeout.

User Roles

Each CVAS user must be assigned to at least one portfolio in [Technology Manager](#) and must be registered for [Fannie Mae Connect](#).

Technology Manager allows registered users of Fannie Mae technology applications to view and modify their user profile and security information.

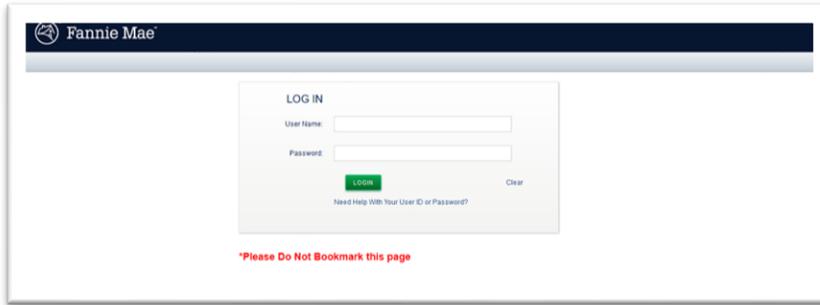
- An "External User" can enter, view, and manage their **own** requests in the system.
- An "External Admin" can enter, view, and manage **all** requests in their assigned portfolios. "External Admin" users also have access to basic reports in the system that aid in tracking and analysis.

Contact your designated **Technology Manager Administrator** (TM Administrator) at your company to register for the application. Only TM Administrators have the ability to set up and manage application access for users. Once registered, users can set up their passwords and update their personal profiles via Technology Manager.

Accessing CVAS

To access CVAS:

- Go to the [CVAS web page](#).
- Click **Launch App**, and the CVAS *Login* screen displays.

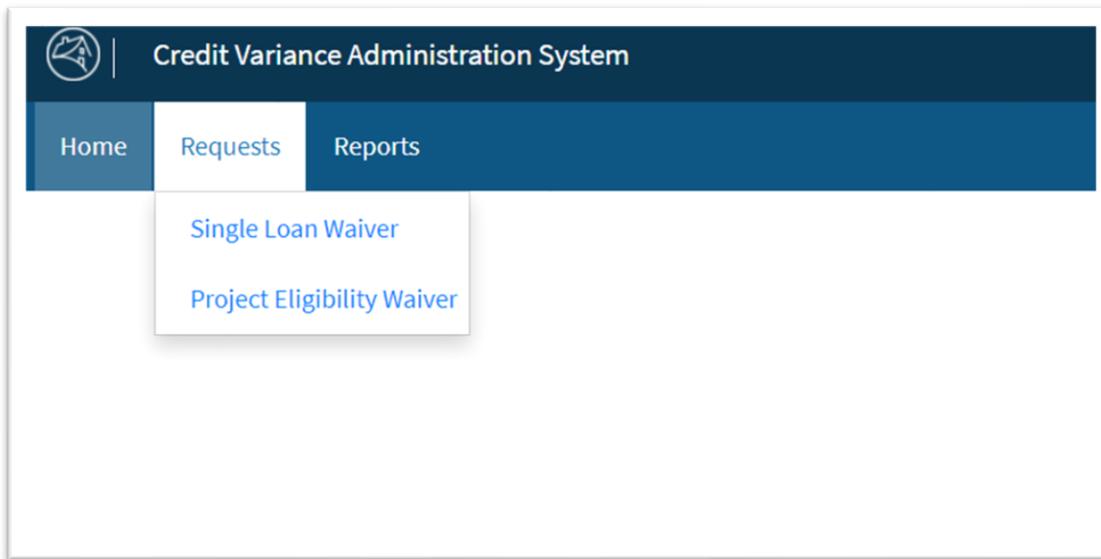


CVAS utilizes single sign-on. As a result, users will see the login screen as depicted above. If a user has the credentials to access other Fannie Mae systems that utilize single sign-on, they will only need to log in once to access these systems. Note that the single sign-on page cannot be bookmarked. If you wish to bookmark CVAS, you must do so after you login to the system.

- Enter your User ID and Password and click **Login**. The CVAS *Welcome* screen displays.
- When you are finished using CVAS, click **Logout** to exit the system.

Navigating the System

The options in the upper left of the screen allow for easy navigation through the system.



Overview of CVAS tabs

Below is an overview of the CVAS links that will appear at the top of the application.



Category	Name	Description
Requests	Single Loan Waiver	Select this link to request a single loan waiver.
	Project Eligibility Waiver	Select this link to request a project eligibility waiver (the waiver will relate to the specific factor(s) that make the project ineligible).
Reports	Tracker Log	Select this link to view requests you have previously entered into the system.
	Ad Hoc Report	Select this link to run an Ad Hoc report based on specific criteria users select within the report options. (Fannie Mae Users Only)
	Waiver Report	Select this link to run a Waiver report that provides a summary on submitted requests. (Fannie Mae Users Only)
	Detail SLW Report	Select this link to run a Detail SLW report containing all form field information for SLW requests received during a specific date range. (Fannie Mae Users Only)
	Detail PEW Report	Select this link to run a Detail PEW report containing all form field information for PEW requests received during a specific date range. (Fannie Mae Users Only)

Getting Additional Help

If you encounter technical issues or have questions about using CVAS, please contact the Fannie Mae [Technology Support Center](#), available 24 hours a day, seven days a week except for holidays, as detailed on the Help Center page.

For business-related questions, contact your Fannie Mae customer account team.

Chapter 2: Requesting a SLW

This chapter explains how to submit a request for a SLW. Lenders should request a SLW only if they believe that a loan fails to meet one or more of Fannie Mae’s eligibility criteria and deserves special consideration. The loan must be closed before a SLW request may be submitted. Two data entry sections must be completed: Request Details and Loan Data. Lenders can also **attach files** that support the request.



To request a SLW

1. From the Welcome screen, hover over **Requests**, then click on **Single Loan Waiver** in the upper navigation bar. The *Single Loan Waiver Request Details* screen displays (sample above).

Enter the requested information, making sure to complete all required fields (indicated with an asterisk). The shaded fields are either pre-populated or reserved for Fannie Mae’s use.

NOTE: Refer to Appendix for a description of SLW fields.

2. In the *SLW Description* box, select one or more waiver categories (as many as apply). When you submit a waiver request, you are warranting that the loan is closed and complies with Fannie Mae’s underwriting and eligibility requirements in all respects other than the selected waiver categories.

NOTE: To make multiple selections, hold down the Ctrl key.

3. In the *SLW Detail* box, select the exception that applies to each waiver category selected (again, hold down the Ctrl key to make multiple selections).

Example: Suppose that under Fannie Mae guidelines, the maximum CLTV for a given loan is 85%, whereas the loan in question has a CLTV of 87%. You would make the following selections:

SLW Description: B2-1: Mtg Elig

SLW Detail: Max LTV/CLTV/HCLTV

NOTE: Note: When user selects multiple exceptions in the *SLW Detail* box, a new box, ‘Multiple Guide Category’ will automatically generate ‘Yes.’ If only one exception is selected in the *SLW Detail* box, ‘No’ will be automatically generated in the ‘Multiple Guide Category’ box

4. In the *SLW Request Explanation* text box, briefly explain the exception you are requesting, including any extenuating circumstances or compensating factors that may be relevant to Fannie Mae’s analysis of your request.



Additional information

While on the *Single Loan Waiver Request Details* section, if you must log out of the application, or want to save the request and return to it at a later time, click the *Save as Draft* button. You must note the Request Tracker ID number - otherwise any information you entered is not saved, and you will have to repeat the waiver request process. You may continue entering your data, or you can use the Tracker ID number to locate and complete the request or make the appropriate edits. For more information about the Tracker Log screen, see Chapter 6. Tracking Waiver Requests.

Be aware of the following character limitations for SLW requests:

- SLW Request Explanation: 2,500
- Correspondent's Name: 75
- Correspondent Company Identifier: 12
- Condition of Approval: 3,000
- Pending Information: 1,000

The "Requester Email ID" field has new validation requirements. The characters A-Z, a-z, 0-9, (.), (-), (@), and (_) are allowable characters. Length of email address should not exceed 64 characters.

The screenshot shows the 'Tracker Log' search interface within the 'Credit Variance Administration System'. At the top, there is a navigation bar with 'Home', 'Requests', 'Reports', and 'Maintenance Screens'. A notification banner states 'Request SL202196433 has been saved as draft'. Below the navigation is the 'Tracker Log' title and a 'Search Criteria' section. This section has two tabs: 'Simple Search' (selected) and 'Advanced Search'. Under 'Simple Search', there are two columns of search criteria. The first column, 'Waiver type', has two radio buttons: 'Single Loan Waiver' (selected) and 'Project Eligibility Waiver'. The second column, 'Tracker ID', has two radio buttons: 'Starts With' (selected) and 'Contains'. Below these is a text input field labeled 'Tracker ID number'. A blue 'SEARCH' button is located at the bottom left of the search criteria section.

5. Click on **Loan Data** on the right-side of the screen or scroll down to the section. The Single Loan Waiver *Loan Data* section displays (or click **Clear** to delete the information you entered. To return to the previous section, click on **Request Details** on the right-side of the screen or scroll up. *It is a best practice to periodically click the Save as Draft button to ensure the data is saved.*



Loan Data

Is the Loan Closed*

Yes
 No

Date of Closing

Is the request related to an Operational Issue*

Yes
 No

Originating Channel*

Retail
 Wholesale
 Correspondent

Borrower's Name*

Is the Loan a High LTV Refinance Option

Yes
 No

SLW Operational Issue Explanation

Correspondent's Name

Co-Borrower's Name

Is this a batch loan request*

Yes
 No

Batch Loan Count

Batch Total Current UPB

Correspondent Company Identifier

6. Provide the requested information about the loan for which you are seeking a SLW. Again, required fields are indicated by an asterisk.

Use the following conventions when entering numerical data:

- When entering dollar amounts, do not include dollar signs (\$) or commas (,).
- When entering percentages, including LTV/CLTV/HCLTV ratios, do not include a percent sign (%).
- When entering loan term, enter the number of months in the original loan term.

7. Click + **Choose** to attach files that support your SLW request. For example, you may want to include Desktop Underwriter® (DU®) findings, an appraisal report, etc. Once you click + **Choose**, locate the file (or files) on your computer that you want to submit. Up to three files may be included with your SLW request.

Upload attachments

(If there are any files to be attached then browse and select the files. Please note that files greater than 10 MB in size cannot be uploaded.)

Below are the file types and extensions that are permissible for uploading files to CVAS. The sum of all documents being uploaded cannot be greater than 10MB.

File Types	File Extensions
Adobe PDF	.pdf
Microsoft Office	.csv, .xls, .xlsx, .ppt, .pptx, .doc, .docx
Text file formats	.txt
Image file formats	.gif, .jpg, .jpeg, .png, .tif
Email message file	.msg



format	
MHTML format	.mht

8. Once you are done, click **Submit** to transmit the SLW request to Fannie Mae and note the Tracker ID number.

Review and Approval Process

SLW requests are automatically routed to the appropriate customer account team member at Fannie Mae for review. Lenders will be notified via email if additional information is required. Lenders will also be notified whether the SLW request has been “Approved,” “Approved with Conditions,” “Decision Pending,” “Additional Information Requested,” or “Declined.” If ultimately “Approved” and the loan is delivered to Fannie Mae, you must retain all related notifications in the permanent loan file and submit copies as part of any post-purchase review package requested by Fannie Mae.

The scope of a SLW approval is limited to the specific issue described in the request. Note the following standard approval conditions:

- The waiver applies only to the specific loan and specific exception(s) requested. In all other respects, the loan must comply with Fannie Mae’s *Selling Guide*.
- The waiver is not transferable to another lender.
- The waiver is not valid if the loan is delivered more than 90 days after the date of the SLW approval.
- The loan must be identified by Special Feature Code 218 at delivery to Fannie Mae.

Chapter 3: Withdrawing a SLW Request

This chapter explains how to withdraw a SLW request. Lenders should withdraw a SLW request for the following reasons:

- if the lender believes there are duplicate requests for the same loan;
- the lender decides not to move forward with the SLW request; or
- the lender has been instructed to do so by their Fannie Mae customer account team.

To Withdraw a SLW

1. From the *Welcome screen*, hover over **Reports** and click on **Tracker Log** in the upper navigation bar. The *Tracker Log* screen displays.



NOTE: The Single Loan Waiver radio button must be selected.

2. Enter the **Tracker ID** number and click **Search**. The *Tracker Log* screen displays with the Single Loan Waiver Tracker ID.

The screenshot shows the 'Tracker Log' search interface. Under 'Search Criteria', the 'Waiver type' is set to 'Single Loan Waiver' and the 'Tracker ID' is 'SL202196433'. A 'SEARCH' button is visible. Below, the 'Search Results (1)' table shows one entry:

Request Tracker ID	Lender Name	Lender ID	Requester Name	Assign To	Borrowers Name	Lender Loan #	Date/Time	Status	Location
SL202196433	1ST ALLIANCE LENDING, LLC	30707	Linh Rowland	Theresa King	Theresa	1234567890	2021-02-16 01:28:59 PM	Pending	Central

3. Click the **Tracker ID** link under **Request Tracker ID**. The SLW request will open in a new window. In the new window, click **Edit**. The *Single Loan Waiver* screen for your request will be displayed.

The screenshot shows a 'Single Loan Waiver : SL202196433' window. It contains a 'Summary Log' with the following details:

- Request Tracker ID : SL202196433
- Requested By : Linh Rowland
- Phone Number : 9726568025
- Email Address : linh_rowland@fanniemae.com
- Submission Date : 02/16/2021
- Status : Pending
- Assigned To : Theresa King
- Assigned To (secondary) : Bisrat Abebe
- Seller Servicer ID : 30707
- Lender Name : 1st Alliance Lending, LLC
- Location : Central
- Files Attached :
- SLW Description : A2-3:Lender Breach of Contract
- SLW Detail : A2-3:Lender Breach of Contract - Repurchases and Make Whole Pmts Req by FNMA
- SLW Request Explanation : test

Below the log is a 'Loan Data' section with 'Is the Loan Closed : Closed'. At the bottom are 'Print', 'Cancel', and 'Edit' buttons.

4. Without entering any data, click **Next**. The submit screen will display allowing you to withdraw your SLW request.

The screenshot shows the 'Requests - Single Loan Waiver' submit screen. It includes a navigation bar, a title, a note about recurring requests, and a 'Request Details' section with input fields for 'RequestTracker ID' (SL202196433) and 'AssignedTo (Secondary)'. At the bottom are 'CLEAR', 'WITHDRAW', and 'SUBMIT' buttons.



NOTE: A SLW must be in a pending status for you to withdraw your request. Otherwise, contact your Fannie Mae customer account team to request that the SLW request be withdrawn.

Chapter 4: Requesting a PEW

This chapter explains how to submit a request for a PEW. Lenders should request this type of waiver only if they believe that a loan secured by a unit in a condo, PUD, or cooperative project that fails to meet one or more of Fannie Mae’s project eligibility criteria and deserves special consideration. Three data entry screens must be completed, including *Request Details*, *Project Info*, and *Loan Data*.

Prior to the submission of a PEW request for a condo project, the submitting lender is required to enter the project in Condo Project Manager (CPM). If the project is determined to be “Guide Ineligible” by CPM, the lender may be given the option to submit for a PEW. For condo projects, the lender will need to provide the CPM project id number in the CPM ID data field in order to submit the PEW request.

Because these PEW requests relate to project eligibility, requests can be submitted regardless of the open or closed status of an individual loan secured by a unit in a related project.

To Request a PEW

- From the Welcome screen, hover over **Requests** and then click on **Project Eligibility Waiver** in the upper navigation bar. The *Project Eligibility Waiver Request Details* screen displays.

- Enter the requested information, making sure to complete all required fields (indicated with an asterisk). The shaded fields are pre-populated or reserved for Fannie Mae’s use.

NOTE: While on the *Project Eligibility Waiver* screen, if you must log out of the application, or want to save the request and return to it at a later time, click the *Save as Draft* button, and note the *Tracker ID* number; otherwise any information you entered is not saved, and you will have to start over with *Project Eligibility Waiver* request process.

NOTE: You may continue entering your data, or you can use the *Tracker ID* number to locate and complete the request or to make the appropriate edits. For more information about the *Tracker Log* screen, see Chapter 6. *Tracking Waiver Requests*.



7. Click on **Project Information** on the right-side of the screen or scroll down. The *Project Eligibility Waiver Project Info* section displays (or click **Clear** to delete the information you have entered). To return to the previous section, click the **Request Details** or scroll up.

NOTE: Any data that has been saved will not reset.

8. Enter the requested project information, again making sure to complete all required fields.
9. In the *PEW Description* box, select one or more of the waiver categories (as many as apply). When you submit a PEW request, you are warranting that the project complies with Fannie Mae's *Selling Guide* requirements in all respects other than the selected waiver categories.

NOTE: To make multiple selections, hold down the **Ctrl** key.

10. In the *PEW Detail* box, select the exception that applies to each waiver category you selected in the *PEW Description* box (hold down the **Ctrl** key to make multiple selections).



Example: Under Fannie Mae guidelines, the homeowners’ association (HOA) common charge delinquency rate within a project cannot exceed 15%. However, the project in question has an HOA common charge delinquency rate of 18%. You would make the following selections:

- PEW Description: HOA Delinquency
- PEW Detail: HOA Delinquency – HOA Deliq > 15%

11. In the *PEW Detail* box, if the exception that applies to the waiver category you selected in the *PEW Description* box is not listed, then select “Other”.

NOTE: Selecting “Other” will make the *Other Description* box a required field and it must be completed to submit the PEW request. Valid PEW Descriptions and Details can be found in the PEW Detail and Description Matrix in Appendix A.

12. Click **Loan Data** on the right-side of the screen or scroll down. The *Project Eligibility Waiver Loan Data* section will display.

13. Enter the requested loan data, making sure to complete all required fields. Note that in the “Provide project related rationale” field, the lender must provide supplemental rationale or compensating items that justify the PEW approval.

NOTE: Use the following conventions when entering numerical data:

- When entering dollar amounts, do not include dollar signs (\$) or commas (,).
 - When entering percentages, including Owner/Occupancy Ratio, Investor Ratio, Co-op Unit ProRata, etc., do not include a percent sign (%).
14. Click **Submit** to transmit your PEW request to Fannie Mae. To return to a previous section, click the **Request Details** or **Project Information** on the right-side of the screen or scroll up.

NOTE: Please be aware of the following character limitations for PEW requests:

- Provide project related rationale 2,500
- Other Description: 2,500
- Pending information: 1,000



NOTE: The “Requester Email ID” field has new validation requirements. The characters A-Z, a-z, 0-9, (.), (-), (@), and () are allowable characters. Length of email address should not exceed 64 characters.

Review and Approval Process

PEW requests are automatically routed to the Project Standards team at Fannie Mae for review. Lenders will be notified via email if additional information is required. They will also be notified whether their PEW request was “Approved,” “Approved with Conditions,” or “Declined.” If ultimately “Approved” and the loan is delivered to Fannie Mae, the lender must retain all related notifications in the permanent loan file and submit copies as part of any post-purchase review package requested by Fannie Mae. Regardless of the decision rendered, lenders will be required to pay a Project Eligibility Waiver Request Fee, which will be assessed through the [Fannie Mae Connect](#) (see the Technology Services Invoice Report in the Reporting Center). Note the following standard approval conditions:

- The waiver applies only to the project referenced in the request. In all other respects, the loan must comply with Fannie Mae’s *Selling Guide* requirements.
- The waiver is not transferable to another lender.
- The loan must be identified by Special Feature Code 296 at delivery to Fannie Mae.

Chapter 5: Withdrawing a PEW Request

This chapter explains how to withdraw a PEW request. Lenders should withdraw their PEW request if they believe there are duplicate requests for the same project, if their decision is not to move forward with the request, or if they have been instructed to do so by their Fannie Mae customer account team or the Project Standards team.

To Withdraw a PEW Request

Tracker Log

Search Criteria

Simple Search Advanced Search

Waiver type:

Single Loan Waiver

Project Eligibility Waiver

Tracker ID

Starts With

Contains

Tracker ID number

SEARCH

1. From the Welcome screen, click on **Reports** and click **Tracker Log** in the top navigation bar. The Tracker Log screen displays.
2. Enter the Tracker ID number and click **Tracker ID Search**. The Tracker Log screen displays with the Project Eligibility Waiver Tracker ID.

NOTE: The *Project Eligibility Waiver* radio button must be selected.



Tracker Log

Search Criteria

Simple Search Advanced Search

Waiver type:
 Single Loan Waiver
 Project Eligibility Waiver

Tracker ID:
 Starts With
 Contains

SEARCH

Search Results (1)

Request Tracker ID	Lender Name	Lender ID	Requester Name	Assign To	Borrowers Name	Lender Loan #	Date/Time	Status	Location
PW2021191494	1ST ALLIANCE LENDING, LLC	30707	Linh Rowland	system	Todd	12	2021-02-28 09:45:29 AM	Pending	Central

3. Click the Tracker ID link under Request Tracker ID. The PEW request will open in a new window. In the new window, click Edit. The Project Eligibility Waiver screen for your request will be displayed.

Project Eligibility Waiver: PW2021191494

Summary Log

Request Tracker ID : PW2021191494
Requested By : Linh Rowland
Phone Number : 9726568025
Fax Number : 9726568026
Email Address : linh_rowland@fanniemae.com
Assigned To : system
Assigned To (secondary) : system
Submission Date : 02/18/2021
Seller Servicer ID : 30707
Lender Name : 1st Alliance Lending, LLC
Location : Central
Property Address : 51 N Todd Road
Property Unit # :
Property City : Frisco
Property State : TX
Property Zip : 75034

Project Details
Project Name : Dave Colson

Print Cancel Edit

4. Click **Withdraw** on the bottom of the screen to withdraw your PEW request.



Home Requests Reports Maintenance Screens

Requests - Project Eligibility Waiver

Required fields are denoted by a *

Request Details

RequestTracker ID
PW2021191494

Requester Name
Linh Rowland

Requester Phone Number *
9726568025

Requester Fax Number *
9726568026

Requester Email ID *
linh_rowland@fanniemae.com

AssignedTo (Primary)
system

AssignedTo (Secondary)
system

Submission Date
02/18/2021

CLEAR WITHDRAW SUBMIT

NOTE: A PEW request must be in a pending status for you to withdraw your request. Otherwise, contact your Fannie Mae customer account team or Project Standard team to request that your PEW be withdrawn.

Chapter 6: Tracking Waiver Requests

This chapter explains how to track SLW and PEW requests that a lender submitted, using the **Tracker ID Search Criteria** and **Detailed Criteria**.

By selecting the **Tracker ID Search Criteria**, lenders can search such requests by entering the tracker ID number, starts with, or contains.

By selecting the **Detailed Criteria**, lenders can limit the search by selecting the location of their Fannie Mae customer account team or Project Standard Team, beginning and ending dates, the status of such requests they want listed, or by lender.

The tracking function also enables a lender to edit submitted requests that have not yet been acted upon by Fannie Mae's staff.

NOTE: Users with External User roles can only view their **own** SLW and PEW requests, while users with External Admin roles can view **all** SLW and PEW requests in their portfolio.

Searching Using the Tracker ID Search Criteria

The steps for tracking a SLW request and a PEW request are identical. For the illustration purposes, a SLW request is used.

1. From any screen, click on **Reports** and click **Tracker Log** in the top navigation bar. The *Tracker Log* screen displays.



Tracker Log

Search Criteria

Simple Search Advanced Search

Waiver type:

Single Loan Waiver
 Project Eligibility Waiver

Tracker ID

Starts With
 Contains

Tracker ID number

SEARCH

2. Enter the Tracker ID number and select **Search**. A list of waiver requests matching your search parameters will display.

SEARCH RESULTS (0)

Request Tracker Id	Lender Name	Lender Id	Requester Name	Assign To	Borrowers Name	Lender Loan #	Date/Time	Status	Location
PW2021191494	1ST ALLIANCE LENDING, LLC	30707	Linh Rowland	system	Todd	12	2021-02-18 09:45:19 AM	Pending	Central
▼ PW2021191492	FEDERAL NATIONAL MORTGAGE ASSOCIATION	197300000	Kasee Somesula	Sheri Murrah	abctest	123456789	2021-02-17 04:12:10 PM	Approved	West
PW2021191492	FEDERAL NATIONAL MORTGAGE ASSOCIATION	197300000	Kasee Somesula	Sheri Murrah	abctest	123456789	2021-02-17 04:10:57 PM	Pending	West

NOTE: A greater-than sign (>) in front of the Request Tracker Id indicates that the request has multiple statuses. Click the greater-than sign to expand the list, and you will see the various statuses, dates, and names of the Fannie Mae staff that made the status changes. You may edit only the most recent version of a waiver request, and only if the **Edit** button is available after clicking on the Request Tracker Id.

3. To view the details of a specific request, click the **Tracker ID** link. The request will open in a new window. To print the request, click **Print**. If the request has not yet been acted upon, click **Edit** to change any of the information you provided previously.



Project Eligibility Waiver: PW2021191491 ✕

Summary Log

Request Tracker ID : PW2021191491

Requested By : Linh Rowland

Phone Number :

Fax Number :

Email Address : linh_rowland@fanniemae.com

Assigned To :

Assigned To (secondary) :

Submission Date : 02/16/2021

Seller Servicer ID :

Lender Name :

Location : Not Known

Property Address :

Property Unit # :

Property City :

Property State :

Property Zip :

Project Details

Project Name :

Print Cancel Edit

NOTE: Users with External Admin roles can edit waiver requests that they did not originally submit. For more information about editing a request, see Chapter 7. Submitting Additional Information after a Decision

Searching Using the Advanced Search

- From any screen, click on **Reports** and click **Tracker Log** in the top navigation bar. The *Tracker Log* screen displays. Click on **Advanced Search**.

Tracker Log

Search Criteria

Simple Search **Advanced Search**

Waiver type:

Single Loan Waiver

Project Eligibility Waiver

Date Range

Status

Location

All locations

Central

West

East

Lender ID [Search for Counterparty ID](#)

SEARCH



- Search by beginning and end date, location, status, or lender. Then click **Search**. A list of waiver requests matching your search parameters will display.

Request Tracker ID	Lender Name	Lender ID	Requester Name	Assign To	Borrowers Name	Lender Loan #	Date/Time	Status	Location
SL202196440	1ST ALLIANCE LENDING, LLC	30707	Theresa King	Theresa King	Test	12345684	2021-02-16 02:38:24 PM	Pending	Central
SL202196439	1ST ALLIANCE LENDING, LLC	30707	Theresa King	Theresa King	Test	12345684	2021-02-16 02:36:35 PM	Pending	Central
> SL202196437	1ST ALLIANCE LENDING, LLC	30707	John Brundage	Theresa King	Mar Smith	12345684	2021-02-16 02:37:47 PM	Denial	Central

NOTE: In this example, the search criteria were based on Lender ID. A greater-than sign (>) in front of the Tracker ID indicates that the request has multiple statuses.

Chapter 7: Submitting Additional Information after a Decision

If a lender’s SLW request or PEW request receives an “Approved with Conditions” or “Declined” decision, they can submit additional information for consideration. Fannie Mae will review the request again based on the updated information, and then notify the lender via e-mail with the decision. However, please note that the decision could remain the same.

To Submit Additional Information After a Decision

Users with External Admin roles can submit new information on any waiver requests, even those originally submitted by other users within the lender’s own organization.

- On the **Tracker Log** screen, locate the SLW request or PEW request as explained in [Chapter 6.Tracking Waiver Requests](#).
- Under the *Request Tracker ID* column, locate the waiver request, and click **Request Tracker ID**.
- When the pop-up window appears, click **New Information**, and either the *Single Loan Waiver* or *Property Eligibility Waiver* screen displays.

NOTE: The steps for submitting additional information for a SLW request and a PEW request are identical. For the illustration purposes, a SLW request is used.



Single Loan Waiver : SL202196437 X

Summary Log

Request Tracker ID : SL202196437
Requested By : Linh Rowland
Phone Number : 9726568025
Email Address : linh_rowland@fanniema.com
Submission Date : 02/18/2021
Status : Approved with Conditions
Assigned To : Theresa King
Assigned To (secondary) : Bisrat Abebe
Seller Servicer ID : 30707
Lender Name : 1st Alliance Lending, LLC
Location : Central
Files Attached :
SLW Description : A2-3:Lender Breach of Contract
SLW Detail : A2-3:Lender Breach of Contract - Repurchases and Make Whole Pmts Req by FNMA
SLW Request Explanation : test

Loan Data

Is the Loan Closed : Closed
Is the Loan a High TVM Reference Option :

6. Enter the additional information.
7. If applicable, attach any required files and click **Submit**.

Chapter 8: Reports

Users with the External Admin role have access to two reports: *Waiver* and *Ad Hoc*. These reports can be used to track and analyze SLW and PEW requests.

Waiver Reports

The Waiver Reports are summary reports that are intended to give External Administrators a high-level view of SLW and PEW request activity. They could, for example, run the report to view all SLW requests submitted in the last quarter grouped by submission date. This would allow them to see if the number of SLW requests is increasing or decreasing, and show how many SLW requests were “Approved,” “Approved with Conditions,” “Declined,” or in some other status.

To Run A Waiver Report:

1. From any screen, click on **Reports** and click **Waiver Reports**. The *Waiver Report* screen appears.



Waiver Report

Single Loan Waiver Summary | Project Eligibility Waiver Summary | PEW Billing Summary

Single Loan Waiver Summary Report

Seller/Lender ID
 [Search LenderID](#)

Submission Date Range

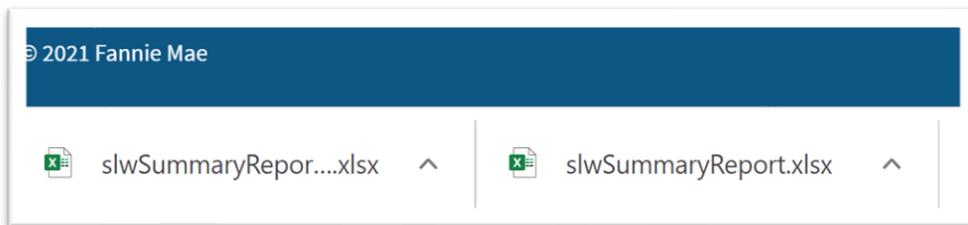
Last Updated Date Range

Approved By

 Victoria Dutta
 William Larkey
 abdelrahman elagami

Property Type

2. Click the Single Loan Waiver Summary or Project Eligibility Waiver Summary tab.
3. Select your report parameters.
4. Click Generate Report.



5. To view the report or click on the caret sign (^) and click **Open**.

NOTE: When running a report to return “All” values, you must select each value by holding the Ctrl key. Selecting “All” may not return results for all records as expected.

Ad Hoc Report

The Ad Hoc Report tool allows users to obtain more information on specific requests. For example, they may have a Waiver Report that found three requests in June were “Declined.” They could enter those parameters into the Ad Hoc filter page and obtain more detailed information about those requests.

To Run an Ad Hoc Report

1. From any screen, click on Reports and click Ad Hoc Report. The Ad Hoc Report screen appears.



Ad Hoc Report

Individual Counterparty

Select Criteria

Waiver Type

All Waivers

Single Loan Waivers

Project Eligibility Waivers

Location

All Locations

Status

Select Status

Submission Date Range

02/18/2021 - 02/18/2021

Last Updated Date Range

02/18/2021 - 02/18/2021

SLW Description (Select all that apply)

A2-3:Lender Breach of Contract

SLW Detail (Use Ctrl+Left click to select/deselect)

2. Select your criteria and the fields you want to use, and then if applicable, sort your criteria. To clear the screen, click **Clear**.
3. Click Generate Report.



4. To view the report or click on the caret sign (^) and click **Open**.

Appendix

Single Loan Waiver Request Field	
Field Name	Description
Requester Phone Number *	Input requester phone number (if field is not pre-populated)
Requester Email ID *	Input requester email address (if field is not pre-populated)
Seller Servicer ID *	Input Seller Servicer identification number
SLW Description *(Select all that apply)	Select applicable category of the Selling Guide
SLW Detail *(Select all that apply)	Select all applicable sub-categories of the Selling Guide
SLW Request Explanation *	Provide a detailed description for the waiver request
Is the Loan Closed *	Indicate if the loan is closed
Is the Loan a High LTV Refinance Option	Indicate if the loan is a Fannie Mae High LTV Refinance Loan



Is this a batch loan request *	Indicate if the request is a batch loan request. Request is considered a batch loan request if waiver applies to more than one loan. If request is considered a batch loan request, please attach a file with a list of loans and pertinent information (e.g. Fannie Mae loan numbers, LTV, UPB).
Batch Loan Count	If the request is a batch loan request, indicate the number of loans impacted.
Batch Total Current UPB	If the request is a batch loan request, indicate the total current UPB.
Date of Closing	Select date loan closed
Is the request related to an Operational Issue *	Indicate if the request relates to an operational issue. An operational issue is generally defined as an operational event that resulted from a breakdown in a lender's internal processes/manufacturing, people (e.g. lack of training), or systems that could result in multiple single loan waiver requests.
SLW Operational Issue Explanation	If request is related to an operational issue, provide a detail description of issue
Originating Channel *	Select originating channel of loan
Correspondent's Name	If originating channel is correspondent, input correspondent's name
Correspondent Company Identifier	If originating channel is Correspondent, input correspondent's Nationwide Mortgage Licensing System and Registry (NMLS) identification number
Borrower's Name *	Input borrower's name
Co-Borrower's Name	Input co-borrower's name
Subject Loan Property Street Address*	Input subject property street address
Subject Loan Property City*	Input subject property city
Subject Loan Property State*	Select subject property state
Subject Loan Property Zip*	Input subject property zip code
Lender Loan Number *	Input associated lender loan number
Borrower Self Employed *	Indicate if borrower is self-employed
Co-Borrower Self Employed	Indicate if co-borrower is self-employed
LTV *	Input loan-to-value ratio as a decimal
CLTV *	Input combined loan-to-value ratio as a decimal
MI Coverage *	Indicate if loan has mortgage insurance coverage
Purchase Price	Input purchase price of subject loan property
Appraised Value *	Input appraised value of subject loan property
Loan Amount *	Input loan amount
Borrower Credit Score (if none, indicate 0) *	Input borrower's credit score
Co-Borrower Credit Scores	Input co-borrower's credit score
Housing Ratio *	Input housing ratio as a decimal
Back End Ratio *	Input back end ratio as a decimal
DU Underwritten*	Indicate if loan is underwritten through DU
DU Recommendation	If loan is DU underwritten, select the DU recommendation
DU Eligibility	If loan is DU underwritten, select if loan is eligible or ineligible
Subordinate Financing Amount	Input subordinate financing amount
Subordinate Lien Type	Select subordinate lien type
Subordinate Lien Product Type	Select subordinate lien product type
Subordinate Lien Status	Select subordinate lien status
Transaction Type *	Select transaction type of loan
Occupancy Status *	Select occupancy status
Property Type *	Select property type
Product *	Select product type



ARM Type	Input adjustable rate mortgage type
Loan Term *	Input the loan term in months
Present Housing Payment *	Input borrowers present housing payment
Proposed Housing Payment *	Input borrower's proposed housing payment
Months Reserves (if none, indicate 0) *	Input borrower's financial reserves
First Time Home Buyer *	Indicate if borrower is a first-time home buyer
Fannie Mae Loan Number	Input Fannie Mae loan number

PEW Description and PEW Detail Selection Choices	
PEW Description Selections	PEW Detail Selections
Budget/ Financial	Non-Incidental Income Replacement Reserves < 10% Other
Co-op Specific	Flip Tax Ground Lease Litigation Negative Cash Flow/ Net Loss Pledged Shares Proprietary Lease < Loan Term Pro Rata Resale Restrictions Single Entity U/L MTG Term Other*
HOA Delinquency	HOA Deliq > 15% HOA Deliq > 20%
Insurance: Project Related	Elevator Liability Coverage Fidelity Coverage Flood Coverage Hazard Coverage Liability Coverage Other*
Litigation	Construction Defect Mechanics Lien Owner vs. Association Slip and Fall Other*
Non-Residential Use	Non-Residential >35% to 40% Non-Residential >40% to 50%
Sales and Project Occupancy	Investor Ownership > 50% Other*
Refinance Transaction	Fannie-to-Fannie Non Fannie-to-Fannie
Single Entity Ownership	Single Entity Ownership > 20% Single Entity Ownership > 30%
Other	Ground Leases Legal Requirements Mandatory Memberships Project Completion Shared/ Leased Amenities Other*

* If a lender chooses "Other", then the "Other Description" free-form data field becomes mandatory, and lenders must include a description.