

Credit Variance Administration System (CVAS)

User Guide

Updated May 2020



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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 currently supported on Microsoft® Internet Explorer®. Fannie Mae periodically updates its equipment and software requirements. For information about the latest requirements, refer to the [Technology Requirements](#).

User Roles

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

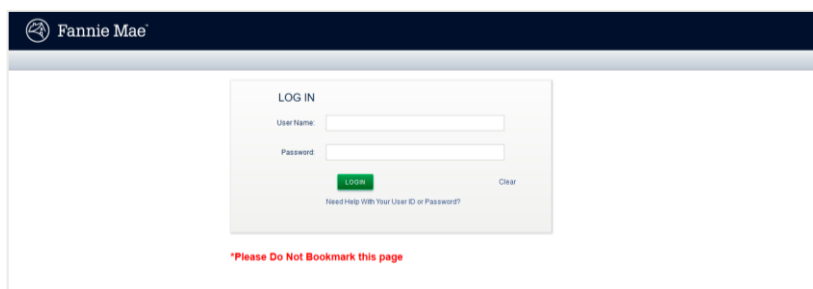
Technology Manager allows registered users of Fannie Mae technology applications to view and modify their user profile and security information. An “External User” can enter, view, and manage their **own** requests in the system. An “External Admin” can enter, view, and manage **all** requests in their 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:

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



NOTE: 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-of page cannot be bookmarked. If you wish to bookmark CVAS, you must do so after you login to the system.

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

Navigating the System

The tabs at the upper left of each screen allow for easy navigation through the system.

Requests
Single Loan Waiver
Project Eligibility Waiver
Reports / Tracking
Tracker Log
Ad Hoc Report
Waiver Reports

Requests
Single Loan Waiver
Project Eligibility Waiver
Reports / Tracking
Tracker Log

NOTE: After logging in, the menu on the left above will appear for users with an External Admin role. The menu on the right above will appear for users with an External User role.

Overview of CVAS tabs

Below is an overview of the CVAS links that will appear on most pages throughout the application.

<i>Name</i>	<i>Description</i>
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).
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.
Waiver Report	Select this link to run a Waiver report.

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 screens must be completed: Request Details and Loan Data. Lenders can also **attach files** that support the request.

To request a SLW

* indicates a required field
*Please fill information on all the tabs before you submit.

Next Reset Save As Draft

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1. From the Welcome screen, click **Single Loan Waiver** in the upper-left navigation bar. The *Single Loan Waiver Request Details* screen displays (sample above).

In the left column, 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.

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

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* 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. You must note the 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
- 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.

5. Click the **Loan Data** tab. The Single Loan Waiver *Loan Data* screen displays (or click **Reset** to delete the information you entered). To return to the previous screen, click the **Request Details** tab. *It is a best practice to periodically click the Save as Draft button to ensure the data is saved.*

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 **Next** (or click **Reset** to delete the information you entered). A screen displays that allows you to attach files that support your SLW request. For example, you may want to include Desktop Underwriter® (DU®) findings, an appraisal report, etc.
 8. To attach files, click **Browse** to locate the file (or files) on your computer that you want to submit. Up to five files may be included with your SLW request, although only three spaces show initially.



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 2MB.

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 format	.msg
MHTML format	.mht

9. Whether or not there are files attached to your SLW request, 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, click **Tracker Log** in the upper-left 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 **Tracker ID Search**. The *Tracker Log* screen displays with the Single Loan Waiver Tracker ID.

Request Tracker ID	Lender Name	Lender ID	Requester Name	Assigned To	Borrower's Name	Lender Loan #	Date / Time	Status	Location
SL201340758	QUALSTAR CREDIT UNION	257490009	Marilyn Soltis	Magdalena Garcia	Test Borrower	12345	06/16/2013 09:39:49 PM	Pending	West

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 Request**. The *Single Loan Waiver* screen for your request will be displayed.

Single Loan Waiver: SL201340758

[Edit Request](#) [Close](#) [Print](#)

Summary Log

Request Tracker ID	SL201340758
Requested By	Marilyn Soltis
Phone Number	202-555-1212
Fax Number	
Email Address	MSoltis@fanniemae.com
Submission Date	06/16/2013



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

Requests	
Single Loan Waiver	
Project Eligibility Waiver	
Reports / Tracking	
Tracker Log	
Ad Hoc Report	
Waiver Reports	
Detail SLW Report	

Attach files:

<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...

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

1. From the Welcome screen, click **Project Eligibility Waiver** in the upper-left navigation bar. The *Project Eligibility Waiver Request Details* screen displays.

* indicates a required field.
Please fill in information on all the tabs before you submit.

Submit Reset Save As Draft

2. 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 the SLW request process.

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.



3. Click the **Project Info** tab. The *Project Eligibility Waiver Project Info* screen displays (or click Reset to delete the information you have entered). To return to the previous screen, click the **Request Details** tab.

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

4. Enter the requested project information, again making sure to complete all required fields.
5. 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.

6. 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%



7. 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”.
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.
8. Next click the **Loan Data** tab. The *Project Eligibility Waiver Loan Data* screen will display (or click on **Reset** to delete the information you have entered).
9. Enter the requested loan data, making sure to complete all required fields. Note that in the “Provide explanation supporting variance request” field, the lender needs to add supplemental rationale or compensating items that justify the PEW approval.

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 Pro Rata, etc., do not include a percent sign (%).
10. Click **Submit** to transmit your PEW request to Fannie Mae (or click **Reset** to delete the information you have entered). To return to a previous screen, click the **Request Details** or **Project Info** tab at the top of the screen.

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

- Provide explanation supporting variance request: 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

1. From the Welcome screen, click **Tracker Log** in the upper-left 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.

Request Tracker ID	Lender Name	Lender ID	Requester Name	Assigned To	Borrower's Name	Lender Loan #	Date / Time	Status	Location
PW201374651	FANNIE MAE	19730	Sheri Murrah	Magdalena Garcia	Test Borrower	1111111	06/28/2013 03:25:58 PM	Pending	West

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 Request**. The *Project Eligibility Waiver* screen for your request will be displayed.

Project Eligibility Waiver: PW201374651

[Edit Request](#) [Close](#) [Print](#)

Summary Log

Request Tracker ID	PW201374651
Requester Name	Sheri Murrah
Phone Number	7038333351
Fax Number	7038333351
Email Address	sherl_murrah@fanniemae.com
Assigned To	Magdalena Garcia
Assigned To (secondary)	Magdalena Garcia
Submission Date	06/28/2013



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

Requests Single Loan Waiver Project Eligibility Waiver Reports / Tracking Tracker Log Ad Hoc Report Waiver Reports	Request Details	Project Info	Loan Data	
	Request Tracker ID	PW201374651	Seller Service ID*	19730
	Requester Name	Sheri Murrah	Lender Name	FANNIE MAE
	Requester Phone No.*	7038333351	Location	West
	Requester Fax No.*	7038333351	Property Address*	100 Florida Avenue
	Requester Email ID*	sheri_murrah@fanniemae.com	Property Unit #	
	Assigned To	Magdalena Garcia	Property City*	Miami
	Assigned To Secondary	Magdalena Garcia	Property State*	FL
	Submission Date	06/28/2013	Property Zip*	00000
	Status	Pending		
* indicates a required field Please fill information on all the tabs before you submit.				
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Withdraw"/>				

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 **Tracker Log** in the left navigation bar. The *Tracker Log* screen displays.

The screenshot shows two search forms side-by-side. The left form is titled "Tracker ID Search Criteria" and includes radio buttons for "Single Loan Waiver" (selected) and "Project Eligibility Waiver". It has a "Tracker ID" field with a "Starts With" dropdown and a "Tracker ID Search" button. The right form is titled "Detailed Criteria" and includes the same radio buttons. It has "From Date" (1/1/2013) and "To Date" (6/28/2013) dropdowns, a "Location" dropdown (All locations), a "Status" dropdown (All), and a "Lender ID" field. It has a "Detailed Search" button.

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

Request Tracker ID	Lender Name	Lender ID	Requester Name	Assigned To	Borrower's Name	Lender Loan #	Date / Time	Status	Location
SL201340758	QUALSTAR CREDIT UNION	257490009	Marilyn Soltis	Magdalena Garcia	Test Borrower	12345	06/16/2013 09:39:49 PM	Pending	West
SL201340758	QUALSTAR CREDIT UNION	257490009	Marilyn Soltis	Test Borrower	12345	06/16/2013 09:39:28 PM	Draft		West

NOTE: A plus sign (+) in front of the Tracker ID indicates that the request has multiple statuses. Click the plus 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 Request** button is available.

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 Request** to change any of the information you provided previously.



Single Loan Waiver: SL201129197

[Edit Request](#) [Close](#) [Print](#)

Summary Log

Request Tracker ID SL201129197
 Requested By Sushma Samudraia
 Phone Number 555-555-1234
 Fax Number
 Email Address sushma_samudraia@fanniemae.com
 Submission Date 03/24/2011
 Status Pending
 Assigned To
 Assigned To (secondary)
 Seller Servicer ID 15670
 Lender Name Not Known
 Location Not Known
 Master Agreement No.
 Property Street Address 123 Test
 City Fairfax
 State VA
 Zip 22031
 Files Attached
 SLW Description/Detail B2-1-Mtg Elig.Max LTV/CLTV/HCLTV
 SLW Request Explanation test

Loan Data

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 Detailed Criteria

- From any screen, click **Tracker Log** in the left navigation bar. The *Tracker Log* screen displays.

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

Select Criteria: (Show / Hide)									
Request Tracker ID	Lender Name	Lender ID	Requester Name	Assigned To	Borrower's Name	Lender Loan #	Date / Time	Status	Location
+ SL201340758	QUALSTAR CREDIT UNION	257490009	Marilyn Soltis	Magdalena Garcia	Test Borrower	12345	06/16/2013 09:39:49 PM	Pending	West
SL201340739	QUALSTAR CREDIT UNION	257490009	Test User	Magdalena Garcia	Alisa Rasmussen	448500112	06/12/2013 11:23:53 AM	Pending	West

NOTE: In this example, the search criteria were based on location. A plus 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.

1. On the **Tracker Log** screen, locate the SLW request or PEW request as explained in [Chapter 6.Tracking Waiver Requests](#).
2. Under the *Request Tracker ID* column, locate the waiver request, and click **Request Tracker ID**.
3. 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: SL201129197

[Edit Request](#) [Close](#) [Print](#)

Summary Log

Request Tracker ID	SL201129197
Requested By	Sushma Samudrala
Phone Number	555-555-1234
Fax Number	
Email Address	sushma_samudrala@fanniemae.com
Submission Date	03/24/2011
Status	Pending
Assigned To	
Assigned To (secondary)	
Seller Servicer ID	15670
Lender Name	Not Known
Location	Not Known
Master Agreement No.	
Property Street Address	123 Test
City	fairfax
State	VA
Zip	22031
Files Attached	
SLW Description/Detail	B2-1:Mtg Elig:Max LTV/CLTV/HCLTV
SLW Request Explanation	test

Loan Data

4. Enter the additional information and click **Next**.
5. 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 Report

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.

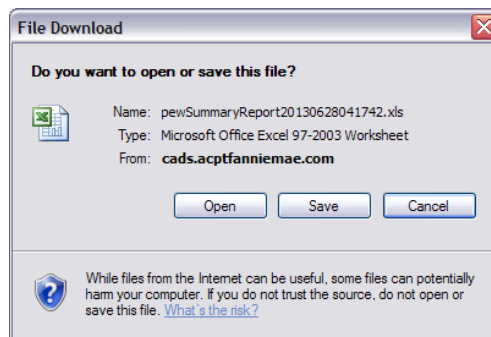
To Run A Waiver Report:

1. On the left side navigation bar, click **Waiver Report**. The *Waiver Report* screen appears.

The screenshot shows the 'Project Eligibility Waiver Summary Report' interface. On the left is a navigation menu with 'Waiver Reports' highlighted. The main content area has two tabs: 'Single Loan Waiver Summary' and 'Project Eligibility Waiver Summary'. The 'Project Eligibility Waiver Summary Report' form includes the following fields and controls:

- Seller/Lender ID: Text input field
- Submission From Date (mm/dd/yyyy): Date dropdown
- Submission To Date (mm/dd/yyyy): Date dropdown
- Last Updated from Date (mm/dd/yyyy): Date dropdown
- Last Updated to Date (mm/dd/yyyy): Date dropdown
- Approved By: Select dropdown
- Project Classification: List box with options: All, Co-op - Type 1, Co-op - NJ Pilot
- Location: List box with options: All, Central, West
- Loan Purpose: List box with options: All, Purchase, Limited Cash-out Refinance
- Occupancy: List box with options: All, Owner-Occupied, Second Home
- State: List box with options: All, AK, AL
- Group By: Select One dropdown
- Buttons: Generate Report, Reset

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



5. Click **Open** to view the report or click **Save** to save the report.

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. On the left side navigation bar, click **Ad Hoc Report**. The *Ad Hoc Report* screen appears.

Ad Hoc Report

(Use Ctrl+Left click to select/deselect)

Select Criteria

Location: All Locations

Status: Additional Information Required

Waiver Type: Project Eligibility Waivers

SLW Description: A2-4 Master Agreement, B1-1 Application Docs, B2-1 Mtg Elig, B2-2 Borrower Elig

Submission From Date: [Date Picker]

Submission To Date: [Date Picker]

Last Updated from Date: [Date Picker]

Last Updated to Date: [Date Picker]

Seller/Lender ID: [Text Input]

Loan Number: [Text Input]

Property State: All States, AK, AL

Requester Name: [Text Input]

Assigned To: Anand K Nagulapati, Anupama X Palnitkar, Anusha Uppalapati, Ashwin Boini, Barbara Armstrong-Deegan

FEW Description: Budget/ Financial, Co-op Specific, HOA Delinquency, Insurance: Project Related

FEW Detail: HOA Delinquency - HOA Deliq > 15%, HOA Delinquency - HOA Deliq > 20%, HOA Delinquency - HOA Deliq > 25%

Project Classification: All, Co-op - Type 1, Co-op - NJ Pilot, Co-op - NY Pilot, E-Established PUD Prjct

Project Name: [Text Input]

Select Fields

Fields: Assigned To, Conditions of Approval, Corporate Limit Risk Grade, Fannie Mae Risk Grade, Last Update Date, Lender Loan Number, Location

Selected Fields: [Empty List]

Sort Criteria

Order By: Status, Request Date, Last Update Date, Lender Loan Number

Selected Fields: [Empty List]

Generate Report Reset

2. Select your criteria and the fields you want to use, and then if applicable, sort your criteria. To clear the screen, click **Reset**.
3. Click **Generate Report**.
4. Click Open to view the report or click **Save** to save the report.



Appendix

<i>New PEW Description and PEW Detail Selection Choices</i>	
<i>New PEW Description Selections</i>	<i>New PEW Detail Selections</i>
Budget/ Financial	Budget Unavailable Non-Incidental Income Replacement Reserves < 10% Replacement Reserves < 5% Other*
Co-op Specific	Co-op < 5 Units Flip Tax Litigation Loan Exposure > 20% 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% HOA Deliq > 25%
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 >20% to 30% Non-Residential >30% to 40% Non-Residential >40% to 50%
Sales and Project Occupancy	Conveyance < 90% Co-op Owner Occupancy < 80% Investor Ownership > 49% Owner Occupancy < 51% Other*
Refinance Transaction	Fannie-to-Fannie Non Fannie-to-Fannie
Single Entity Ownership	Single Entity Ownership > 10% Single Entity Ownership > 20% Single Entity Ownership > 30% Single Entity Ownership < 50%
Other	Developer in Control HOA Ground Leases Legal Requirements Mandatory Memberships Non-gut Conversion; 2-4 Unit Non-gut Conversion; Fannie Refi 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.