



Uniform Closing Dataset Quick Guide

Relationship Establishment for Transfer Capability from Correspondent to Aggregator

Updated March 2020

The Purpose of this Document:

This document provides an overview of relationship establishment capability within the Uniform Closing Dataset (UCD) collection solution. For more information please refer to the [UCD Collection Solution User Guide](#) for details.

Overview:

The UCD collection solution allows correspondent lenders to transfer UCD data to an aggregator. The two organizations involved in the UCD transfer transaction must have an established relationship in the UCD solution.

- A one-time set-up activity between the organizations must be completed before a transfer can be made.
- Either party (correspondent or aggregator) can initiate the relationship establishment request; the other party must then approve (or reject) the request. Either party can terminate an existing relationship.
- Relationships can only be established using the UCD solution. If you are a direct integration user, you must use the collection solution user interface to establish the relationship.

NOTE: *This is optional functionality and not required to meet the 2017 UCD mandate.*

Prerequisite

To establish a relationship the user must be assigned the UCD_ADMIN role in Technology Manager. The UCD_ADMIN role should only be provisioned to a limited number of users. These are specific users in your organization who have the ability to initiate, approve, and view established relationships between the correspondent and their aggregator.

NOTE: *Users **must have both** UCD_ADMIN and UCD_SUBMIT roles to have complete functionality (submit, transfer, and relationship).*

Initiate a Relationship Request

NOTE: *Once you have the UCD_ADMIN role for UCD you can initiate a relationship between your organization and another organization. Either the correspondent or aggregator can initiate the request.*

From the UCD solution Home page, click the Relationship tab:



Home Submission History **Relationship** Transfer Activity

Please enter your search criteria

Lender Name Enter a Lender Name

SEARCH CLEAR

- ▶ Requests Received
- ▶ Requests Initiated
- ▶ Relationship Status

The Relationship tab has four sections:

1. **Lender Name or Seller/Service #** – Select Lender Name or Seller/Service # to find an organization
2. **Requests Received** – Displays the relationship requests that have been sent to your organization
3. **Requests Initiated** – Displays the relationship requests that your organization has initiated
4. **Relationship Status** – Displays the status of the relationships you have within your organization

NOTE: *If a lender does not have the UCD_SUBMIT role, the lender will not appear in the search criteria.*

Initiate a Relationship

1. From the UCD solution Home page, select the Relationship tab
2. Choose your search criteria Lender Name or Seller/Service #
3. Enter the Name of the organization or Seller/Service #

Please enter your search criteria

Lender Name UCD Bank

SEARCH CLEAR

- ▶ Requests Received
- ▶ Requests Initiated
- ▶ Relationship Status



4. Click on the Search button
5. All matching organizations will be displayed
6. Click the **box** to select the Lender Name and Seller/Servicer # you want to establish a relationship with
7. Click the **Send Request** button

A message will display that indicates the Relationship has been initiated.

Lender Name ⇅	Seller Servicer # ⇅	Action
UCD BANK 1	32668	<input type="checkbox"/>
UCD BANK 2	32669	<input checked="" type="checkbox"/> Relationship Initiated

NOTE: If multiple results display when searching by Lender Name, verify you chose the correct Seller/Servicer #. If the lender you are searching for is not found, contact them to ensure they have the UCD_SUBMIT role and verify their Seller/Servicer #.

Please enter your search criteria

SEARCH

CLEAR

[Refresh](#)

Filter all columns

Lender Name ⇅	Seller Servicer # ⇅	Action
UCD BANK 1	32668	<input type="checkbox"/>
UCD BANK 2	32669	<input checked="" type="checkbox"/>

PREV

1

NEXT

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SEND REQUEST

A Lender Name may have a prefix in their name. A prefix may appear for Non-Sellers who do not sell loans directly to Fannie Mae. If a prefix appears in a lender's name, and it is the lender you want to establish a relationship with, select the lender. Following the prefix, the lender's legal name should be listed. Some, but not all Non-Sellers will have one of the following prefixes:

- UCDP
- UCDP ONLY
- SU ONLY MPF
- DU ONLY NA



- DU ONLY

After initiating a request, pending requests can be tracked under the **Requests Initiated** section before the request is Approved.

▼ Requests Initiated [Refresh](#)

Filter all columns

Lender Name	Seller Servicer #	Status	Request Date/Time
UCD BANK 2	32669	Initiated	02/06/2020 02:35:41 PM

Approve Relationship Request

Once the relationship is requested, the organization with whom the relationship has been requested must use the UCD solution to approve the request. On the Relationship tab there will be an indicator to let the organization know that a request has been sent to them.

From the UCD solution Home page, select the **Relationship** tab.

- If an organization has sent you a relationship request, the Relationship tab will display an icon indicating a request was sent
- Select the Organization's Name by clicking the **check box**
- Select the **Approve** button

▼ Requests Received [Refresh](#)

Filter all columns

Lender Name	Seller Servicer #	Status	Request Date/Time	Action
UCD Bank 1	12345	Initiated	04/02/2018 11:44:40 AM	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	Initiated	04/02/2018 11:48:18 AM	<input type="checkbox"/>

PREV 1 NEXT 5 ▼

APPROVE **REJECT**

The approver will see the confirmation that a relationship has been established.



Lender Name	Seller Servicer #	Status	Request Date/Time	Action
UCD Bank 1	12345	Initiated	04/02/2018 11:44:40 AM	<input checked="" type="checkbox"/> Relationship updated with the status as "Approved"
		Initiated	04/02/2018 11:48:18 AM	<input type="checkbox"/>

Once the relationship is approved, the organization will be displayed in the Relationship Status section.

▼ Requests Initiated

[Refresh](#)

Filter all columns

Lender Name	Seller Servicer #	Status	Request Date/Time
UCD BANK 2	32669	Initiated	02/06/2020 02:35:41 PM

Once the relationship request has been approved by the organization, the organization will appear under the Relationship Status section as **Approved**.

▼ Relationship Status

[Refresh](#)

Filter all columns

Lender Name	Seller Servicer #	Status	Request Date/Time	Update Date/Time	Action
UCD Bank1	19730	Approved	05/10/2017 08:53:23 AM	02/06/2020 02:56:23 PM	

Reject Relationship Request

1. Select the Organization's Name by clicking the **check box**
2. Select the **Reject** button



▼ Requests Received

[Refresh](#)

Filter all columns

Lender Name	Seller Servicer #	Status	Request Date/Time	Action
UCD Bank 1	12345	Initiated	04/02/2018 11:44:40 AM	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	Initiated	04/02/2018 11:48:18 AM	<input type="checkbox"/>

PREV 1 NEXT 5 ▼

[APPROVE](#) [REJECT](#)

3. A message will be displayed that the status has been updated to **Rejected**.

Lender Name	Seller Servicer #	Status	Request Date/Time	Action
[REDACTED]	[REDACTED]	Initiated	04/02/2018 11:44:40 AM	<input type="checkbox"/>
UCD Bank 1	12345	Initiated	04/02/2018 11:48:18 AM	<input checked="" type="checkbox"/> Relationship updated with the status as "Rejected"

Once the relationship request has been rejected by the organization, the organization will appear under the Relationship Status section as **Rejected**.

▼ Relationship Status

[Refresh](#)

Filter all columns

Lender Name	Seller Servicer #	Status	Request Date/Time	Update Date/Time	Action
UCD Bank 1	12345	Rejected	03/06/2018 11:35:40 AM	02/07/2020 03:20:35 PM	<input checked="" type="checkbox"/>

Terminate Relationship

At any time, an established relationship can be terminated by either organization.

1. From the Relationship tab, navigate to the **Relationship Status** section
2. Click the **terminate** icon under Action for the organization you want to terminate the relationship with.



Relationship Status [Refresh](#)

Filter all columns

Lender Name	Seller Servicer #	Status	Request Date/Time	Update Date/Time	Action
UCD Bank 1	12345	Approved	05/04/2017 01:34:49 PM	05/04/2017 01:51:28 PM	

3. A pop-up box will appear to confirm you want to terminate the relationship
4. Click **Continue**

Proceed with Relationship Termination?

CANCEL

CONTINUE

A message will display under the Action column that the status has been terminated.

Lender Name	Seller Servicer #	Status	Request Date/Time	Update Date/Time	Action
UCD Bank 3	98989	Approved	04/07/2017 09:43:33 AM	02/07/2020 03:10:56 PM	Relationship updated with the status as "Terminated"

Once you click **refresh** the status display changes to Terminated

NOTE: *If a relationship is terminated, both parties will be able to view the previously shared Casefile data and re-submit with new data. Terminating the relationship prevents any future transfers between the organizations. In order to remove the transferred lenders' access, the transferring lender must cancel the transfer.*

Re-Initiate the Relationship

At any time, a terminated or rejected relationship can be re-initiated by either organization.

1. From the Relationship tab, navigate to the **Relationship Status** section
2. Click the **re-initiate** icon for the organization you want to establish the relationship with



3. A message will appear confirming the Relationship was initiated.

Relationship Status					
Filter all columns					
Lender Name	Seller Servicer #	Status	Request Date/Time	Update Date/Time	Action
UCDBank 3	98989	Rejected	03/06/2018 11:35:40 AM	02/07/2020 03:20:35 PM	Relationship Initiated

NOTE: The relationship will need to be approved. A relationship can only be re-initiated a maximum of three times.

Additional UCD Resources

To learn more about the Uniform Closing Dataset (UCD), visit the FannieMae.com UCD page at:
<https://singlefamily.fanniemae.com/delivering/uniform-mortgage-data-program/uniform-closing-dataset>.

Key documents on the UCD

- UCD Collection Solution User Guide: <https://singlefamily.fanniemae.com/media/6026/display>
- UCD Feedback Messages: <https://singlefamily.fanniemae.com/media/document/xlsx/ucd-feedback-messages>
- UCD Solution User Training (self-paced eLearning): https://www.fanniemae.com/content/recorded_tutorial/ucd-collection-solution