Document Certification Audit Report Job Aid

Effective Date: June 2021
Version 1.0

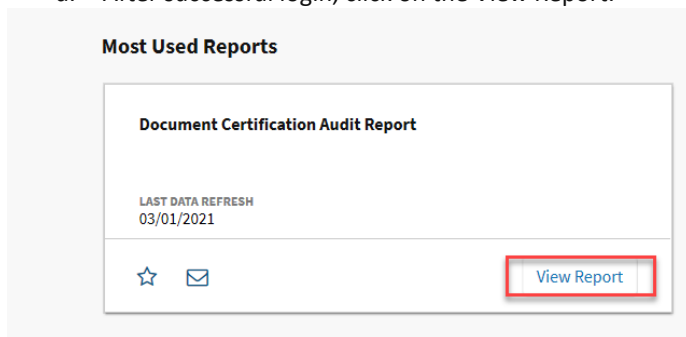# Contents

1. Overview of the Process

To ensure compliance with Fannie Mae's certification and custody requirements, the Document Custodian is responsible for retaining an Independent Third-Party Auditor to perform an annual compliance review of its certification and custody practices. To facilitate this process, Document Custodians can use the Document Certification Audit Report to download a representative sample of loans for this review. The loan sample will be randomly selected and will include a distribution of products that the Document Custodian has certified within a 12-month period from the date the report is downloaded.

For additional assistance during this process, please contact your assigned Fannie Mae Custody Analyst and/or email Fannie Mae at **custodian_oversight@fanniemae.com.**

2. Logging into Fannie Mae Connect Application

To access the Fannie Mae Connect application, follow these steps:

a. Click on this link https://singlefamily.fanniemae.com/applications-technology/fannie-mae-connect to access the Fannie Mae Connect page located on Fanniemae.com.
b. Click Launch App. The system displays the Fannie Mae Connect Login screen.
c. Enter your User ID and Password, then click Login.
   a. For user ID and password issues, Contact Customer Interaction Center at 1-800-2FANNIE (232-6643), Option 1, then select Option 1.
d. After successful login, click on the View Report.

Most Used Reports

Document Certification Audit Report

LAST DATA REFRESH
03/01/2021

☆ ✉   View Report

3. Retrieve Loan Audit Sample

Document Certification Audit Report page

Document Certification Audit Report

☆ ✉   👍 Help us improve your report experience

The Document Certification report provides a randomly selected representative sample of loans certified by the Document Custodian within 12 months of current day, to be used for audit purposes.

Report Category Custodian | **Last Data Refresh** 03/01/2021

Step 1: In the Document Certification Audit Report, the Custodian FIN will be displayed

Select Custodian ID

EXAMPLE#12345 ▼

🔍 EXAMPLE#12345

☑ Select All

☑ EXAMPLE#12345

Step 2: Select report date(s): Select the time frame relevant to the AUP reporting period.

Select Report Date(s)

Available Report Date(s) ▼

🔍 YYYY-MM-DD

☐ Select All

☐ DEC 2020 (12-01-2019 - 12-01-2020)

☐ NOV 2020 (11-01-2019 - 11-01-2020)

☐ OCT 2020 (10-01-2019 - 10-01-2020)

☐ SEP 2020 (09-01-2019 - 09-01-2020)

☐ AUG 2020 (08-01-2019 - 08-01-2020)

Step 3: Select File format .pdf or .xls:
a. Select PDF for Auditor's review
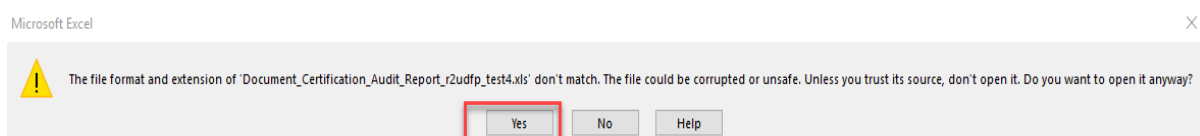b. Select Excel to enable the ability to sort by Fannie Mae Loan Number

File Format

Select file format ▼

.pdf

.xls

Note: When the Excel format is selected, the user may encounter a warning text box (see below). Select 'Yes' to continue.

Microsoft Excel ✕

⚠ The file format and extension of 'Document_Certification_Audit_Report_r2udfp_test4.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

[Yes]   [No]   [Help]

Step 4: Select Section: This Section depicts a list of all reports available for the report period selected.

- If you are a Document Custodian with one vault location, select "Sample – FNMA" for Fannie Mae 3rd Party Independent Audit (Refer to Scenario 1 screenshot)

Scenario 1:

- If you are a Document Custodian with multiple vault locations, select "Vault 1– FNMA" or "Vault 2 – FNMA" (Refer to Scenario 2 screenshot).

Scenario 2:

The below screenshots show the Selection Screen when all required fields are selected:

Click the 'Download' button.

Document Certification Audit Report

☆ ✉ 👍 Help us improve your report experience

The Document Certification report provides a randomly selected representative sample of loans certified by the Document Custodian within 12 months of current day, to be used for audit purposes.

Report Category Custodian | **Last Data Refresh** 12/01/2020

Download Raw Data   **Full Report Description**

Download Raw Data   clear all filters

Select Custodian ID

| EXAMPLE#12345 ▼ |

Select Report Date(s)

| DEC 2020 (12-01-2019 - 12-01-2020) ▼ |

File Format

| .pdf ▼ |

Select Section

| Sample - FNMA ▼ |

[Download]

4. PDF Download Report

After downloading the loan audit sample from Fannie Mae Connect, open the file to review loan details.

1. Audit Report shows the total number of loans in the report = 150 loans.
2. Loan Status of all 150 loans will be "Certified" or "Qualified Certified".
3. Some highlighted fields that will be populated based on product or execution type:
   a. MERS MIN – Will be populated if the loan was delivered with a MERS MIN.
   b. MBS Pool # - Will be populated if the loan is an MBS loan.
   c. SFC 508 – Will be populated if the loan is an eNote.
   d. Bailee Letter /2004A Name - Will be populated if the loan was delivered as a bailee loan.
   e. Coop Indicator 'Yes'- Will be populated if the loan is a Coop.
   f. ARM Data – Will be populated if the loan is an ARM loan.

Date Range Selected: AUG 2020 (08-01-2019 - 08-01-2020) | Location: Sample Sample: FNMA

	Loan 1	Loan 2	Loan 3	Loan 4	Loan 5
Custodian FIN					
Fannie Mae Loan Identifier					
Execution Type	Whole Loan	Whole Loan	MBS	MBS	MBS
Borrower Last Name					
MERS MIN					
Pool Identifier					
Cooperative Indicator	N	N	N	N	N
Participation Percentage	100	100	100	100	100
Amortization Type	Fixed	Fixed	AdjustableRate	Fixed	Fixed
Seller Identifier					
Seller Name					
Servicer Identifier					
Servicer Name					
Seller Loan Identifier					
Certification Status	Certified	Certified	Certified	Certified	Certified
Street					
City	Phoenix	Kings Park	TAMPA	WATERFORD	ROCHESTER HILLS
State	AZ	NY	FL	MI	MI
Original Loan Amount	327000.00	329000.00	184750.00	171600.00	435000.00
Original Note Rate	2.7500	3.2500	2.6250	3.8750	2.7500
First Payment Date	2020-09-01	2020-09-01	2020-08-01	2020-08-01	2020-08-01
Maturity Date	2040-08-01	2050-08-01	2050-07-01	2050-07-01	2035-07-01
Principal and Interest	1772.88	1431.83	742.05	806.93	2952.00
1st Rate Change Date			2025-07-01		
1st Payment Change Date			2025-08-01		
Min Mortgage Int Rate			2.2500		
Max Mortgage Int Rate			7.6250		
Mortgage Margin			2.2500		
Interest Only End Date					
Interest Rate Rounding			0.1250		
Interest Rate Rounding Type			Nearest		
Cap Down Percentage			2.0000		
Cap Up Percentage			2.0000		
Look Back Days			45		
Bailee Letter Name					
2004A Form Name					
Investor Feature Identifier					

Total loans: 150

5. Excel Download Report

Click Download

Excel Report

	A	B	C	D	E	F	G	H
	Loan	Custodian ID	Fannie Mae Loan Identifier	Seller Identifier	Seller Name	Servicer Identifier	Servicer Name	Seller Loan Identifier
	Loan 1							
	Loan 2							
	Loan 3							
	Loan 4							
	Loan 5							

Note: Loan Number in column A of the Excel report will be in the same order as the Loan Number in PDF report.

Note: If the Seller Loan Identifier in Column H has an exponential format, please follow the below steps.

Step 1: Select Column H and right click on the column.

Step 2: Select Format Cells

Step 3: Select Special in the Category section and click OK.