



Fannie Mae®

HomeStyle® Renovation Step-by-Step User Guide

9/3/2021





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HomeStyle® Renovation

Purpose

HomeStyle® Renovation offers lenders an easy, transparent way to submit loan documentation in Loan Quality Connect™. This user guide can help users successfully submit and manage HomeStyle Renovation (HSR) *Extension* and *Recourse Removal* requests by providing step-by-step instructions with example screen shots. (The instructions assume that users have the required permissions to access and prior knowledge of the Data Validation Center (DVC) and HomeStyle Renovation queues in Loan Quality Connect.)

Sign On to Loan Quality Connect

Sign On

To log into Loan Quality Connect follow the steps below:

1. Click [here](#) to access Loan Quality Connect.
2. Enter **USERNAME** and **PASSWORD**.
3. Click **Sign On**.

Note: Username consists of 8 characters.

Note: See your Corporate Administrator regarding password access.

Sign Out

To log out of Loan Quality Connect follow the steps below:

1. Click **Arrow** in the right corner of the screen.
2. Click **Sign Out**.



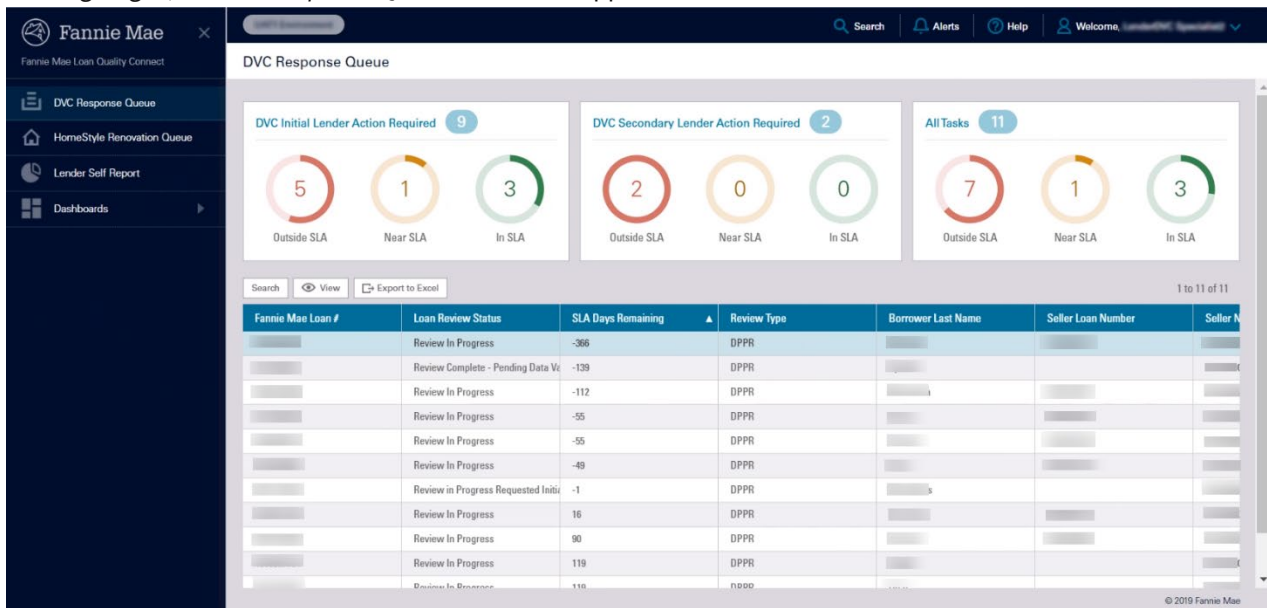
First-time User?


If you are a first-time user with no prior access to Loan Quality Connect, contact the Corporate Administrator at your company to register for Loan Quality Connect and receive your login credentials. Once registered, you will be able to change your password and update your personal profile using [Technology Manager](#).

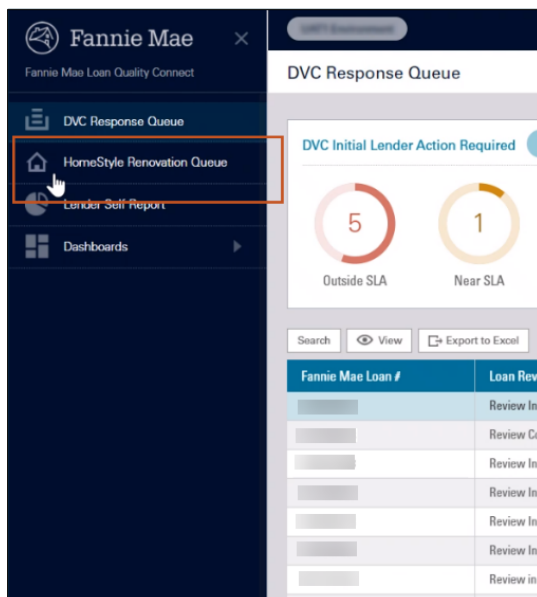
Accessing HomeStyle Renovation Queue from Loan Quality Connect

To access the *HomeStyle Renovation Queue* follow the steps below.

1. After signing in, the *DVC Response Queue* screen will appear.

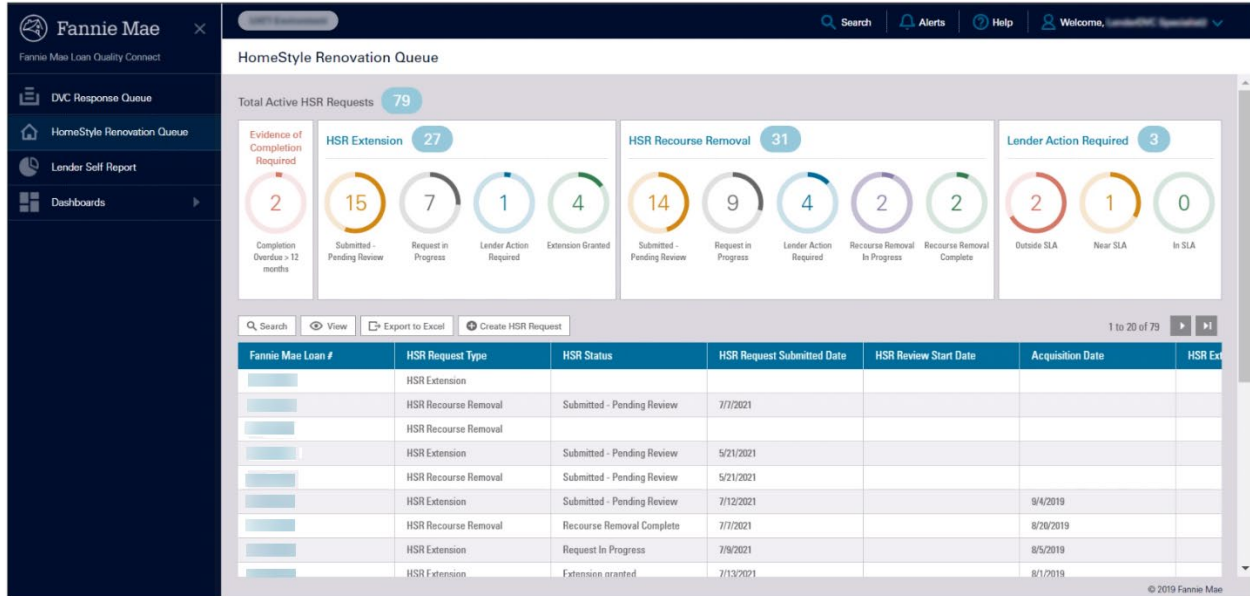


2. Click the **House Icon**  to the left.





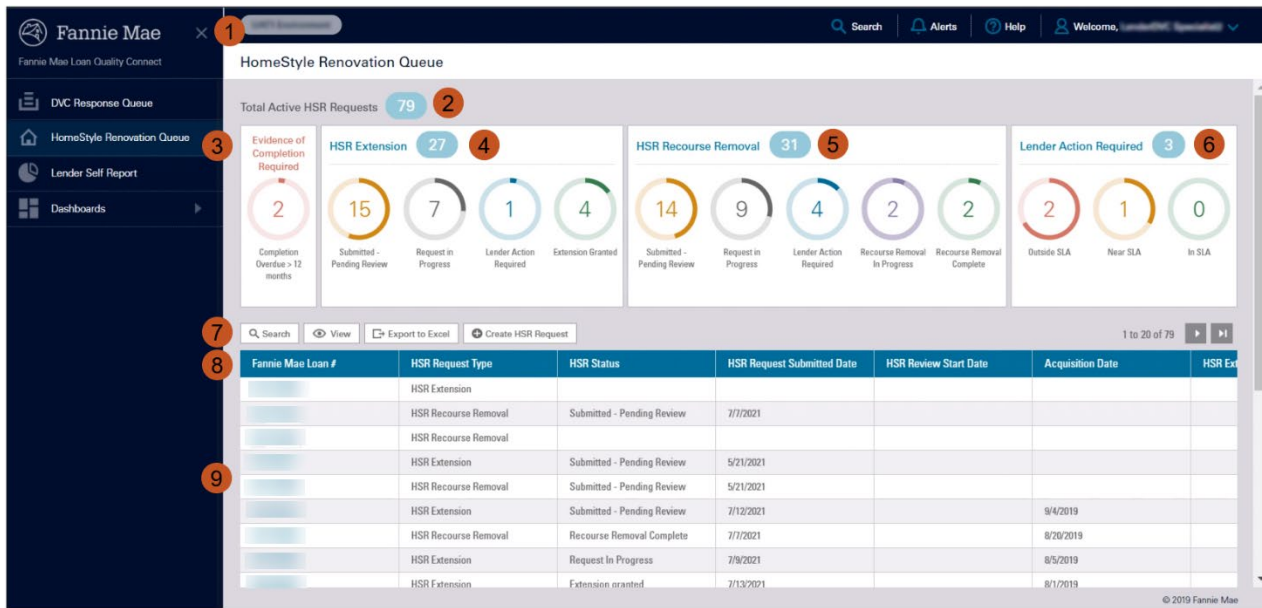
Result: HomeStyle Renovation Queue displays.






HomeStyle Renovation Queue Orientation

The following provides a quick overview of the elements found on the *HomeStyle Renovation Queue* screen.



1	Click X to minimize left side bar and enlarge the screen.
2	Number of <i>Total Active HSR Requests</i> includes both closed loan requests and actual requests in queue. Click the blue icon from any screen to return to this view.
3	Identifies Fannie Mae loans requiring evidence of renovation completion.
4	Number of requests in the overall <i>HSR Extension</i> queue. Circle icons within this section display the number of requests per status.
5	Number of requests in the overall <i>HSR Recourse Removal</i> queue. Circle icons within this section display the number of requests per status.
6	Number of requests in the overall <i>Lender Action Required</i> queue. Circle icons within this section display the numbers of requests per status.
7	Function Keys.
8	Table header names.  To view all table headings and columns, scroll to the right.
9	List of requests per search/filter criteria. Note: Click loan number to view Loan Review screen. Note: Double click loan line record to view HomeStyle Renovation request.

Note: Click **House icon**  on the left to return to this HomeStyle Renovation Queue screen.



Overview of HomeStyle Renovation Request Process

The following is a high-level view of the HomeStyle Renovation *Extension* and *Recourse Removal Request* process.

Note: Clicking on select circle icons will display specific data/line items.



Evidence of Completion Required

These loans are near or more than 12 months beyond the Fannie Mae acquisition date, so evidence of renovation completion is soon, if not already, due. Loans in this category require *Lender Action* in the form of either an *Extension* request or a *Recourse Removal* request.

HomeStyle Renovation Extension

A HomeStyle Renovation *Extension* request is submitted to Fannie Mae displays as pending in the *Submitted Pending Review* queue. The request then moves to the *Request in Progress* queue when it is assigned to a Fannie Mae Analyst.

Best Case Scenario:

The request will move to the *Extension Granted* queue after a Fannie Mae Analyst approves the extension.

Missing Information Scenario:

If required documents are missing or the Fannie Mae Analyst needs additional information, the request will move to the *Lender Action Required* queue. The Lender should open the request, read the comments from the Fannie Mae Analyst, and provide the requested documentation and add additional comments. Once the Lender submits this information, the request will move back to the *Request in Progress* queue for the Fannie Mae Analyst's to review. When all required information/documentation has been provided and the extension is approved, the request will move to the *Extension Granted* queue.

HomeStyle Renovation Recourse Removal

A HomeStyle Renovation *Recourse Removal* request is submitted to Fannie Mae and shows in the *Submitted Pending Review* queue. The request then moves to the *Request in Progress* queue when it is assigned to a Fannie Mae Analyst.

Best Case Scenario

The request will move to the *Recourse Removal in Progress* queue after a Fannie Mae Analyst approves the loan for recourse removal. Once recourse has been removed from a loan (may take up to 60 days), the request moves to the *Recourse Removal Complete* queue where it will remain for 30 days.

Missing Information Scenario

If required documents are missing or the Fannie Mae Analyst needs additional information, the request will move to the *Lender Action Required* queue. The Lender should open the request, read the comments from the Fannie Mae Analyst, and reply with the appropriate documents and additional comments. Once the Lender provides this information, the request will move back to the *Request in Progress* queue for the Fannie Mae Analyst's to review. When all required information/documentation has been provided and recourse removal is approved, the request will move to the *Request in Progress* queue. Once recourse has been removed from a loan (may take up to 60 days), the request will move to the *Recourse Removal Complete* queue where it will remain for 30 days.



Lender Action Required

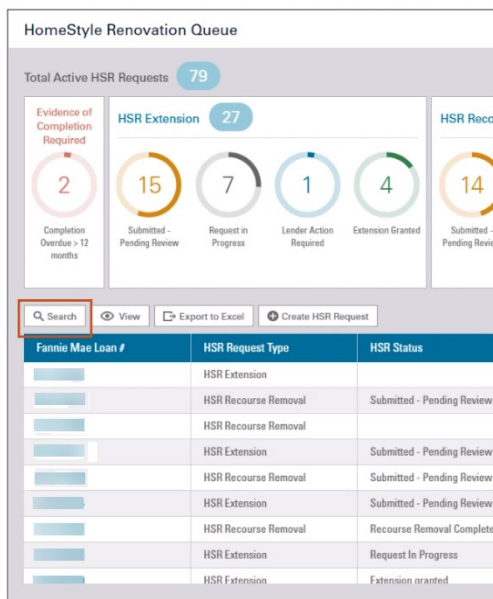
This box includes any loans in which a *Lender action* is required to move the loan forward in the process. This includes loans with an assigned status:

- *Evidence of Completion Required*
- *HSR Extension – Lender Action Required*
- *Extension Granted*
- *Recourse Removal – Lender Action Required HomeStyle Renovation*

Search for Loan(s)

To search for a request(s), follow the steps below:

1. Click **Search** button.



2. Enter desired search criteria in appropriate **Search Criteria** fields.
3. Click **Search**.

Example: **HSR Recourse Removal** was selected in the *HSR Request Type* drop-down box.

Search Criteria Form:

- Fannie Mae Loan #:
- HSR Request Type: **HSR Recourse Removal** (dropdown)
- Seller Loan #:
- Borrower Last Name:
- Property Address:
- Buttons: Search, Reset



Result: Criteria matched requests display.

Fannie Mae Loan #	HSR Request Type	HSR Status	HSR Request Submitted Date	HSR Review Start Date	Acquisition Date	HSR Ex
	HSR Recourse Removal	Request In Progress	7/15/2021		2/27/2019	
	HSR Recourse Removal	Recourse Removal In Progress	7/13/2021		4/26/2019	
	HSR Recourse Removal	Extension granted	7/13/2021		7/12/2019	7/14/202
	HSR Recourse Removal	Extension granted	7/13/2021			
	HSR Recourse Removal	Request In Progress	7/13/2021		7/26/2019	
	HSR Recourse Removal	Request In Progress	7/12/2021		6/25/2019	
	HSR Recourse Removal	Request In Progress	7/8/2021		5/31/2019	
	HSR Recourse Removal	Recourse Removal Complete	7/7/2021		8/20/2019	

Creating a HomeStyle Renovation Request

To create a request for a HomeStyle Renovation *Extension* and/or HomeStyle Renovation *Recourse Removal*, follow the steps below:

Search for the loan.

If...	Then...
Loan is found in search	Proceed to Loan Found in Search section.
Loan is Not found in search	Proceed to Loan Not Found in Search section.

Loan Found in the Search

If the loan is in the search, create an HomeStyle Renovation request by following the steps below.

Note: *The following screen displays.*

HomeStyle Renovation Queue

Total Active HSR Requests **89**

Evidence of Completion Required

2

Completion Overdue > 12 months

HSR Extension 30

17 Submitted - Pending Review

7 Request in Progress

1 Lender Action Required

5 Extension Granted

HSR Recourse Removal 38

14 Submitted - Pending Review

13 Request in Progress

5 Lender Action Required

3 Recourse Removal In Progress

3 Recourse Removal Complete

Lender Action Required 4

2 Outside SLA

1 Near SLA

1 In SLA

Fannie Mae Loan #	HSR Request Type	HSR Status	HSR Request Submitted Date	HSR Review Start Date	Acquisition Date	HSR Extension Expiration Date	Seller Loan #
	HSR Extension	Extension granted	7/27/2021		4/5/2019	10/31/2021	



1. Click **Loan Number**.
2. Click **Create HSR Request**.

Request Queue > Loan Details Loan #: [] Contact Fannie Mae

HSR Request

Loan File Requested File Under Review Defect Notice Resolution Request Data Validation Close Loan

Summary Status Tasks Documents Comments Loan Notification Defects HomeStyle Renovation DVC Data Adjustments Letters

Create HSR Request

Task Details

Review In Progress Start Date: 7/27/2021 Status: Current

Search 1 to 1 of 1

Task	Status	Request Date	Due Date
DVC Initial Lender Action Required	New	7/27/2021	10/31/2021

Complete In Progress New

Comments

Type: Sort By: All Date Descending

1 to 3 of 3

DVC Reviewer1 - 7/27/2021, 12:21 PM
ext granted to 10/31/21
Type: Document Review

DVC Reviewer1 - 7/27/2021, 12:20 PM
esting new merge fields: As Delivered LTV (%As Delivered LTV%), Note Rate (%Note Rate%), As Delivered Occupancy (%Occupancy as delivered%), As Deliver ...
Type: Document Review

LenderDVC Specialist2 - 7/27/2021, 12:17 PM
Please grant ext to 10/11/21
Type: Review Process

3. Select the appropriate drop-down selections and enter information in **All** fields.



Note: The system will NOT allow users to proceed with the request if any information is left blank.

Note: Fannie Mae loan numbers consist of 10-digits and typically start with 401 or 402.

Note: Drop-down selections will vary based upon the request type HSR Extension or HSR Recourse Removal.

Extension

HSR Request Type: HSR Extension

Lender: Taj Allen Financial LLC - 261840000

Fannie Mae Loan Number: 4016668588

HSR Renovation Total Amount: 55000.00

HSR Escrow Balance: 50000.00

Reason for HSR Extension Request: Borrower Impasse

HSR Completion Date or Estimated Completion Date: 9/9/2021

Explanation for Request/Status of Renovation:
test

Supporting Documentation

Required Supporting Documentation

Recourse Removal Request:
1004D/Completion Certificate showing renovation is 100% complete
Original "Subject To" Appraisal
Contractor's Bid/Scope of Work

First Extension Request:
Fully Executed Renovation Loan Agreement (Fannie Mae form 3731 or similar document)

Recourse Removal

HSR Request Type: HSR Recourse Removal

Lender: Taj Allen Financial LLC - 261840000

Fannie Mae Loan Number: 4016668588

HSR Renovation Total Amount: 56.00

HSR Escrow Balance:

Reason for HSR Extension Request:

HSR Completion Date or Estimated Completion Date: 5/24/2021

Explanation for Request/Status of Renovation:
1004D uploaded - please remove recourse on this loan.

Supporting Documentation

Required Supporting Documentation

Recourse Removal Request:
1004D/Completion Certificate showing renovation is 100% complete
Original "Subject To" Appraisal
Contractor's Bid/Scope of Work

First Extension Request:
Fully Executed Renovation Loan Agreement (Fannie Mae form 3731 or similar document)

Please Check Before Submission

I certify that the conditions or requirements stated in the original appraisal have been satisfactorily completed for the subject property.



- Review the **Supporting Documentation** section to identify documents to upload, per request type.

Supporting Documentation

Required Supporting Documentation

Recourse Removal Request:
1004D/Completion Certificate showing renovation is 100% complete
Original "Subject To" Appraisal
Contractor's Bid/Scope of Work

First Extension Request:
Fully Executed Renovation Loan Agreement (Fannie Mae form 3731 or similar document)
Current Draw or Accounting Documentation showing work completed and work outstanding
Original "Subject To" Appraisal
Contractor's Bid/Scope of Work
Inspection Report with photos if available

Subsequent Extension Request:
Current Draw or Accounting Documentation showing work completed and work outstanding
Most recent Inspection Report with photos
Any other documentation that supports further extension on the renovation

Document Type:

File:

0 to 0 of 0

Document Type	Name	Date Uploaded
---------------	------	---------------

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- Select the appropriate **Document Type** from the fields drop-down list.
- Click **Browse** and locate the appropriate document.
- Click **Upload**.

Subsequent Extension Request:
Current Draw or Accounting Documentation showing work completed and work outstanding
Most recent Inspection Report with photos
Any other documentation that supports further extension on the renovation

Document Type:

File:

1 to 1 of 1

Document Type	Name	Date Uploaded
AppraisalMiscellaneous	Test Doc.docx	7/12/2021

Note: *Uploaded documents will display in the **Document Type** section of the screen.*



8. Click **Save & Submit**.

Subsequent Extension Request:
Current Draw or Accounting Documentation showing work completed and work outstanding
Most recent Inspection Report with photos
Any other documentation that supports further extension on the renovation

Document Type:

File:

1 to 1 of 1

Document Type	Name	Date Uploaded
AppraisalMiscellaneous	Test Doc.docx	7/12/2021

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9. Click **DVC Data Adjustments** tab.

10. Select **Concur** from the *Response* drop-down box.

11. Add appropriate **Comment(s)** in the *Comments* field.

12. Click **Submit**.

Request Queue > Loan Details Loan #:

Contact Fannie Mae

HSR Request

Loan File Requested File Under Review Defect Notice Resolution Request Data Validation Close Loan

Summary Status Tasks Documents Comments Loan Notification Defects HomeStyle Renovation **DVC Data Adjustments** Letters

Lender Response

Response: Comment:

Data Changes

Code	From	To	Type	Effective Date	Explanation
No items found					



Note: *The request process is complete.*

Request Queue > Loan Details Loan #:

Contact Fannie Mae

HSR Request

Loan File Requested File Under Review Defect Notice Resolution Request Data Validation Close Loan

Summary Status Tasks Documents Comments Loan Notification Defects HomeStyle Renovation **DVC Data Adjustments** Letters

Lender Response

Response: Comment:

Data Changes

Code	From	To	Type	Effective Date	Explanation
No items found					



Loan NOT Found in Search

If the loan is not found in the search results, create an *HomeStyle Renovation Request*, following the steps below.

Note: The following pop-up box will appear. Click **Okay**.

The image shows a pop-up window titled "Information" with a close button (X) in the top right corner. The main text inside the window reads "No Search Results To Display". Below this text is a blue button with a white checkmark and the word "Okay".

1. Click **Create HSR Request**.

The image shows the "HomeStyle Renovation Queue" dashboard. At the top, it says "Total Active HSR Requests 67". Below this are several circular gauges representing different stages: "Evidence of Completion Required" (1), "HSR Extension" (22), "Request in Progress" (6), "Lender Action Required" (2), "Extension Granted" (0), and "HSR Recourse" (16). At the bottom of the dashboard, there is a navigation bar with buttons for "Search", "View", "Export to Excel", and "Create HSR Request". The "Create HSR Request" button is highlighted with a red box.

2. Select the appropriate drop-down selections and enter information in **All** fields.



Note: The system will NOT allow you to proceed with the request if any information is left blank.

Note: Fannie Mae loan numbers consist of 10-digits and typically start with 401 or 402.

Note: Drop-down selections will vary based upon the request type - HSR Extension or HSR Recourse Removal.

Extension

The image shows the "HSR Extension" form. The "HSR Request Type" is set to "HSR Extension". The "Lender" is "Taj Allen Financial LLC - 261840000". The "Fannie Mae Loan Number" is "4016668588". The "HSR Renovation Total Amount" is "55000.00". The "HSR Escrow Balance" is "50000.00". The "Reason for HSR Extension Request" is "Borrower Impasse". The "HSR Completion Date or Estimated Completion Date" is "9/9/2021". The "Explanation for Request/Status of Renovation" contains the text "test". Below the form is a section for "Supporting Documentation" with a list of required documents: "1004D/Completion Certificate showing renovation is 100% complete", "Original 'Subject To' Appraisal", "Contractor's Bid/Scope of Work", and "First Extension Request: Fully Executed Renovation Loan Agreement (Fannie Mae form 3731 or similar document)".

Recourse Removal

The image shows the "HSR Recourse Removal" form. The "HSR Request Type" is set to "HSR Recourse Removal". The "Lender" is "Taj Allen Financial LLC - 261840000". The "Fannie Mae Loan Number" is "4016668588". The "HSR Renovation Total Amount" is "56.00". The "HSR Escrow Balance" is empty. The "Reason for HSR Extension Request" is empty. The "HSR Completion Date or Estimated Completion Date" is "5/24/2021". The "Explanation for Request/Status of Renovation" contains the text "1004D uploaded - please remove recourse on this loan.". Below the form is a section for "Supporting Documentation" with a list of required documents: "1004D/Completion Certificate showing renovation is 100% complete", "Original 'Subject To' Appraisal", "Contractor's Bid/Scope of Work", and "First Extension Request: Fully Executed Renovation Loan Agreement (Fannie Mae form 3731 or similar document)". At the bottom, there is a checkbox labeled "Please Check Before Submission" with the text "I certify that the conditions or requirements stated in the original appraisal have been satisfactorily completed for the subject property."



- Review the **Supporting Documentation** section to identify documents to upload, per request type.

Supporting Documentation

Required Supporting Documentation

Recourse Removal Request:
1004D/Completion Certificate showing renovation is 100% complete
Original "Subject To" Appraisal
Contractor's Bid/Scope of Work

First Extension Request:
Fully Executed Renovation Loan Agreement (Fannie Mae form 3731 or similar document)
Current Draw or Accounting Documentation showing work completed and work outstanding
Original "Subject To" Appraisal
Contractor's Bid/Scope of Work
Inspection Report with photos if available

Subsequent Extension Request:
Current Draw or Accounting Documentation showing work completed and work outstanding
Most recent Inspection Report with photos
Any other documentation that supports further extension on the renovation

Document Type:

File:

0 to 0 of 0

Document Type	Name	Date Uploaded
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- Select the appropriate **Document Type** from the fields drop-down list.
- Click **Browse** and locate the appropriate document.
- Click **Upload**.

Subsequent Extension Request:
Current Draw or Accounting Documentation showing work completed and work outstanding
Most recent Inspection Report with photos
Any other documentation that supports further extension on the renovation

Document Type:

File:

1 to 1 of 1

Document Type	Name	Date Uploaded
AppraisalMiscellaneous	Test Doc.docx	7/12/2021

Note: *Uploaded documents will display in the **Document Type** section on the screen.*



7. Click **Save & Submit**.

Subsequent Extension Request:
Current Draw or Accounting Documentation showing work completed and work outstanding
Most recent Inspection Report with photos
Any other documentation that supports further extension on the renovation

Document Type:

File:

1 to 1 of 1

Document Type	Name	Date Uploaded
AppraisalMiscellaneous	Test Doc.docx	7/12/2021

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Note: Click **Submit & Create New** to create multiple requests at the same time. A new form will display for information entry.

Note: This process is complete. Click **Okay**.

Information ✕

HSR Request Submitted



Add Additional Document(s) to a Request while in Submitted Pending Review status

If a request has been submitted without all appropriate documentation, users can upload additional documents as long as the request is in **Submitted Pending Review** status.



Note: If documents or comments are added while the request is in the **Request in Progress** status, Fannie Mae will not see the additional documents or comments.

To add additional documents to an existing request, follow the steps below:

1. Open request by **Highlighting** desired line item.
2. Click **View**.

HomeStyle Renovation Queue

Total Active HSR Requests 80

Evidence of Completion Required

2

Completion Overdue > 12 months

HSR Extension 28

16

Submitted - Pending Review

7

Request in Progress

1

Lender Action Required

4

Extension Granted

HSR Recourse Removal 31

14

Submitted - Pending Review

9

Request in Progress

4

Lender Action Required

2

Recourse Removal In Progress

2

Recourse Removal Complete

Lender Action Required 3

2

Outside SLA

1

Near SLA

0

In SLA

Q Search View Export to Excel Create HSR Request 1 to 20 of 80

Fannie Mae Loan #	HSR Request Type	HSR Status	HSR Request Submitted Date	HSR Review Start Date	Acquisition Date	HSR Extension Expiration Date	Seller Loan Number	Borrower
	HSR Extension	Submitted - Pending Review	7/12/2021		9/4/2019			
	HSR Recourse Removal	Recourse Removal Complete	7/7/2021		8/20/2019			
	HSR Extension	Request In Progress	7/9/2021		9/5/2019			
	HSR Extension	Extension granted	7/13/2021		8/1/2019			
	HSR Extension	Submitted - Pending Review	5/17/2021		8/1/2019			
					7/26/2019			
	HSR Recourse Removal	Request In Progress	7/13/2021		7/26/2019			
	HSR Recourse Removal	Extension granted	7/13/2021		7/12/2019	7/14/2021		
	HSR Extension	Review in Progress - Lender Action	5/19/2021		7/5/2019			
	HSR Recourse Removal	Submitted - Pending Review	5/18/2021					
	HSR Recourse Removal	Request In Progress	7/12/2021		6/25/2019			



- Review the **Supporting Documentation** section to identify documents to upload per request type.

Supporting Documentation

Required Supporting Documentation

Recourse Removal Request:
1004D/Completion Certificate showing renovation is 100% complete
Original "Subject To" Appraisal
Contractor's Bid/Scope of Work

First Extension Request:
Fully Executed Renovation Loan Agreement (Fannie Mae form 3731 or similar document)
Current Draw or Accounting Documentation showing work completed and work outstanding
Original "Subject To" Appraisal
Contractor's Bid/Scope of Work
Inspection Report with photos if available

Subsequent Extension Request:
Current Draw or Accounting Documentation showing work completed and work outstanding
Most recent Inspection Report with photos
Any other documentation that supports further extension on the renovation

Document Type:

File:

0 to 0 of 0

Document Type	Name	Date Uploaded
---------------	------	---------------

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- Select the appropriate **Document Type** from the fields drop-down list.
- Click **Browse** and locate the appropriate document.
- Click **Upload**.

Subsequent Extension Request:
Current Draw or Accounting Documentation showing work completed and work outstanding
Most recent Inspection Report with photos
Any other documentation that supports further extension on the renovation

Document Type:

File:

1 to 1 of 1

Document Type	Name	Date Uploaded
AppraisalMiscellaneous	Test Doc.docx	7/12/2021

Note: *Uploaded documents will display in the **Document Type** section on the screen.*



7. Click **Save & Submit**.

Subsequent Extension Request:
Current Draw or Accounting Documentation showing work completed and work outstanding
Most recent Inspection Report with photos
Any other documentation that supports further extension on the renovation

Document Type:

File:

1 to 1 of 1

Document Type	Name	Date Uploaded
AppraisalMiscellaneous	Test Doc.docx	7/12/2021

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Note: Click **Submit & Create New** to create multiple requests at the same time. A new form will display for information entry.

Note: This process is complete. Click **Okay**.

Information ✕

HSR Request Submitted



Work Request(s)

To respond to a request for lender action, follow the steps below:

1. Click appropriate **Fannie Mae Loan Number**.

HomeStyle Renovation Queue

Total Active HSR Requests: 80

- Evidence of Completion Required: 2 (Completion Overdue > 12 months)
- HSR Extension: 28
 - Submitted - Pending Review: 16
 - Request in Progress: 7
 - Lender Action Required: 1
 - Extension Granted: 4
- HSR Recourse Removal: 31
 - Submitted - Pending Review: 14
 - Request in Progress: 8
 - Lender Action Required: 5
 - Recourse Removal In Progress: 2
 - Recourse Removal Complete: 2
- Lender Action Required: 4
 - Outside SLA: 2
 - Near SLA: 1
 - In SLA: 1

Fannie Mae Loan #	HSR Request Type	HSR Status	HSR Request Submitted Date	HSR Review Start Date	Acquisition Date	HSR Extension Expiration Date	Seller Loan Number	Borrower La
	HSR Recourse Removal	Review in Progress - Lender Action	5/19/2021		6/18/2019			
	HSR Recourse Removal	Review in Progress - Lender Action	5/23/2021		5/31/2019			
	HSR Recourse Removal	Review in Progress - Lender Action	5/19/2021		5/30/2019			
	HSR Recourse Removal	Review in Progress - Lender Action	6/23/2021		4/6/2019			
	HSR Recourse Removal	Review in Progress - Lender Action	7/15/2021		2/27/2019			

Result: Loan Review *HomeStyle Renovation* tab view displays.

Request Queue > Loan Details (Loan # [redacted])

Summary | Status | Tasks | Documents | Comments | Loan Notification | Defects | HomeStyle Renovation | DVC Data Adjustments | Letters

1. **Task Details**: Review in Progress. Start Date: 5/18/2021. Status: Current. Task: DVC Initial Lender Action Required. Request Date: 5/19/2021. Due Date: 5/21/2021.

2. **Comments**: Add Comment. Type: All. Sort By: Date Descending. Comment: DVC Reviewer1 - 5/24/2021, 2:06 PM. Type: Review Process.

3. **Documents**: Upload Additional Document. Merge Preferred. Merge Selected. Merge All. Document: Credit/Miscellaneous. Modified Date: 5/26/2021.

4. **Defects Assigned**: Defect Name: Undisclosed Second Lien. Defect Category: Data Validation. Defect Subcategory: Mortgage or Program Eligibility. Severity: Finding. Status: Active. Defect Text: A review of the subject loan revealed an undisclosed second lien with text and resulted in a trust CLTV. The subject loan is still eligible for delivery but a data change needs to be made to correct the delivery data. Please acknowledge the required data change and provide a copy of the second lien note with all attachments and proof of subordination.

1	The <i>Task Details</i> section shows the status of the current task due and allows the user to respond/complete the task.
2	The <i>Comments</i> section displays all comments on the loan review and allows the user to add additional comments.
3	The <i>Documents</i> section displays all documents associated with the loan and allows the user to upload additional documents, view document requests, and respond to document requests.
4	If the loan has a defect, it will display here.



2. Click **Arrow** next to *Document Requested*.

Task Details

Review in Progress Requested Initial Document Start Date: 7/20/2021 Status: Current

Search 1 to 1 of 1

Task	Status	Request Date	Due Date
Document Requested	New	7/20/2021	7/20/2021

Complete In Progress New

3. Click **Pencil icon**.

Task Details

Review in Progress Requested Initial Document Start Date: 7/20/2021 Status: Current

Search 1 to 1 of 1

Task	Status	Request Date	Due Date
Document Requested	New	7/20/2021	7/20/2021

Complete In Progress New

Type: 1004D Request Reason: Illegible Comments: Please provide legible copy of the 1004D. Modified Date:

Accepted Rejected Received Requested Cancelled Closed

- 4. Click **Browse** to locate the appropriate document.
- 5. Add **Comment(s)**.
- 6. Click **Save**.

Note: *New information has been submitted.*

Edit Document Profile

Category: Appraisal

Document Type: 1004D

Description:

Select File:

Current Status: Requested

Document Request Reason: Illegible

Comments

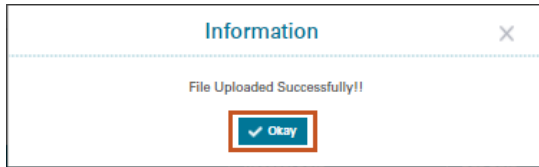
Document: 1004D

1 to 1 of 1

DVC Reviewer1 - 7/20/2021, 12:11 PM
Please provide legible copy of the 1004D.



7. Click **Okay**.



Result: Document and comments display.

Task Details

Review in Progress Requested Initial Document Start Date: 7/20/2021 Status: Current

1 to 1 of 1

Task	Status	Request Date	Due Date
Document Requested	Complete	7/20/2021	7/20/2021

Type: 1004D Request Reason: Illegible Comments: legible 1004D attached Modified Date: 7/20/2021

Accepted
 Rejected
 Received
 Requested
 Cancelled
 Closed

Complete
 In Progress
 New

Documents

1 to 3 of 3

Type	Request Reason	Comments	Modified Date
1004D			7/15/2021
AlimonyChildSupport			7/15/2021
1004D	Illegible	legible 1004D attached	7/20/2021

Accepted
 Rejected
 Received
 Requested
 Cancelled
 Closed

Comments

1 to 3 of 3

Type: All Sort By: Date Descending

LenderDVC Specialist2 - 7/20/2021, 12:23 PM
legible 1004D attached
Type:

DVC Reviewer1 - 7/20/2021, 12:11 PM
Please provide legible copy of the 1004D.
Type:

LenderDVC Specialist2 - 7/15/2021, 8:52 AM
test, test 2
Type: Review Process

8. Click **House** icon  on the left to return to *HomeStyle Renovation* Queue screen to work on other requests.

Result: *HomeStyle Renovation* Queue screen displays.

HomeStyle Renovation Queue

Total Active HSR Requests **80**

Evidence of Completion Required **2** (Completion Overdue > 12 months)

HSR Extension **28**

HSR Recourse Removal **31**

Lender Action Required **3**

16 Submitted - Pending Review | 7 Request in Progress | 1 Lender Action Required | 4 Extension Granted | 14 Submitted - Pending Review | 9 Request in Progress | 4 Lender Action Required | 2 Recourse Removal in Progress | 2 Recourse Removal Complete | 2 Outside SLA | 1 Near SLA | 0 In SLA

Fannie Mae Loan # 4016409425 | HSR Request Type | Seller Loan # | Borrower Last Name | Search | Reset

Property Address | Search | Reset

| | |

1 to 1 of 1

Fannie Mae Loan #	HSR Request Type	HSR Status	HSR Request Submitted Date	HSR Review Start Date	Acquisition Date	HSR Extension Expiration Date	Seller Loan Number	Borrower Last Name
4016409425	HSR Recourse Removal	Request in Progress	7/15/2021		2/27/2019			Priest


Note: The above example will return to **Request in Progress** status and is in queue to be reviewed by a Fannie Mae Analyst.

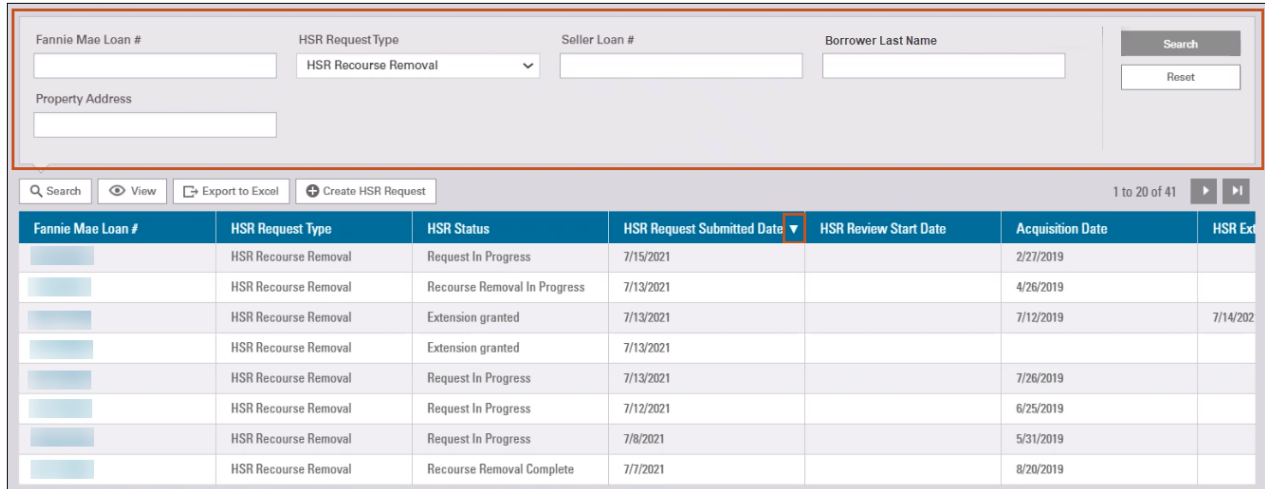


Exporting Information to an Excel Spreadsheet

Users can export loan information that is displayed on the *HomeStyle Renovation Queue* screen. By using the search and/or sort features via the search button, status circles, and column headings the desired loan information will display and can be exported to an Excel spreadsheet.

To export data to an Excel spreadsheet, follow the steps below:

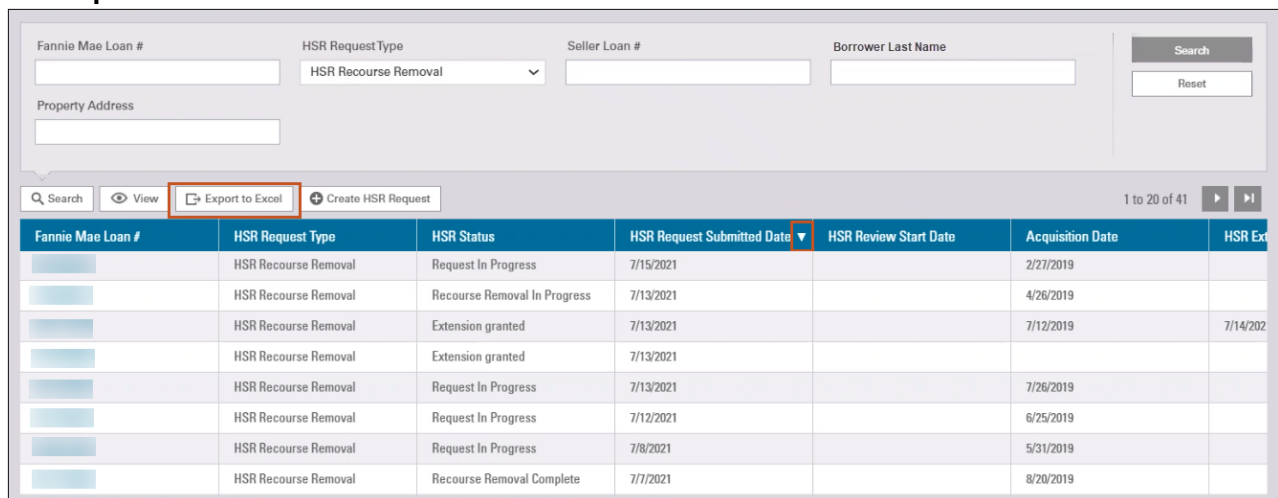
1. Prepare appropriate data for export, i.e., enter information in the **Search** fields or use the **Header icon**  to arrange data.



Search fields: Fannie Mae Loan #, HSR Request Type (HSR Recourse Removal), Seller Loan #, Borrower Last Name, Property Address. Search and Reset buttons are present.

Fannie Mae Loan #	HSR Request Type	HSR Status	HSR Request Submitted Date	HSR Review Start Date	Acquisition Date	HSR Ex
	HSR Recourse Removal	Request In Progress	7/15/2021		2/27/2019	
	HSR Recourse Removal	Recourse Removal In Progress	7/13/2021		4/26/2019	
	HSR Recourse Removal	Extension granted	7/13/2021		7/12/2019	7/14/202
	HSR Recourse Removal	Extension granted	7/13/2021			
	HSR Recourse Removal	Request In Progress	7/13/2021		7/26/2019	
	HSR Recourse Removal	Request In Progress	7/12/2021		6/25/2019	
	HSR Recourse Removal	Request In Progress	7/8/2021		5/31/2019	
	HSR Recourse Removal	Recourse Removal Complete	7/7/2021		8/20/2019	

2. Click **Export to Excel**.



Search fields: Fannie Mae Loan #, HSR Request Type (HSR Recourse Removal), Seller Loan #, Borrower Last Name, Property Address. Search and Reset buttons are present.

Buttons: Search, View, Export to Excel, Create HSR Request.

Fannie Mae Loan #	HSR Request Type	HSR Status	HSR Request Submitted Date	HSR Review Start Date	Acquisition Date	HSR Ex
	HSR Recourse Removal	Request In Progress	7/15/2021		2/27/2019	
	HSR Recourse Removal	Recourse Removal In Progress	7/13/2021		4/26/2019	
	HSR Recourse Removal	Extension granted	7/13/2021		7/12/2019	7/14/202
	HSR Recourse Removal	Extension granted	7/13/2021			
	HSR Recourse Removal	Request In Progress	7/13/2021		7/26/2019	
	HSR Recourse Removal	Request In Progress	7/12/2021		6/25/2019	
	HSR Recourse Removal	Request In Progress	7/8/2021		5/31/2019	
	HSR Recourse Removal	Recourse Removal Complete	7/7/2021		8/20/2019	



3. Click **Open file**.

The screenshot shows the HomeStyle Renovation Queue interface. At the top, there are several status indicators: Completion Overdue > 12 months, Submitted - Pending Review, Request in Progress, Lender Action Required, Extension Granted, Submitted - Pending Review, and Request in Progress. Below these are search filters for Fannie Mae Loan #, HSR Request Type (set to HSR Recourse Removal), Seller Loan #, and Borrower Last Name. A search button and a Reset button are also present. Below the filters are buttons for Search, View, Export to Excel, and Create HSR Request. A table displays a list of HSR requests with columns for Fannie Mae Loan #, HSR Request Type, HSR Status, HSR Request Submitted Date, HSR Review Start Date, Acquisition Date, and HSR Ex. A Downloads window is open over the 'Open file' button of the first row in the table.

Fannie Mae Loan #	HSR Request Type	HSR Status	HSR Request Submitted Date	HSR Review Start Date	Acquisition Date	HSR Ex
[Redacted]	HSR Recourse Removal	Request In Progress	7/15/2021		2/27/2019	
[Redacted]	HSR Recourse Removal	Recourse Removal In Progress	7/13/2021		4/26/2019	
[Redacted]	HSR Recourse Removal	Extension granted	7/13/2021		7/12/2019	7/14/2021
[Redacted]	HSR Recourse Removal	Extension granted	7/13/2021			
[Redacted]	HSR Recourse Removal	Request In Progress	7/13/2021		7/26/2019	
[Redacted]	HSR Recourse Removal	Request In Progress	7/12/2021		6/25/2019	
[Redacted]	HSR Recourse Removal	Request In Progress	7/8/2021		5/31/2019	
[Redacted]	HSR Recourse Removal	Recourse Removal Complete	7/7/2021		8/20/2019	

Note: Sort and save data per company processes and procedures.

Additional Resources

[HomeStyle Renovation](#)

[HomeStyle Renovation Mortgage Learning Center](#)

[HomeStyle Renovation FAQs](#)

[Loan Quality Connect Learning Center](#)