Pre-Foreclosure Property Inspection and Preservation Program Onboarding Process

This guide will provide step-by-step instructions on how to onboard into the Pre-Foreclosure Property Inspection and Preservation Program.

Program Details

- Servicers should submit loans into the program at 90 days delinquent.
  - If there is an exception (i.e., the property is vacant) loans can be submitted as early as 45 days delinquent.
  - Days delinquent starts at the first missed payment date.
- Fannie Mae will wait to order the inspection closer to 120 days delinquent. This is only if it is determined that an inspection is necessary.
  - Fannie Mae has access to additional data that can determine if the property is occupied and may not require an inspection. The risk for whether to complete an inspection resides with Fannie Mae, provided the servicer has submitted the proper information via the selected integration method in order to come to that conclusion.
- Program related expenses will not be borrower recoverable.
  - The only time the servicer will need to reference program related expenses is on loans with MI Carriers not participating in the Mortgage Insurance Claims Portal (MICP) or where the liquidation date is on or before the MI's applicable MICP participation effective date.
  - Program expenses are to be included in the servicer-filed mortgage insurance claim for these carriers. Servicers may access this information via Equator Connection. Fannie Mae already has Program expenses to include in the Fannie Mae-filed mortgage insurance claim for the MI Carriers who do participate in the MICP.

Non-Qualifying Loan Types
- Lender-Risk
- HECM
- Government
- USDA
- Rural Development loans

*If you are in doubt, ask your Fannie Mae Business Account Management Solutions Lead.

Obtaining Access to the Inspection and Preservation Program Property 360 User Interface

You must be registered in **Technology Manager,** which is an application that Fannie Mae lenders/servicers use to access technology applications, to gain access to Property 360™. This is required for all integration types.

1. Contact the **Technology Manager User Administrator** within your organization.
   - If your organization does not have a user admin already set up, you must Set up an Administrator.
     - Please do not create a new user ID if the specific user already has an ID in Technology Manager. The user can have multiple applications associated with one user ID.
   - When your Technology Manager User Administrator creates you as a new user, you will receive an email. The email will contain a link that you must click on to activate new user ID.
   - All users can update or change profile and security information. Click here for all resources for registered users.

2. Modify the user on **Technology Manager portal** and add these two applications to the **User's group**:
   - **Property 360**
     - Add user roles
       - **PREFCL_LOAN_SUBMISSION_USER** role
       - **PREFCL_LOAN_PRSVN_REQUEST_USER** role
   - **REO Integration**
     - Add user role
       - **PREFCL_LOAN_SUBMISSION_USER** role

For access questions contact: **Technology Support Center at 1-800-2FANNIE**

Before proceeding with any further steps, please ensure you have completed this process in its entirety.

Onboarding into the Program

Provide the following to pfcinsppresprog_info@fanniemae.com a minimum of 2 weeks prior to your program effective date:
- **Date** preference to begin program
- **Preferred Integration Method**
- **Name, Title, and Email Address** of will execute the program documents.
- **Name, User ID, Email Address, and Phone Number** of users on Property 360™
- Provide the following information:
  - **Servicer Name**
  - **Servicer ID(s)**
  - **Property 360™ User IDs**
  - **Servicer Full Address (including county)**
  - **Servicer Contact email**
  - **Servicer Contact Phone Number**
  - **Fannie Mae Business POC (name, email address, and phone number)**

Integration Methods

Determine the best method for data integration

Automated Methods

- **Application Program Interface (API)** - Automated data exchange with real time updates
- **B2B Portal** – Manual or automated flat file transfer with daily batch updates
- **Sagent / LoanServ** – Built-in system integration available for LoanServ clients with daily batch updates

Manual Method

- **Property 360™ -** Manual data entry with minimal set up required
  - Not recommended for loan entry for Servicers with a SDQ population greater than 200

Upon receipt of the above information, Fannie Mae will initiate the program document execution process via DocuSign to the individual's email address who is listed above as executor.

*Notify your preservation vendors that all work must be completed prior to program effective date. If applicable, ensure HomeTracker is updated, and vendors are paid.