Correspondents' Toolkit for Condo Project Manager (CPM)

Welcome to Condo Project Manager™ (CPM™), Fannie Mae's free web-based tool designed to help lenders efficiently determine condominium project eligibility. Please make sure you visit our Quick Start Guide which serves as an excellent resource for learning the platform and its features.

1. Purpose: CPM assists lenders in determining if a condominium project meets Full Review eligibility requirements.

2. Access: Previously exclusive to Fannie Mae-approved seller/servicers, correspondent lenders may now request access to CPM.

3. Features: The CPM platform features enhanced data collection and process efficiency for lenders and includes additional questions related to deferred maintenance, special assessments, reserve allocations, delinquency, and commercial space.

4. Benefits: CPM allows for enhanced data-driven risk management, informing future policy decisions and conveying eligibility restrictions to lenders based on project characteristics.

This toolkit will provide you with step-by-step directions to get started with CPM and take advantage of its many features.

Registering Your Account: Non-Seller Access to CPM

As a new user, we understand the importance of a smooth onboarding process and want to make it as seamless as possible for you.

To help you obtain access, we prepared a separate, detailed Job Aid that will walk you through the entire process step-by-step. This Job Aid covers everything you need to know to obtain CPM access, from registration to setting up your account.

To get started, please follow these steps:

1. **Download the Quick Guide:** Click here to download the "CPM Non-Seller Access" Quick Guide. This comprehensive guide will be your go-to resource for getting set up on our platform.

2. **Complete the steps outlined in the Quick Guide:** Follow the instructions provided to successfully register and gain access to our web service.

Once you have successfully obtained access to CPM, you can proceed with the next sections of this toolkit, which will cover additional features, functionalities, and resources.

Navigating the CPM Dashboard

Upon logging in to CPM, you will find the "Search for a Condo Project" window. Use this feature to search for condominium projects and review their Fannie Mae Review Statuses and Lender Certification Statuses. Additionally, in the top-right corner of the navigation menu, you will see the following options: Home, Reports, and Help Center. We recommend taking some time to explore these sections to better understand the available resources and tools within CPM.

Using Key Features

CPM offers a range of features to help you effectively manage the certification of condominium projects. Familiarize yourself with the following essential functionalities:

1. Certify a Project: CPM allows you to independently certify projects and phases. To obtain the answers to certification questions, use the following documentation: Questionnaire, Budget, Insurance, Appraisal, and Condo Legal Documents.

2. Search for Fannie Mae Approved Projects: Easily locate approved projects using search criteria such as Project ID, Project Name, Address, Fannie Mae Review Status, and Lender Certification Status. Note that search results display projects, not phases, but all associated phases with any project will be visible.

3. Download Report: Generate and download the Lender Certification Activity report in spreadsheet format to facilitate analysis and record-keeping.

By learning these features, you will be better equipped to manage and evaluate condominium projects using CPM effectively.

Accessing Support and Resources

Locate the "Help Center" section on the Navigation Menu for additional resources such as:

- CPM Quick Start Guide

- User Guide

- Frequently Asked Questions (FAQs)

- Certification From Legacy CPM

- Adding Projects or Phases

- Other Resources

Questions?

For Questions on the Condo Certification process and the new system features, please email Fannie Mae Project standards at cpm_manage@fanniemae.com.

For Technical or Registration issues, contact our Technology Support Center (1-800-232-6643, Option 1).