

Seller/Servicer Risk Self-Assessment

Loan Data and Documentation Delivery

Fannie Mae requires sellers to have adequate management controls and procedures in place to govern the data delivery process for loans sold to Fannie Mae. Sellers must deliver complete and accurate data on all loans. Having written procedures helps to ensure that loan data is correct and transmitted to Fannie Mae in a complete and timely manner.

Data for all loans must be electronically transmitted to Fannie Mae using Loan Delivery. Loan Delivery is a web-based application through which lenders submit whole loans for purchase and MBS loans for securitization. Sellers can import loan and pool data, perform edits to facilitate error-free delivery, transfer loans between commitments (or pools), track the status of loan deliveries, generate reports, and export loan and pool data for use elsewhere in the lender's organization.

Loans are subject to fatal edits in Loan Delivery throughout the submission, loan documentation certification, and acquisition purchase process. Loans may only be submitted and purchased in Loan Delivery if they are clear of all fatal edits.

In this document

- Self-Assessment Checklist
- Common Findings and Documentation

Resources

- *Selling Guide,* C1-2-02, Loan Data and Documentation Delivery Requirements
- Loan Delivery
- Loan Delivery Job Aids
- Loan Delivery Application FAQs
- EarlyCheck™
- Uniform Loan Delivery Dataset

Self-Assessment Checklist

Required

- ☐ A process to include specific special feature code(s) (investor feature identifier) as part of the delivery data when delivering certain loans.
- ☐ A process to electronically submit certain appraisal reports through the Uniform Collateral Data Portal® (UCDP®) prior to the delivery of the loan.
- ☐ A process to ensure accurate and timely reporting of data delivery and to reconcile any differences.
- ☐ A process to notify Fannie Mae if seller determines whether there are discrepancies in the data attributes submitted to Fannie Mae at loan delivery and in their loan records, if seller did not submit housing goal attributes at loan delivery, or if the property address has been rezoned.
- ☐ A process to complete the post-purchase adjustment process to resolve discrepancies.
- ☐ A process to submit data corrections within 18 months of the loan's acquisition date to be considered for loan-level price adjustments (LLPAs).

Additional checklist items

Recommended

- ☐ Using EarlyCheck during underwriting and at the time of loan delivery is an effective way to ensure that data provided at the time of loan delivery is complete and accurate. This process will result in an efficient transaction with timely issuance of funds to the seller.
- ☐ Dedicated staff to complete loan deliveries to Fannie Mae using the Loan Delivery application.
- ☐ An automated process to migrate the delivery data from the system of record to Fannie Mae via Loan Delivery.
- ☐ A process to complete internal validation of correct data being delivered.
- ☐ A process to regularly test and update LOS mapping for data field(s).

Common Findings and Documentation

Mortgage Origination Risk Assessment (MORA)

Fannie Mae conducts regular reviews to evaluate compliance with our guidelines and assess operational risks. Reviews are conducted by a team that operates independently of customer account relationship management in Fannie Mae's Single-Family mortgage business. A MORA review is intended to be a joint activity conducted by the review team with the active participation of your organization.

The **common findings** and **required documentation** listed below are specific to the topic of this risk self-assessment, Loan Data and Documentation Delivery.

Common findings

- The Seller/Servicer does not have a process in place to ensure accurate loan data delivery to Fannie Mae. (Data fields commonly cited include: Condo Project Type, Borrower Demographic Information, Rental Income and Borrower Housing Expense).
- The Seller/Servicer has not implemented a process to prevent the delivery of loans secured by properties encumbered with a private transfer fee.

Required documentation for a review

Full loan files will be requested for the loans selected for review. Documents in the loan file will be compared with delivery data received by Fannie Mae.

- Provide a complete, electronic copy of the loan file, including all documents used to support the underwriting decision.
- Loan files must include clear, complete copies of any required documents.
- Duplicate documents must be removed before submitting the file.
- The requested files must include the applicable documentation listed in the Post-Closing Loan File Document Checklist (Form 1032).

Corrective actions

Corrective actions should require implementation of required policies and procedures, the identification of a control function to ensure policies and procedures are updated on a regular basis, training for responsible parties, and validation that the required activities are completed in line with Fannie Mae *Selling Guide* requirements.

What's next?

Use the insights you have gained — especially any gaps identified in your practices and processes — to create a customized action plan.

This document is provided for informational purposes. In case of any conflict between this document and the Selling Guide and/or Servicing Guide, the Guides will govern.