

Loan Servicing Data Utility (LSDU) User Guide

June 2024





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LSDU Overview

Fannie Mae's Loan Servicing Data Utility (LSDU) is a suite of self-service tools providing a near real-time view into Fannie Mae loan data and data exceptions. LSDU provides access to over 90 key investor reporting loan data elements through a user interface (UI) in addition to providing a central location for submitting Post-Purchase Adjustments and Housing Goals corrections.

Benefits

- Enables servicers to continuously reconcile their loan and cash positions with Fannie Mae.
- Reduces the time it takes servicers to research and resolve data exceptions.
- Improves the accuracy and quality of the investor reporting processes.
- Provides upfront documentation requirements for post-purchase adjustments and business validations to simplify data change submissions.

Browser Requirements

For optimal performance, the preferred browser for LSDU is Google Chrome. Following is a list of acceptable browsers:

- Google Chrome (PREFERRED)
- Firefox
- Microsoft Internet Explorer
- Safari

• Microsoft Edge

System Availability

LSDU is available Monday through Saturday, 24 hours a day. LSDU provides near real-time data from 8:00 a.m. to 9:00 p.m. ET and 8:00 a.m. to 6:00 p.m. ET on BD 2. After 9:00 p.m., or 6:00 p.m. on BD 2, data will not be near real-time until 8:00 a.m. the following day.

Support

For help with LSDU, servicers should call 1-800-2FANNIE (1-800-232-6643), contact their assigned Fannie Mae customer account team, contact your assigned Investor Reporting Rep at master_servicing@fanniemae.com, or send an email to future_of_servicing@fanniemae.com.

Technology Manager

The following information provides Servicers' Corporate Administrators with the required application and roles which need to be requested through Fannie Mae's Technology Manager to access and work requests within the Loan Servicing Data Utility application.

Application to Request:

Loan Servicing Data Utility

Loan Servicing Data Utility (LSDU) Roles and Definitions:

- External View Only If you require only the ability to view LSDU data.
- External Update If you require the ability to view LSDU data and report LARs via LSDU.
- External Upload Only If you require only the ability to report LARs via LSDU.
- External Seller Update If you require the ability to view and submit Post Purchase Adjustments and view and report
 Housing Goals in the Loan Data Change tab.

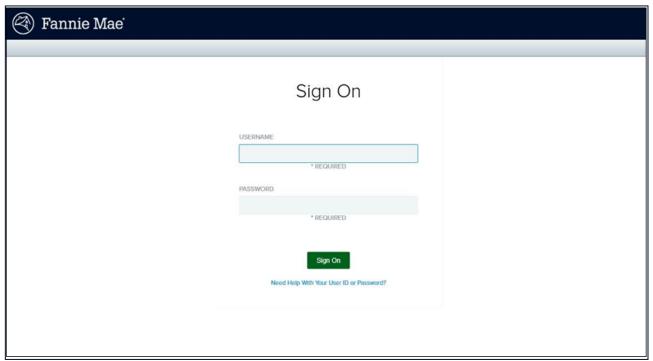
For Step-by-Step Instructions

- Technology Manger Job Aids
- Setup Available Applications
- Create New User
- Grant a User Access to an Application

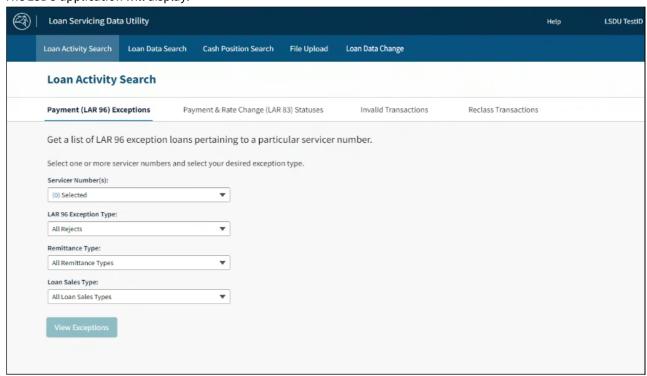


Logging into LSDU

- 1. Request access to LSDU from your company's Technology Manager Administrator.
- 2. Go to the **LSDU Login** screen at https://lsdu.fanniemae.com
- 3. Enter your Fannie Mae technology user ID and password, and click **SIGN IN**.



4. The LSDU application will display.



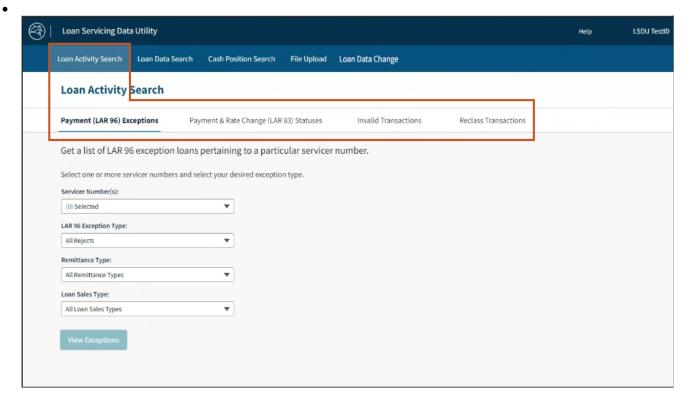


LSDU Navigation

Search Tabs

There are three search tabs across the top of the LSDU screen. Within the first tab, **Loan Activity Search**, servicers can conduct three types of loan activity searches.

- Loan Activity Search Tab:
 - o Payment (LAR 96) Exceptions
 - o Payment & Rate Change (LAR 83) Statuses
 - o Invalid Transactions
 - o Reclass Transactions
- Loan Data Search Tab.
- Cash Position Search Tab.
- File Upload Tab.
- Loan Data Change Tab.

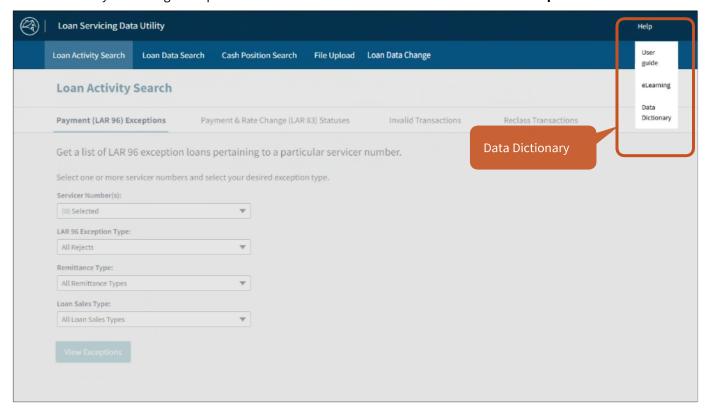


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Data Dictionary

A data dictionary containing descriptions of all LSDU data fields can be downloaded from the **Help** menu.



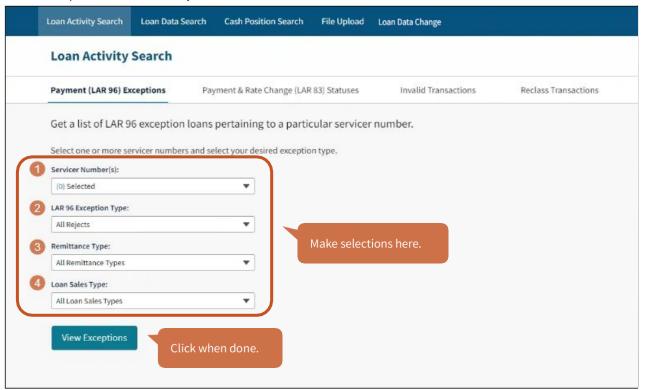
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Payment (LAR 96) Exceptions Search

Upon logging into LSDU, the **Payment (LAR 96) Exceptions Search** screen will display. This search function allows servicers to search for Hard Rejects, Soft Rejects, and Missing LARs (CD23 through BD2 only) for their selected servicer numbers.

- 1. Click the **Payment (LAR 96) Exceptions** if not already displayed. (It is located under the **Loan Activity Search** tab.)
- 2. Use the drop-down lists to make your selections and then click **VIEW EXCEPTIONS**.

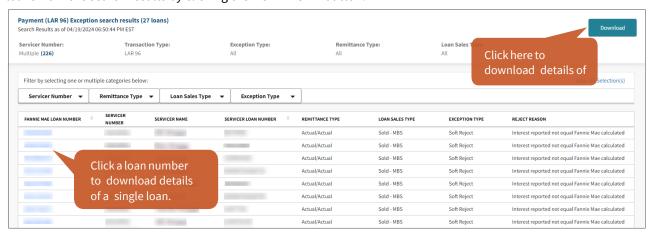


Servicer Number(s)	All, 5 digit, or individual 9 digits.	
2 Exception Type	All Rejects, Hard Rejects, Soft Rejects, or Missing LARs.	
Remittance Type	All Remittance Types, Actual/Actual, Scheduled/Actual, or Scheduled/Scheduled.	
4 Loan Sales Type All Loan Sales Types, Portfolio, Sold-MBS, SWAP-MBS, Long Term Standby, Sold-Concurrent Mortgage Sales Portfolio, or Whole Loan Remic.		

NOTE: To view all results regardless of Exception, Remittance, or Loan Sales Type, select All for each drop-down list.



3. LSDU displays the results of the **Payment (LAR 96) Exceptions Search**. Servicers have the ability to view the details of a single loan by clicking the Fannie Mae Loan Number link or downloading the loan details of all the loans from the search results by clicking the **DOWNLOAD** button.





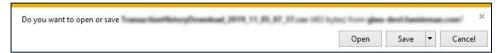
Downloading All Loan Details

 To download the details of all the loans returned on a Payment (LAR 96) Exceptions Search, click the DOWNLOAD button on the top right of the search results screen.

NOTE: The download complete banner will display at the top of the screen.



2. You will have the option to either open or save the download file. The download file is provided in a comma delimited Excel file. (Your prompts may look different depending upon the browser you use.)



Below is a sample of a downloaded Payment (LAR 96) Exceptions Search file:

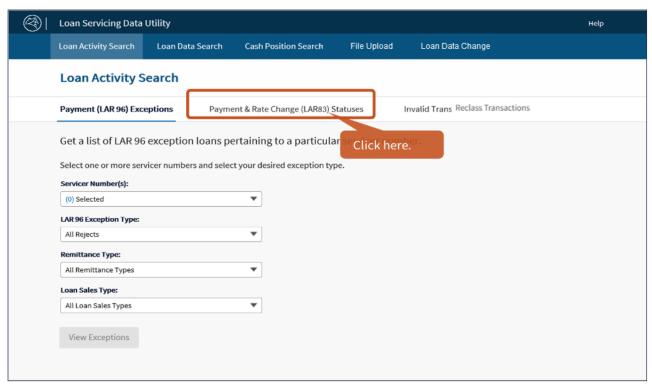




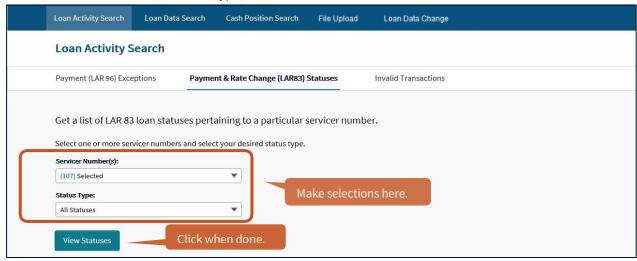
Payment & Rate Change (LAR 83) Statuses Search

Within the **Loan Activity Search** tab, servicers can obtain a list of LAR 83 loan statuses pertaining to a particular servicer number.

1. From the Loan Activity Search tab, select Payment & Rate Change (LAR 83) Statuses.



2. Select the Servicer Number(s), Status Type, and click **VIEW STATUSES**.

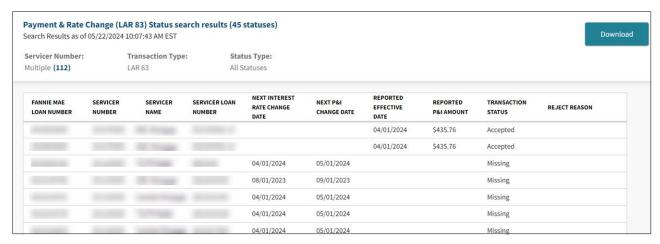


Servicer Number(s)	All, 5 digit, or individual 9 digits.	
2 Status Type All Statuses, Accepted, Projection Applied, Projected, Rejected, Missing.		

NOTE: To view all results regardless of Status Type, select All Statuses.

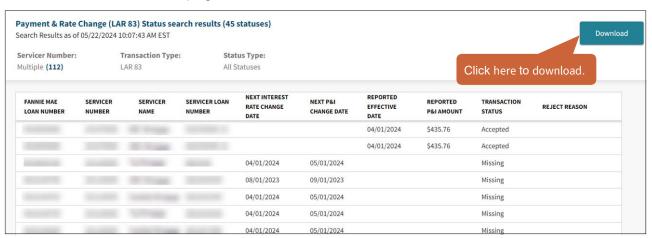


LSDU displays the results of the Payment & Rate Change (LAR 83) Statuses Search.



Downloading Payment & Rate Change (LAR 83) Search Results

1. To download the details of all the loans returned on a **Payment & Rate Change Statuses (LAR 83) Search**, click the **DOWNLOAD** button on the top right of the search results.





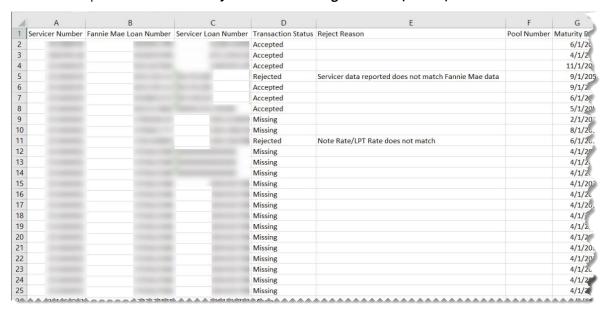
NOTE: The download complete banner will display at the top of the screen.



2. You will have the option to either open or save the download file. The download file is provided in a comma delimited Excel file. (Your prompts may look different depending upon the browser you use.)



Below is a sample of a downloaded Payment & Rate Change Statuses (LAR 83) Search file:



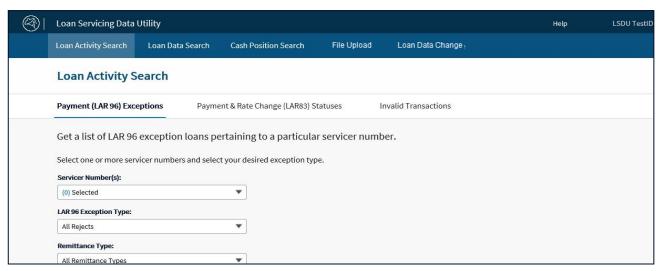
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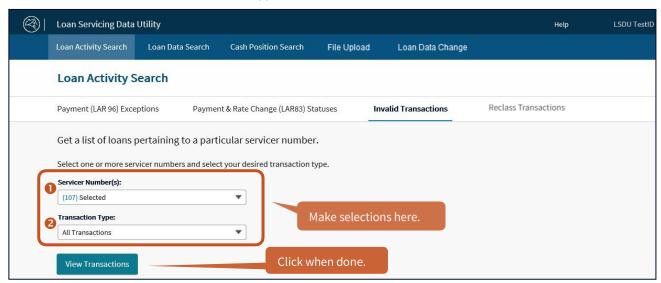
Invalid Transaction Search

Within the Loan Activity Search tab, servicers can search for Invalid Transactions for their selected servicer numbers.

1. From the Loan Activity Search tab, select Invalid Transactions.



2. Select the Servicer Number(s), Transaction Type, and click **VIEW TRANSACTIONS**.

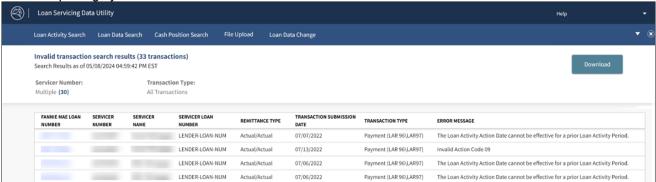


● Servicer Number(s) All, 5 digit, or individual 9 digits.	
② Transaction Type	All Transactions, Payment, and Rate Changes (LAR 83), MI Discontinuance (LAR 89), Payment (LAR 96/LAR 97).

NOTE: To view all results regardless of Transaction Type, select All Transactions.

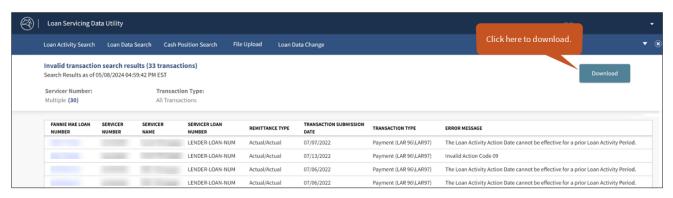


3. LSDU displays the results of the **Invalid Transaction Search**. Invalid transactions are only available for the current reporting cycle.



Downloading Invalid Transaction Data

1. To download the data returned on an **Invalid Transaction Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen.



2. You will have the option to either open or save the download file. The download file is provided in a comma delimited Excel file. (Your prompts may look different depending upon the browser you use.)



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Below is a sample of a downloaded **Invalid Transaction Search** file:

(A	В	С	D	E	F	G	
Fannie Mae Loa	n Number Servicer Nu	mber Servicer Loan Number	Remittance Type	Process Date	Transaction Type	Error Message	
	Marie Marie	The state of the s		3/22/2018	Payment (LAR 96\LAR97)	Invalid Fannie Mae Loan Number: (not a 10digit decimal) 001811020	
	MARKET THE PERSON	LENDER-LOAN-NUM	Scheduled/Scheduled	3/21/2018	Payment (LAR 96\LAR97)	Inactive Loan	
	MARKET MARK	LENDER-LOAN-NUM	Scheduled/Scheduled	3/21/2018	Payment (LAR 96\LAR97)	Inactive Loan	
	MARKET THE PERSON	LENDER-LOAN-NUM	Scheduled/Scheduled	3/21/2018	Payment (LAR 96\LAR97)	Inactive Loan	
	MICH. 192	LENDER-LOAN-NUM	Actual/Actual	3/22/2018	Payment (LAR 96\LAR97)	Invalid Servicer 9 digit match	
	MARKET MARK	LENDER-LOAN-NUM	Scheduled/Scheduled	3/20/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MINISTER MAN	LENDER-LOAN-NUM	Scheduled/Scheduled	3/21/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MARKET MARK	LENDER-LOAN-NUM	Scheduled/Scheduled	3/22/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MITCHES MAN	LENDER-LOAN-NUM	Scheduled/Scheduled	3/8/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MITCHES BUT	LENDER-LOAN-NUM	Scheduled/Scheduled	3/7/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MITCHES MAN	LENDER-LOAN-NUM	Scheduled/Scheduled	3/6/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MATERIAL PROPERTY.	LENDER-LOAN-NUM	Scheduled/Scheduled	3/12/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MITCHES BUT	LENDER-LOAN-NUM	Scheduled/Scheduled	3/13/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MATERIAL DESIGNATION OF THE PERSON NAMED IN COLUMN TWO IN COLUMN TO THE PERSON NAMED IN COLUMN TWO I	LENDER-LOAN-NUM	Scheduled/Scheduled	3/5/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MITCHES BUT	LENDER-LOAN-NUM	Scheduled/Scheduled	3/3/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	METCHEN MAN	LENDER-LOAN-NUM	Scheduled/Scheduled	3/5/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MITCHES MAN	LENDER-LOAN-NUM	Scheduled/Scheduled	3/12/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MITCHES BUT	LENDER-LOAN-NUM	Scheduled/Scheduled	3/9/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MATERIAL PROPERTY.	LENDER-LOAN-NUM	Scheduled/Scheduled	3/10/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	MATERIAL PROPERTY.	LENDER-LOAN-NUM	Scheduled/Scheduled	3/22/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	ATMENT MAN	LENDER-LOAN-NUM	Scheduled/Scheduled	3/5/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	ATTORNEY MAN	LENDER-LOAN-NUM	Scheduled/Scheduled	3/8/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	articles and	LENDER-LOAN-NUM	Scheduled/Scheduled	3/7/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	ATTORNEY MAN	LENDER-LOAN-NUM	Scheduled/Scheduled	3/6/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	artuation and	LENDER-LOAN-NUM	Scheduled/Scheduled	3/9/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	ATTORNOON MADE	LENDER-LOAN-NUM	Scheduled/Scheduled	3/3/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	ATTORNOON MADE	LENDER-LOAN-NUM	Scheduled/Scheduled	3/12/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	arrows and	LENDER-LOAN-NUM	Scheduled/Scheduled	3/12/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	arrowers man	LENDER-LOAN-NUM	Scheduled/Scheduled	3/10/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	arteston man	LENDER-LOAN-NUM	Scheduled/Scheduled	3/5/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	A-1400-1-100	LENDER-LOAN-NUM	Scheduled/Scheduled	3/5/2018	MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	
	a reasonable and a second	LENDER-LOAN-NUM	Scheduled/Scheduled		MI Discontinuance (LAR 89)	MI Discontinuance Date cannot be greater than the Loan Liquidation Date.	

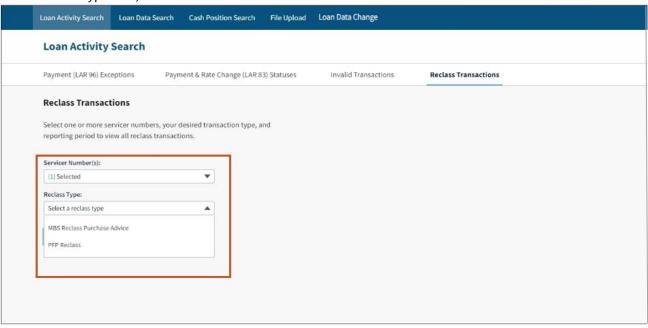


Reclass Transaction Search

Servicers can search for MBS and PFP Reclass Purchase Advice by using LSDU Loan Activity Search/Reclass Transactions search which is available the same day as the reclass.

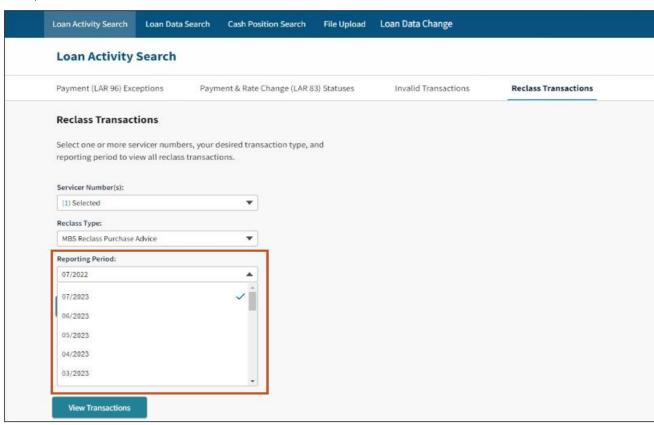
MBS Reclass

- 1. Select the **Servicer Number(s)**.
- 2. In the Reclass Type field, select MBS Reclass Purchase Advice.



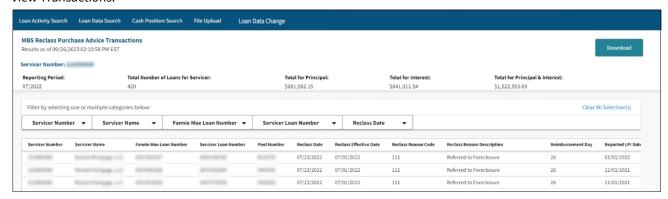
3. Select appropriate Reporting Period.

NOTE: Twenty-four months of reclass historical data is available.



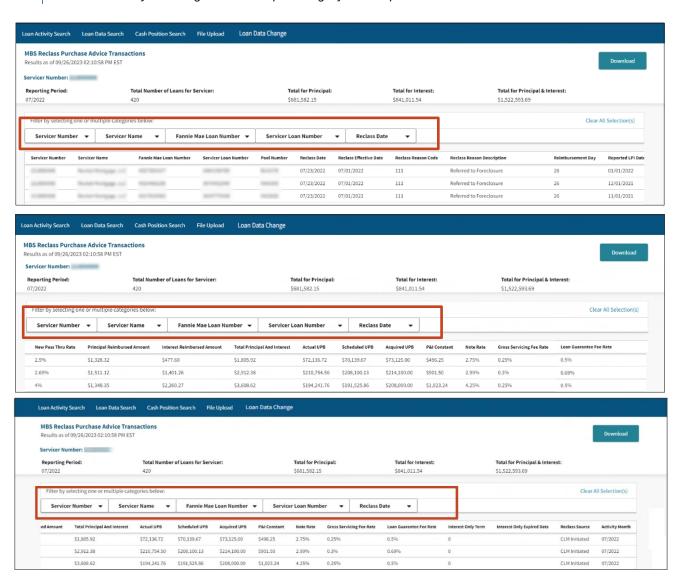


4. View Transactions.



NOTE: Below shows all the column headings available in the MBS Purchase Advise search results.

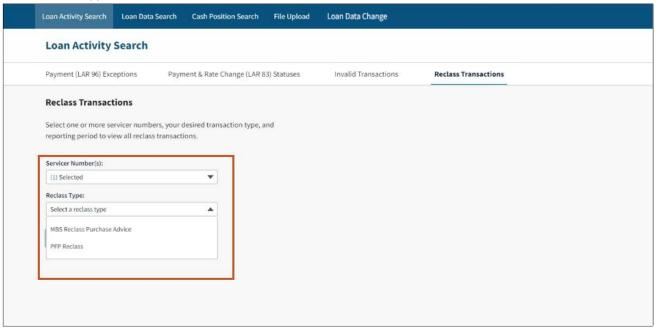
NOTE: Filter by selecting one or multiple category box dropdown icons.





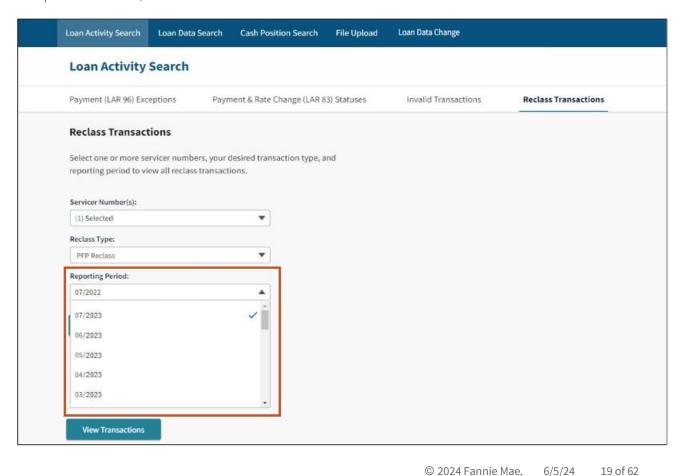
PFP Reclass

- 1. Select the **Servicer Number(s)**.
- In the Reclass Type field, select PFP Reclass Purchase Advice.



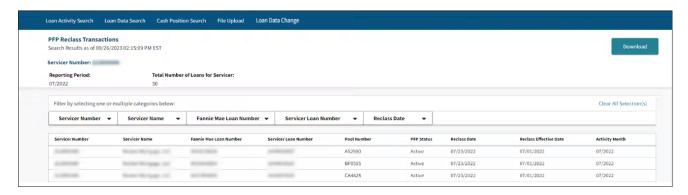
3. Select appropriate Reporting Period.

NOTE: Twenty-four months of reclass historical data is available.





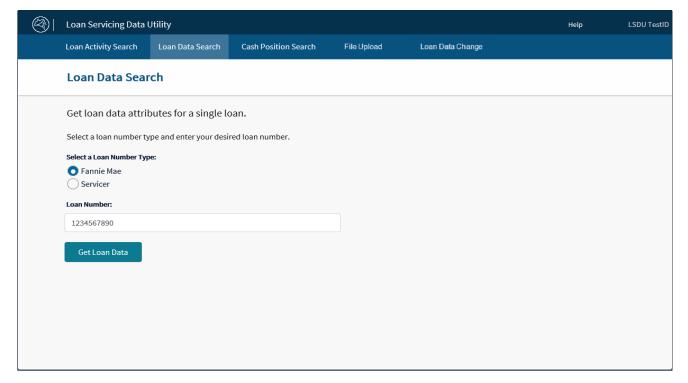
4. View Transactions.



Loan Data Search

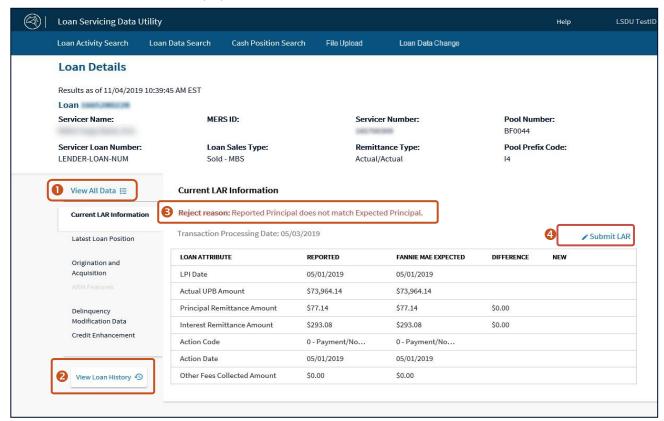
Servicers can search for any individual loan within their authorized portfolio by clicking the **Loan Data Search** tab at the top of the screen.

1. Select either a Fannie Mae or Servicer Loan Number Type, enter the corresponding 10-digit Fannie Mae Loan Number or Servicer Loan Number, and click **GET LOAN DATA**.





2. The Loan Data Details screen is displayed defaulted to the Current LAR Information section.



NOTE: The **Loan Data Details** screen can also be accessed from the **LAR 96 Exception Search Results** screen by clicking on a Fannie Mae Loan Number link.

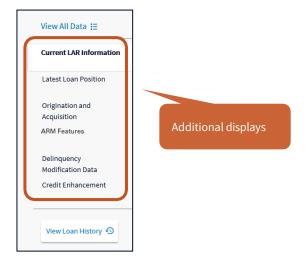
• View All Data	Click View All Data to view all sections on a single screen. Once selected, all sections are shown even if no data exists.	
② View Loan History	Click to view each history (see following section).	
❸ Reject Reasons	 LARs Not Reported (BD2+1 through CD22) will not have a reject reason. Missing LARs (CD23 through BD2) will have the following reject reasons: Missing LAR 	
	Missing LAR – New Acquisition	
	 Missing LAR – Delinquency Modification Missing LAR – Loan Reinstatement 	
	 Missing LAR - Reclass LARs Not Reported and Missing LARs will only display the expected 	
	Principal and Interest amounts for Scheduled/Scheduled loans. Everything else will be blank.	



	NOTE: Missing LAR – New Acquisition indicates a loan acquired in the current month, including those before the 22 nd calendar day. A Missing LAR – New Acquisition does not necessarily mean a LAR is not due by CD22. It is the servicer's responsibility to identify which Missing LAR – New Acquisition loans are due by the Interim Reporting End Date by viewing the Acquisition Date in LSDU."	
9 Submit LAR	Click to submit a LAR (see following section in this guide).	

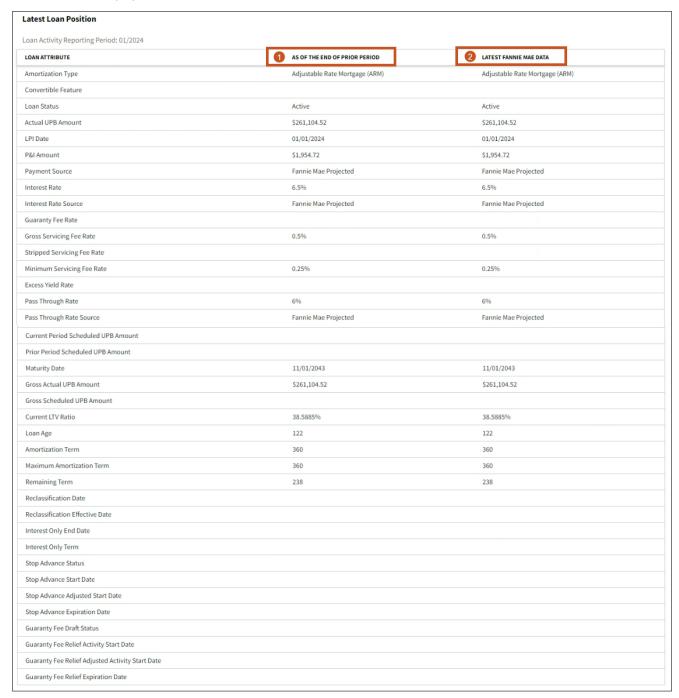
Other Loan Data Details

Clicking the sections on the left of the **Loan Data Details** screen will display additional loan details.





Latest Loan Position display:



• As of the End of Prior Period	This column shows the values of the loan position attributes with which Fannie Mae closed the previous cycle.
❷ Latest Fannie Mae Data	This column shows the latest values, including any reported activity, for the loan position attributes.

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Origination and Acquisition display:

Origination And Acquisition	
LOAN ATTRIBUTE	FANNIE MAE DATA
Original UPB Amount	\$340,000.00
Original Interest Rate	3.25%
Original P&I Amount	\$1,479.70
Original Term	360
Original Amortization Type	
Original LTV Ratio	50%
Combined LTV Ratio	50%
Fannie Mae Acquired Percentage	100%
Note Date	10/03/2013
First Installment Due Date	12/01/2013
Odd Due Date Flag	No
Lien Position	First Lien
Seller Number	
Seller Name	
Mortgage Type	Conventional
Purchase Price Percentage	100.1554%
Acquisition Date	12/18/2013
Acquisition Actual UPB Amount	\$338,318.85
Acquisition Scheduled UPB Amount	\$0.00
Acquisition Amortization Type	Adjustable Rate Mortgage (ARM)
Acquisition Amortization Term	360
Acquisition Interest Rate	3.25%
Acquisition Pass Through Rate	3%
Acquisition LPI Date	12/01/2013
Acquisition P&I Amount	\$1,479.70
Acquisition LTV Ratio	50%
Payment Price Change Rate (Low Down Payment Risk Adjustment)	
Margin Change Rate (Low Down Payment Risk Adjustment)	
Address	000 Not Valid St.
City	
State	
Zip Code	



ARM Features display (shown only if the loan is an ARM loan):

ARM Features	
LOAN ATTRIBUTE	FANNIE MAE DATA
P&I Change Date	12/01/2023
Interest Rate Change Date	11/01/2023
First Interest Rate Change Date	11/01/2018
First P&I Change Date	12/01/2018
Next P&I Change Date	12/01/2024
Next Interest Rate Change Date	11/01/2024
ARM Plan Number	2737
Index Source	1yLIBORReplacement_Frmly_1yLIB_WSJ_Daily
Index Rate	6.094
Mortgage Margin Rate	2.25%
Required Margin	1.75 %
Initial Interest Rate Per Change Down Cap Percentage	5%
Initial Interest Rate Per Change Up Cap Percentage	5%
Interest Rate Change Frequency After Fixed Period	12
Next Interest Rate Down Cap Percentage	
Next Interest Rate Up Cap Percentage	
Index Minimum Movement Percentage	
Interest Rate Change Lookback Days	45
Interest Rate Change Lookback Type	Number of Days Prior to Rate Change
P&I Change Lookback Type	Number of Days Prior to Rate Change
Interest Rate Calculation Method	
Interest Rate Rounding Factor Percentage	0.125%
Interest Rate Rounding Method	Nearest
Lifetime Ceiling Interest Rate	8.25%
Lifetime Floor Interest Rate	2.25%
P&I Frequency after Fixed Period	12
P&I Calculation Method	
P&I Change Down Cap Percentage	
P&I Change Up Cap Percentage	
P&I Change Lookback Days	0
P&I Change Percentage	
Pass Through Rate Down Cap Percentage	
Pass Through Rate Up Cap Percentage	
Pass Through Rate Calculation Method	Bottom Up
Pass Through Rate Rounding Method	Nearest
Negative Amortization Limit Resolution Type	
Negative Amortization Limit Percentage	0%



Delinquency Modification display:

(This tab will be shown only if the loan had a delinquency modification that was closed and successfully bridged to the investor reporting system. It will NOT be shown for cancelled or pre-closed mods.)

Delinquency Modification	
LOAN ATTRIBUTE	FANNIE MAE DATA
Mod Effective Date	11/01/2018
Mod Case ID	5022315005
Mod Completed Date	11/09/2018
Mod Closed Month	10/2018
Mod Payment Effective Date	11/01/2018
Mod Program Type	Streamlined Modification Program
Mod Disaster Indicator	No
Mod Borrower Contribution Amount	\$0.00
Mod UPB Amount	\$219,582.86
Forbearance Amount	\$0.00
UPB Forgiveness Amount	\$0.00
Interest Forgiveness Amount	\$0.00
Mod Ending Excess Yield Rate	0%
Step 1 Interest Rate	
Step 1 P&I Amount	
Step 1 P&I Change Date	
Step 2 Interest Rate	
Step 2 P&I Amount	
Step 2 P&I Change Date	
Step 3 Interest Rate	
Step 3 P&I Amount	
Step 3 P&I Change Date	
Step 4 Interest Rate	
Step 4 P&I Amount	
Step 4 P&I Change Date	
Step 5 Interest Rate	
Step 5 P&I Amount	
Step 5 P&I Change Date	
Mod Total Capitalized Amount	\$0.00
Mod Advances Capitalized Amount	\$0.00
Mod Interest Capitalized Amount	\$0.00
Mod Advanced Principal Reimbursement Amount	
Mod Advanced Interest Reimbursement Amount	



Credit Enhancement tab display:

Credit Enhancement	
LOAN ATTRIBUTE	FANNIE MAE DATA
MI Company Name	
MI Coverage Percentage	0%
MI Premium Lender Paid Percentage	0%
MI Certificate Number	
Cancellation Date	
Cancellation/Termination Reason	
Foreclosure Loss Risk Type	Fannie Mae Risk
Recourse Responsible Party	
Recourse Description	
Insurance Not Applicable Reason	7 - No Mortgage Insurance required because the loan-to-value ratio (using delivery date Unpaid Principle Balance and origination date value) is 80% or less.

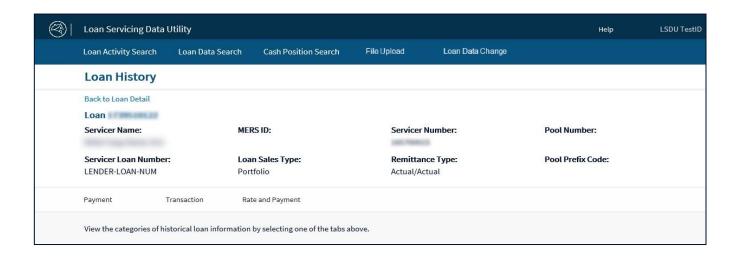


Viewing Loan History

Servicers can view the loan history by clicking the button on the left side of the **Loan Details** screen.



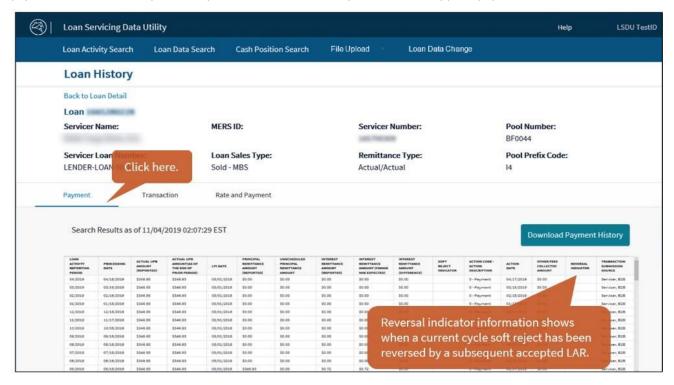
NOTE: LSDU displays the loan history options. Servicers can view details by clicking each of the tabs.



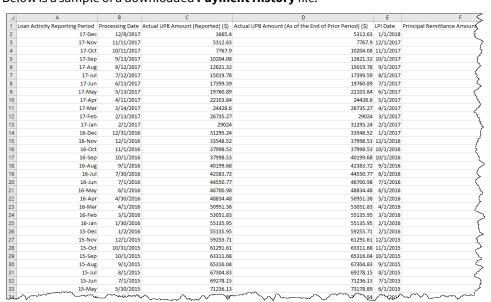


View Payment History

- 1. Click the Payment tab.
- 2. LSDU displays the Payment History details with the option to download. This section shows the entire payment history for a particular loan as far back as January 2009. In the current cycle, this section will show all applied payments (LAR96's). For previous cycles, this section will only show the last applied payment (LAR96).



Below is a sample of a downloaded **Payment History** file:

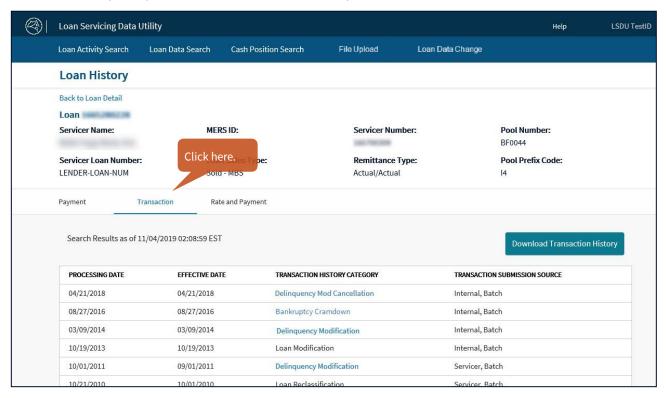


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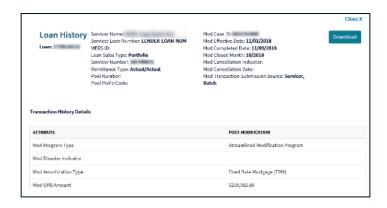


View Transaction History

- 1. Click the Transaction tab.
- 2. LSDU displays the Transaction History details with the option to download. This section shows the entire transaction history for a particular loan as far back as January 2009.



Transaction History Category	Bankruptcy Cramdown, Delinquency Modification, Delinquency Mod Cancellation, LTSC Purchase, Loan Modification, Loan Reclassification, Loan Reinstatement, MBS Buyup/Buydown, Mortgage Rate Conversion, Post- Purchase Adjustment, Payment/Note Rate Change, and Servicing Transfer.
② Category Links	Click to reveal the details about the transaction. Available for Bankruptcy Cramdown, Delinquency Modification, and Delinquency Mod Cancellation.



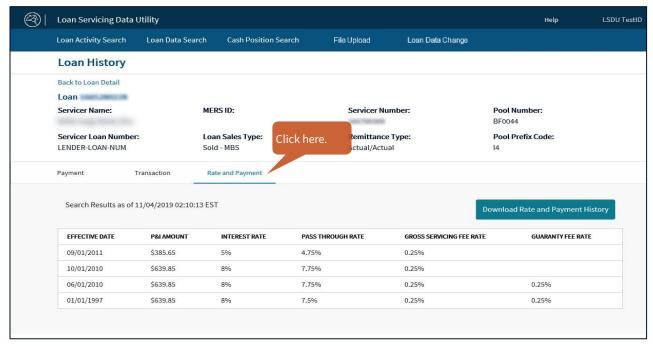


Below is a sample of a downloaded **Transaction History** file:

	Α	В	С	D	5		
1	Processing Date	Effective Date	Transaction History Category	Transaction Submission Source	j		
2	11/9/2018	11/1/2018	Delinquency Modification	Servicer, Batch			
3	11/8/2018	10/1/2018	Delinquency Mod Cancellation	Servicer, Batch			
4	10/24/2018	10/1/2018	Delinquency Modification	Servicer, Batch			
5	3/29/2018	3/29/2018	Loan Modification	Internal, Batch			
6	3/26/2018	3/1/2018	Post Purchase Adjustment	Fannie Mae Analyst, File			
7	1/4/2018	1/1/2018	Loan Reclassification	Servicer, Batch	(
8					<		
90		_		_	7		
and the second of the second o							

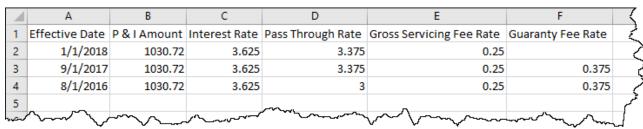
View Rate and Payment History

- 1. Click the Rate and Payment tab.
- 2. LSDU displays the Rate and Payment history details with the option to download.



NOTE: In addition, for ARMs, you will see the next payment and rate change. For Delinquency Modifications, you will see all payment and rate changes and future Step Rate changes.

Below is a sample of a downloaded Rate and Payment History file:





Submitting a Single LAR 81, 83 and 96

Single LAR submission functionality is available from 8:00 a.m. to 9:00 p.m. ET every Monday through Saturday. On BD2, LAR submission is available 8:00 a.m. to 6:00 p.m. ET. To submit a single LAR transaction, servicers perform Loan Data Search, and then click submit LAR link under Current LAR Information.

1. Click the Submit LAR link.

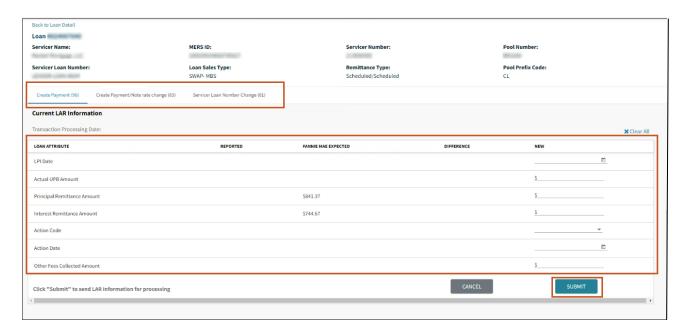


- Click on the appropriate LAR tab i.e., Servicer Loan Number Change (81), Create Payment/Note rate change (83), or Create Payment (96).
- In the **New** column, enter the required dates, amounts and Action Code.
- 4. Click Submit.

NOTE: This example shows the create payment (96).

NOTE: The fields to complete will change per LAR type but the process is the same: Select the LAR type, complete the new column fields, and click submit.

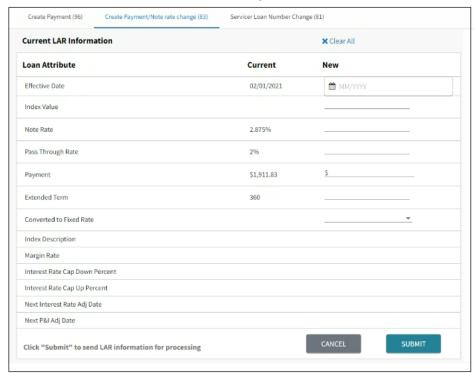
NOTE: You can also click **Clear All** to clear your entries or **Cancel** to return to the previous screen.



NOTE: The following are examples of the Create Payment/Note rate change (83) and Servicer Loan Number Change (81) screens.



Example - Create Payment/Not rate change (83)

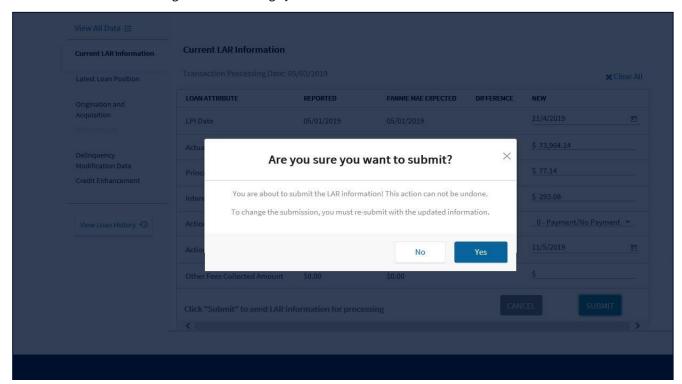


Example - Servicer Loan Number Change (81)





5. Click **Yes** to submit or **No** to go back and change your submission.



NOTE: Clicking **Yes** submits the LAR, and you cannot undo the action. To change a submitted LAR, you must resubmit with the updated information.

NOTE: Upon submission, a success banner at the top of the screen will display. Please allow up to 20 minutes for the submission to process.



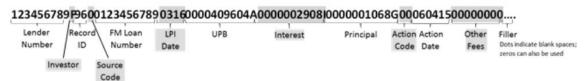


LAR File Formatting

When formatting LAR files reference the information below.

- LAR File submissions must be in .txt or .dat format, created using a basic text editor such as Microsoft Notepad®
- Every LAR record row must be 80 characters.
- Do not add any spaces to the beginning or end of the fields.
- Only one carriage return after end of each record.
- A file can contain records with mixed transaction types (81, 83, 89, 96 and 97).

Sample record:



NOTE: WLR must be in .txt, .dat or .zip and SCRAMS must be in .txt or .dat format.

NOTE: For other file formatting information refer to the <u>Fannie Mae Investor Reporting Manual</u> Chapter 3, Reporting Non-Payment Transactions i.e., 81, 83, and 89).

The chart below refers to LAR 96 formatting.

Data Element	Position(s)	Length	Format	
Lender Number	1-9	(9)	Numeric (9-digit Fannie Mae Seller/Servicer number)	
Investor	10	(1)	Alphanumeric; always "F" (for Fannie Mae)	
Record Identifier	11-12	(2)	Numeric; always "96" (for transaction code 96)	
Source code	13	(1)	Numeric; either 0 - indicate original transmission or 1 - indicates cumulative update or correction	
Fannie Mae Loan Number	14-23	(10)	Numeric (10-digit Fannie Mae loan number)	
LPI Date	24-27	(4)	Numeric: MMYY format	
Unpaid Principal Balance	28-38	(11)	Numeric; zone signed* (Code \$50,000.01 as 0000500000A)	
Interest	39-49	(11)	Numeric; zone signed* (Code \$800.02 as 0000008000B)	
Principal	50-60	(11)	Numeric; zone signed* (Code -\$9.91 as 0000000099J)	
Action Code	61-62	(2)	Numeric (Always include Action Code. Refer to table below for list of action codes.)	



Data Element	Position(s)	Length	Format
Action Date	63-68		Numeric: MMDDYY format (Always include Action Date. The Action Date is the date of the borrower payment or due date if no payment was received and can be any date from the first to the last day of the loan activity period.)
Other Fees	69-76	(8)	Numeric; zone signed*, may be zero-filled
Filler	77-80	(4)	Alphanumeric: blanks or zeros

Numeric Zone Signed Mapping

The term "zone signed" refers to a method of indicating a negative or positive value without using a character for the negative or positive symbol. The following table shows the value mappings.

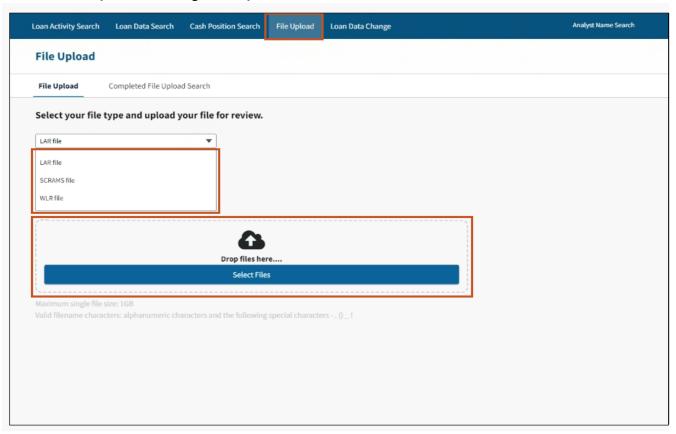
Zone Sign	Numeric Value Zone Sign		Numeric Value
{	+0	}	-0
А	+1	J	-1
В	+2	К	-2
С	+3	L	-3
D	+4	М	-4
Е	+5	N	-5
F	+6	0	-6
G	G +7		-7
Н	H +8		-8
I	l +9		-9



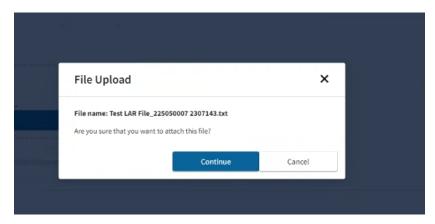
File Upload

LSDU File Upload is available for LAR 81, 83, 89, 96, 97, SCRAMS, and WLR. LAR file submissions must be in .txt or .dat format, created in a basic text editor such as Microsoft Notepad®.

- 1. Click File Upload tab.
- 2. Select File Type.
- 3. Select file from your CPU or drag and drop.



4. Click Continue.



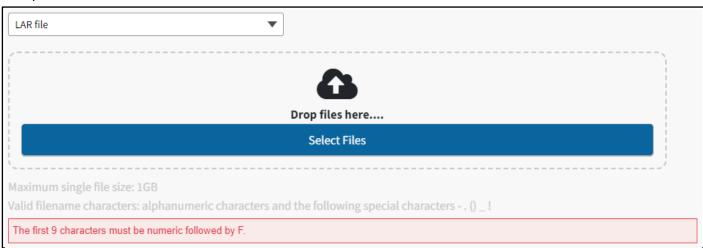


The following file type error messages may be received if the file type selected doesn't match the uploaded file:

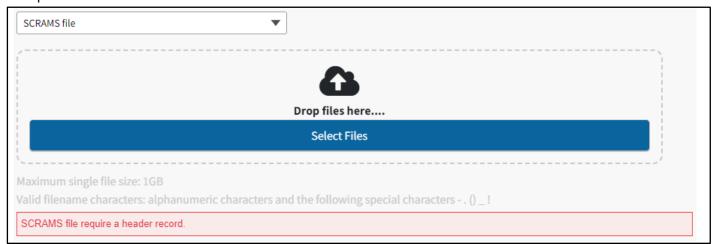
- The first 9 characters must be numeric followed by F.
- SCRAMS files require a header record.
- WLR files require a minimum of 971 positions for each record.

NOTE: If such error(s) occur ensure the correct drop-down option is selected or correct the file format and re-upload.

Example 1:

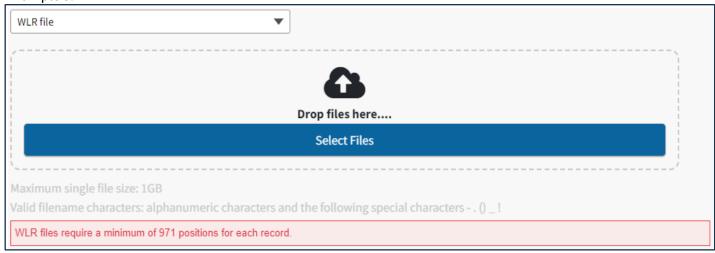


Example 2:





Example 3:

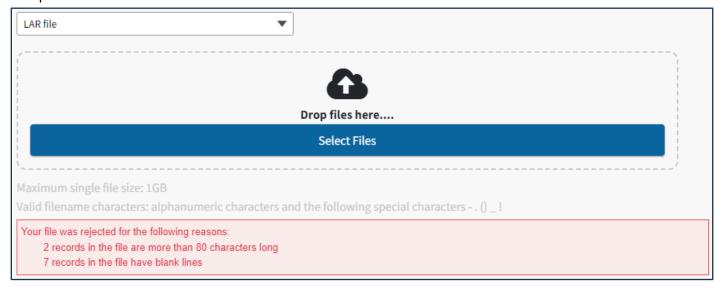


The following error messages maybe received if an invalid LAR file format is used. If you incur one of these errors, make updates to your file and re-upload:

- X records in the file are more than 80 characters long
- X records in the file have blank lines
- The end of the file is missing a carriage return

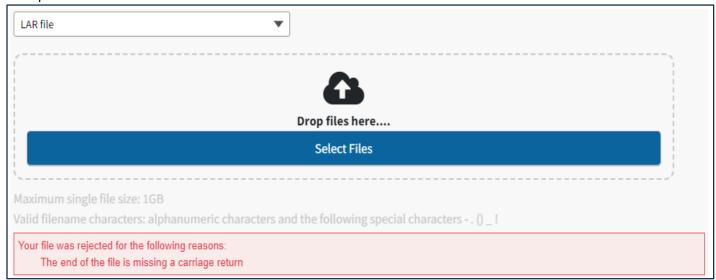
NOTE: The error for blank lines can be found either at the end of the LAR records or between LAR records.

Example 1:

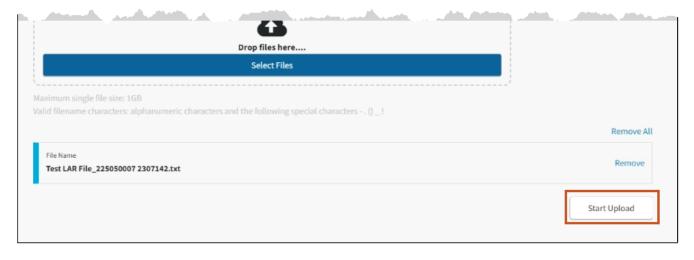




Example 2:



5. After File uploads, click **Start Upload**.

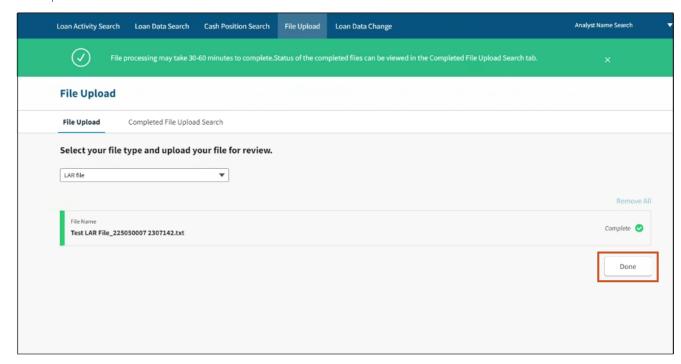


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6. When file shows complete, click **Done**.

NOTE: File processing may take 30-60 minutes to complete. Status of the completed files can be viewed in the Completed File Upload Search tab.





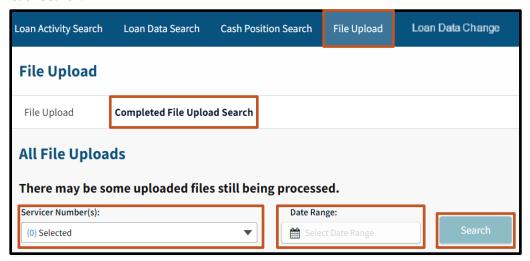
Completed File Upload Search

This data is preprocessing data. Users must go to the <u>Payment Exceptions Search</u> and Invalid Transactions Search to see loan reject details.

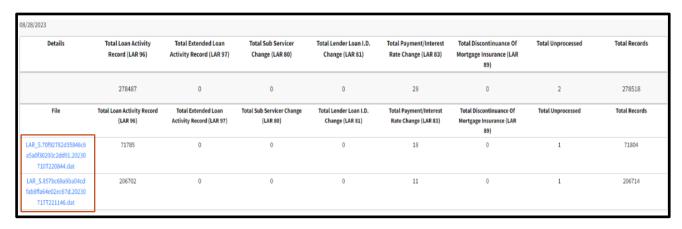
- 1. Click File Upload tab.
- 2. Click Completed File Upload Search tab.
- 3. Select appropriate servicer number(s) in Servicer Number(s) field.
- 4. Select appropriate dates in the Date Range field.

NOTE: The Date Range is for the last 60 days and the current day.

5. Click Search.



6. Click File Name Link to download the file level record counts.

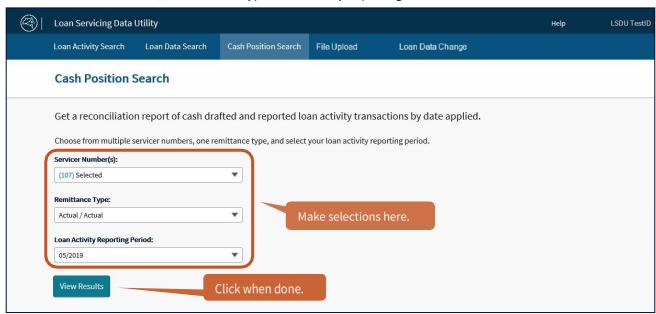




Cash Position Search

Servicers can search all Remittance Types for their selected servicer numbers by clicking the Cash Position Search tab.

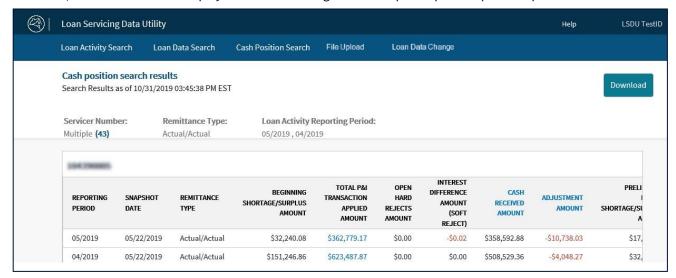
1. Select the Servicer Number(s), Remittance Type, Loan Activity Reporting Period, and click VIEW RESULTS.



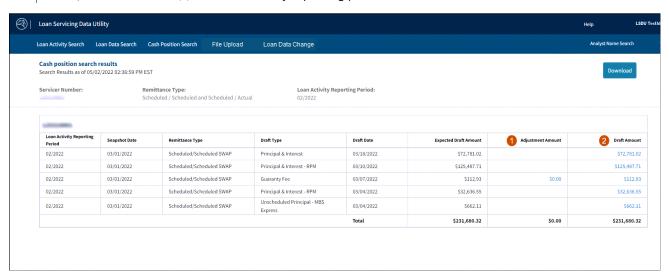
Servicer Number(s)	All, 5 digit, or individual 9 digits.
② Remittance Type	Actual/Actual. Scheduled/Scheduled and Scheduled/Actual.
❸ Loan Activity Reporting Period	Current period and 11 previous periods.



2. LSDU displays the results of the **Cash Position Search**. The results show data as of the prior day. An Actual/Actual search result displays two rows showing the current period plus the previous period below it.



NOTE: A Scheduled/Scheduled and Scheduled/Actual search result will display a summary of the 9-digit seller/servicer number(s) and loan activity reporting period selected.



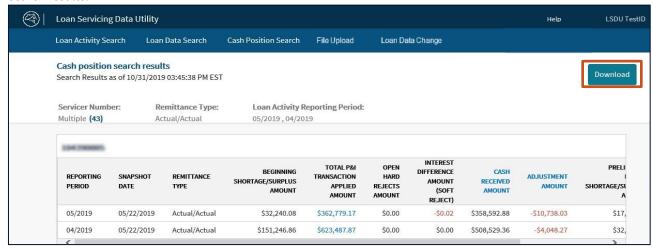
• Adjustment Amount	This field is clickable for all rows to view more data.
② Draft Amount	This field is clickable for all rows to view more data.

NOTE: Servicers can search for LTSC Commitment Fee Draft Amounts using a Scheduled/Scheduled and Scheduled/Actual search. LSDU displays the results of the search for LTSC Commitment Fee Draft Amounts as a Guaranty Fee Draft Type.



Downloading Actual/Actual Cash Position Data

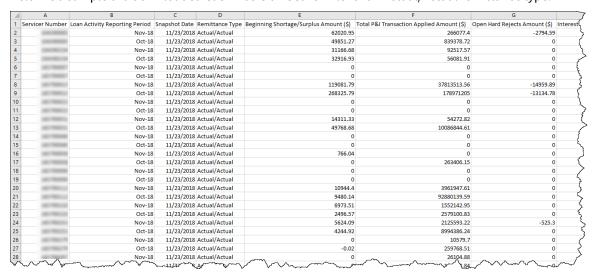
1. To download the data returned on a **Cash Position Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen.



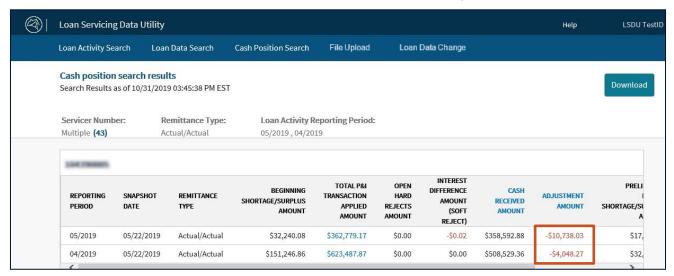
Below is a sample of a downloaded Cash Position Search file for an Actual/Actual remittance type:



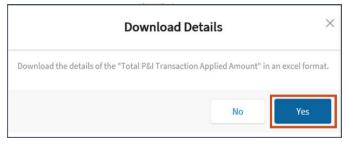


Downloading Total P&I Transaction Applied Amount Data

1. To download a file containing all the loans that make up the **Total P&I Transaction Applied Amount** and a breakdown of each, click the **Amount** link in the column for either the current or previous month.



2. Click **Download** and click Yes.





Below is a sample of a downloaded **Total P&I Transaction Applied Amount** file:

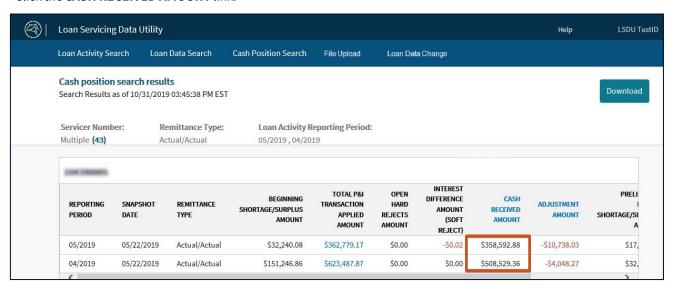
4	A	В	С	D	E	F	G	Н	I	J
1	Loan Activity Reporting Period	Servicer Number	Servicer Name	Fannie Mae Loan Number	Servicer Loan Number	Principal Remittance Amount	Interest Remittance Amount	Interest Difference Amount (Soft Reject)	Adjustment Amount (ARAP)	P&I Transaction Applied Amount
2	Nov-18				LENDER-LOAN-NUM	118.67	461.77	(0	580.44
3	Nov-18				LENDER-LOAN-NUM	168.63	369.71	(0	538.34
4	Nov-18				LENDER-LOAN-NUM	120.05	302.81	(0	422.86
5	Nov-18				LENDER-LOAN-NUM	0	0	(0	Ó
5	Nov-18				LENDER-LOAN-NUM	0	0	(0	P
7	Nov-18				LENDER-LOAN-NUM	351.6	828.2	(0	1179.
3	Nov-18				LENDER-LOAN-NUM	0	0	(0	0
9	Nov-18				LENDER-LOAN-NUM	603.23	1458.73	(0	2061.9
0	Nov-18				LENDER-LOAN-NUM	0	0	(0	0
1	Nov-18				LENDER-LOAN-NUM	93.07	250.32	(0	343.39
2	Nov-18				LENDER-LOAN-NUM	79.17	211.97	(0	291.14
3	Nov-18				LENDER-LOAN-NUM	0	0	(0	ó
4	Nov-18				LENDER-LOAN-NUM	0	0	(0	0
5	Nov-18				LENDER-LOAN-NUM	0	0	(0	Q
6	Nov-18				LENDER-LOAN-NUM	238.34	676.96	(0	915.3
7	Nov-18				LENDER-LOAN-NUM	347.59	879.43	(0	1227.02
8	Nov-18				LENDER-LOAN-NUM	0	0	(0	0
9	Nov-18				LENDER-LOAN-NUM	367.25	58.06	(0	425.31
0	Nov-18				LENDER-LOAN-NUM	0	0	(0	C
1	Nov-18				LENDER-LOAN-NUM	0	0	(0	g
2	Nov-18				LENDER-LOAN-NUM	628.5	93.54	(0	722.0
3	Nov-18				LENDER-LOAN-NUM	953.34	150.76	(0	1104.1
4	Nov-18				LENDER-LOAN-NUM	0	0	(0	d
5	Nov-18				LENDER-LOAN-NUM	497.31	69.7	(0	567.01
6	Nov-18				LENDER-LOAN-NUM	0	0	(0	0
7	Nov-18				LENDER-LOAN-NUM	2.96	29.38	(0	32.34
8	Nov-18				LENDER-LOAN-NUM	519.37	65.94	(0	585.31
9	Nov-18				LENDER-LOAN-NUM	376.97	65.75	(0	442.72
0	Nov-18				LENDER-LOAN-NUM	0	0	(0	0
1	Nov-18				LENDER-LOAN-NUM	713.13	116.98	(0	830.13
2	Nov-18				LENDER-LOAN-NUM	892.78	177	(0	1069.7
3	Nov-18				LENDER-LOAN-NUM	0	0	() (3



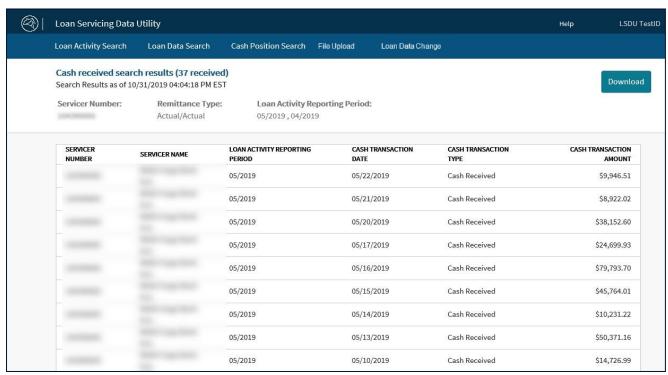
Viewing Cash Received Amount within Cash Position Results

Servicers can view the Cash Received Amount for the periods shown in the **Cash Position Search** results by clicking the link in the table.

1. Click the CASH RECEIVED AMOUNT link.



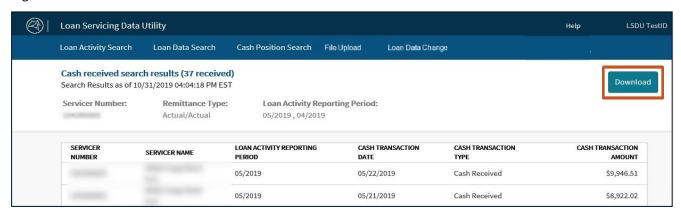
2. LSDU displays the Cash Received Amount details.



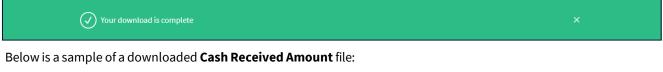


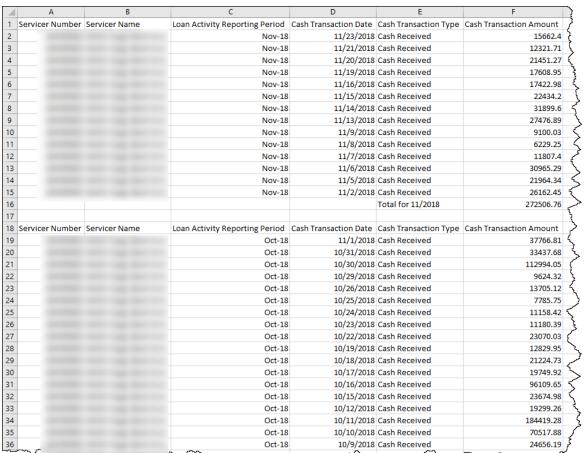
Downloading Cash Received Data

1. To download the data returned on a **Cash Received Amount Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen.



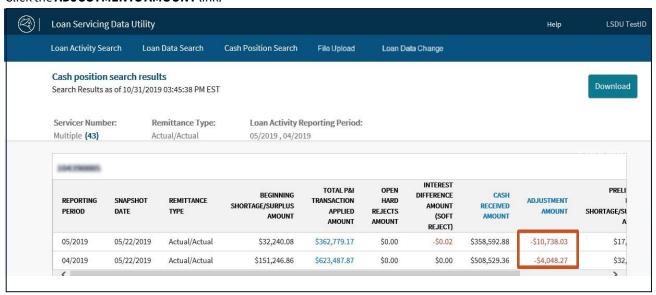




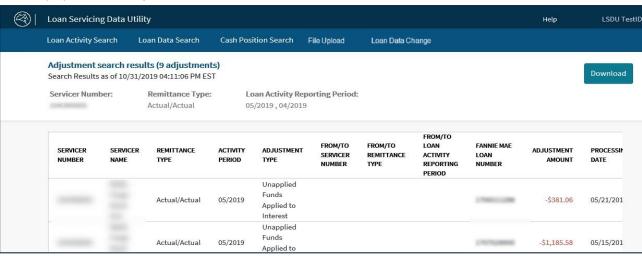
Viewing Cash Adjustments within Cash Position Results

Servicers can view the Cash Adjustments for the periods shown in the **Cash Position** results by clicking the **ADJUSTMENTS AMOUNT** link in the table.

1. Click the ADJUSTMENTS AMOUNT link.



2. LSDU displays the **Cash Adjustment** Amount details.



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Downloading Cash Adjustments Data

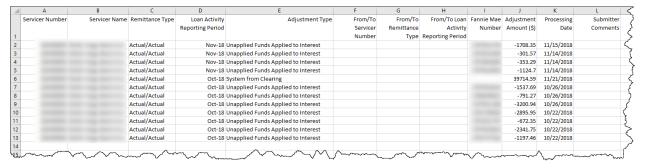
1. To download the data returned on a **Cash Adjustments AMOUNT Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen.



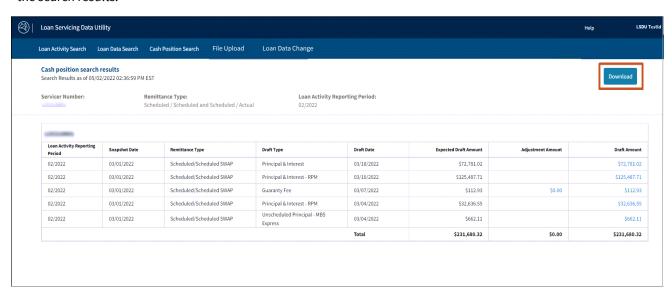
Below is a sample of a downloaded Cash Adjustments file:





Downloading Schedule/Schedule and Schedule/Actual Cash Position Data

1. To download the data returned on a **Cash Position Search**, click the **DOWNLOAD** button on the top right of the search results.



NOTE: The download complete banner will display at the top of the screen and an Excel spreadsheet will appear with the data.



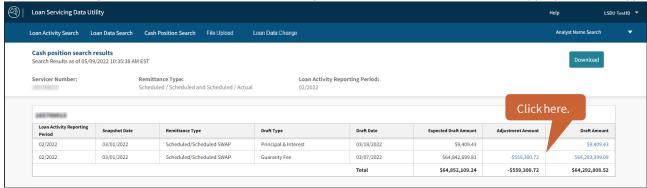
Below is a sample of a downloaded Cash Position Search file for a Scheduled/Scheduled and Scheduled/Actual remittance type:



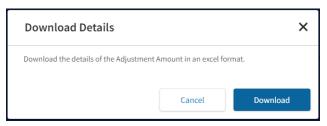


Downloading Adjustment Amount

1. To download **Adjustment Amount Search**, click the **Adjustments Amount** link listed for the appropriate draft type.

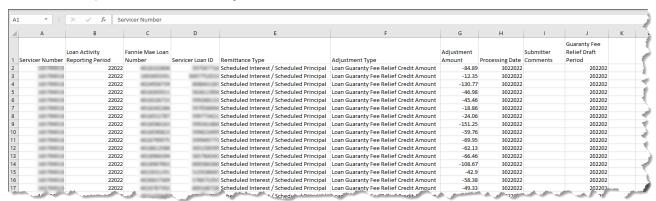


2. Click the **DOWNLOAD** button.



3. Use standard Excel functionality to sort Excel file.

Below is a sample of a downloaded Adjustment Amount file:

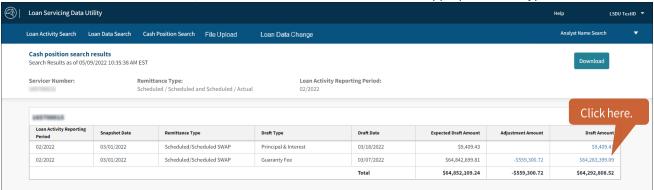


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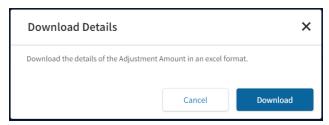


Downloading Draft Amount

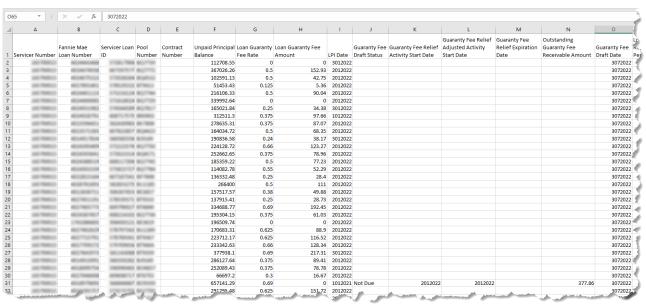
1. To download **Draft Amount Search**, click the **Draft Amount** link listed for the appropriate draft type.



2. Click the **DOWNLOAD** button.



Below is a sample of a downloaded **Draft Amount** file:





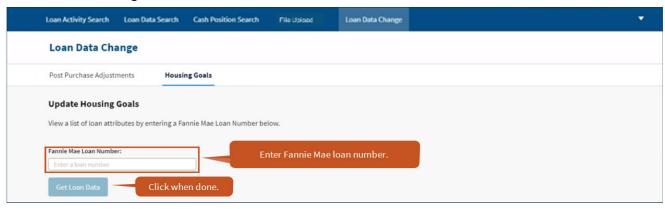
Loan Data Changes

Within the **Loan Data Change** tab, you can submit new post purchase adjustment (PPA) requests. In addition, update and view housing goals information for loans delivered in the current calendar year. To access the **Loan Data Change** tab, users must have the Seller Update role. Please contact your Corporate Administrator to gain access. Real time status inquiries for housing goals updates and PPA requests can be made as well. Status data will only contain the last three months of history. Prior status inquiries for PPA requests can be obtained by emailing the Fannie Mae's Post Purchase Adjustment team at <u>post purchaseadjustments@fanniemae.com</u>.

Housing Goals

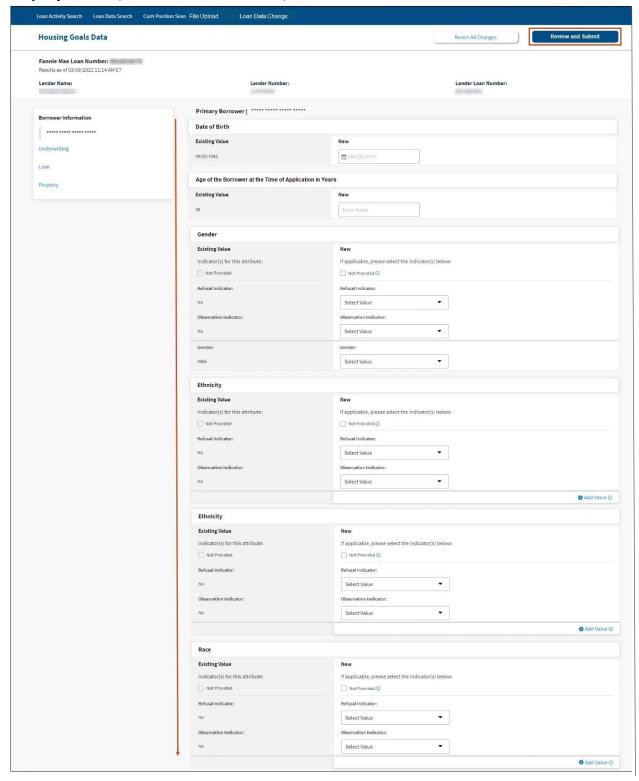
To enter Housing Goals updates, follow the steps below:

1. Enter Fannie Mae 9-digit loan number and click Get Loan Data.





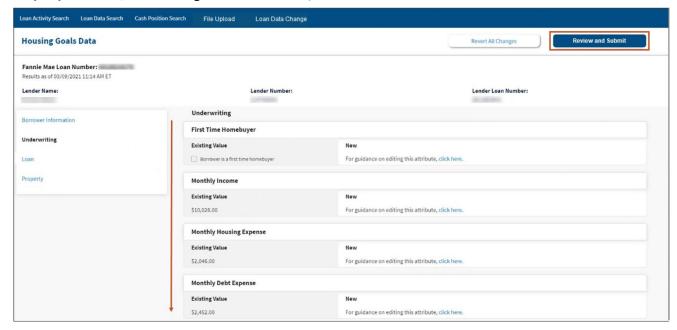
2. Enter all appropriate changes to fields in the appropriate section(s) i.e., Borrower, Underwriting, Loan, and or **Property** sections. (**Borrower** section view below).



NOTE: If corrections are made in any field(s) the Review and Submit button will change to dark blue. If there are no other changes required in any other sections, click **Review and Submit** and proceed to step 6.

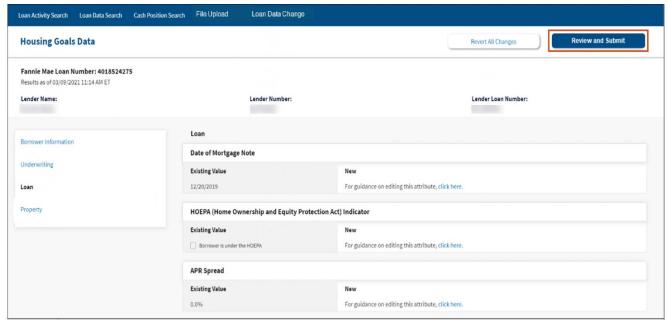


 Enter all appropriate changes to fields in the appropriate section(s) i.e., Borrower, Underwriting, Loan, and or Property sections. (Underwriting section view below).



NOTE: If corrections are made in any field(s) the **Review and Submit** button will change to dark blue. If there are no other changes required in any other sections, click **Review and Submit** and proceed to step 6.

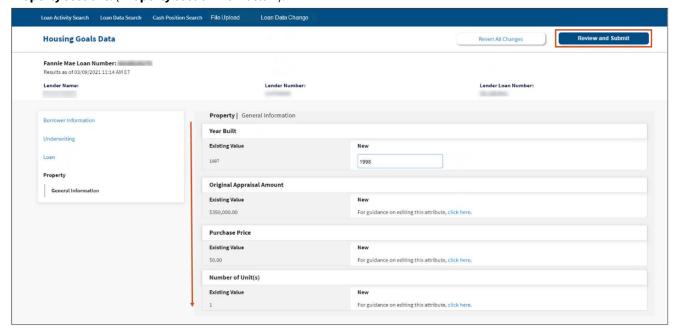
4. Enter all appropriate changes to fields in the appropriate section(s) i.e., **Borrower, Underwriting, Loan,** and or **Property** sections. (**Loan** section view below).



NOTE: If corrections are made in any field(s) the **Review and Submit** button will change to dark blue. If there are no other changes required in any other sections, click **Review and Submit** and proceed to step 6.

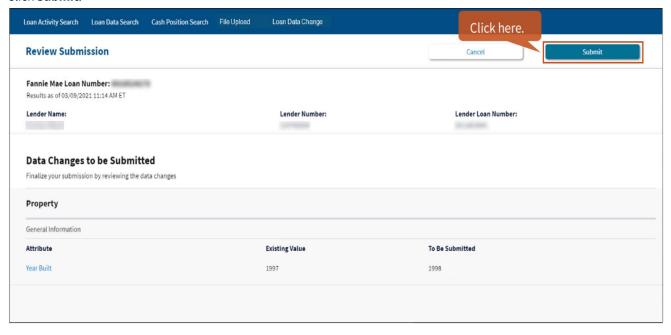


5. Enter all appropriate changes to fields in the appropriate section(s) i.e., **Borrower, Underwriting, Loan,** and or **Property** sections. (**Property** section view below).



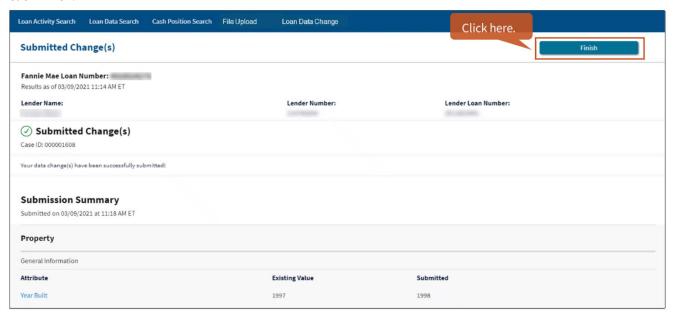
NOTE: If corrections are made in any field(s) the **Review and Submit** button will change to dark blue. If there are no other changes required in any other sections, click **Review and Submit** and proceed to <u>step 6</u>.

6. Click Submit.

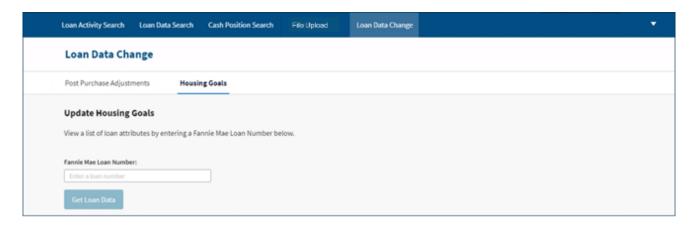




7. Click Finish.



If there are more loans needing Housing Goals information	If there are NO more loans needing Housing Goals information				
■ Follow steps 1 – 7.	 Process is complete and adjustments have been made. Proceed to the next page. 				

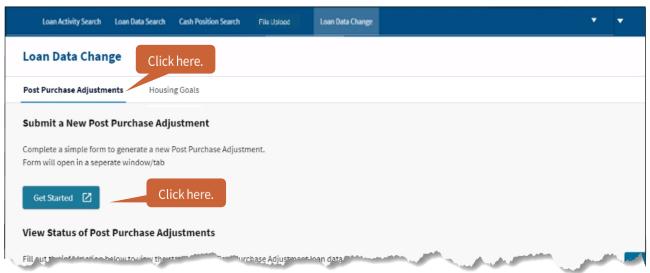




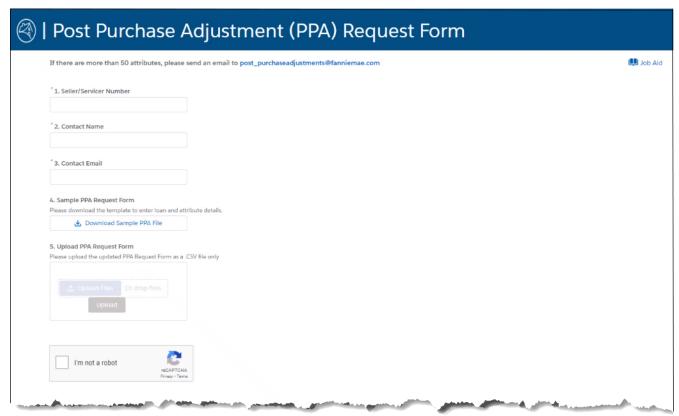
Seller/Servicer-Initiated Post-Purchase Adjustment Requests

To create a new Seller/Servicer-Initiated Post-Purchase Adjustment Request follow the steps below:

1. Click **Post Purchase Adjustments** tab and click **Get Started** button.



2. Enter information appropriate information.



NOTE: <u>Click here</u> to access the Seller/Servicer-Initiated Post-Purchase Adjustments Job Aid for step-by-step instructions.

NOTE: Click here to access more PPA resources from the PPA home page.



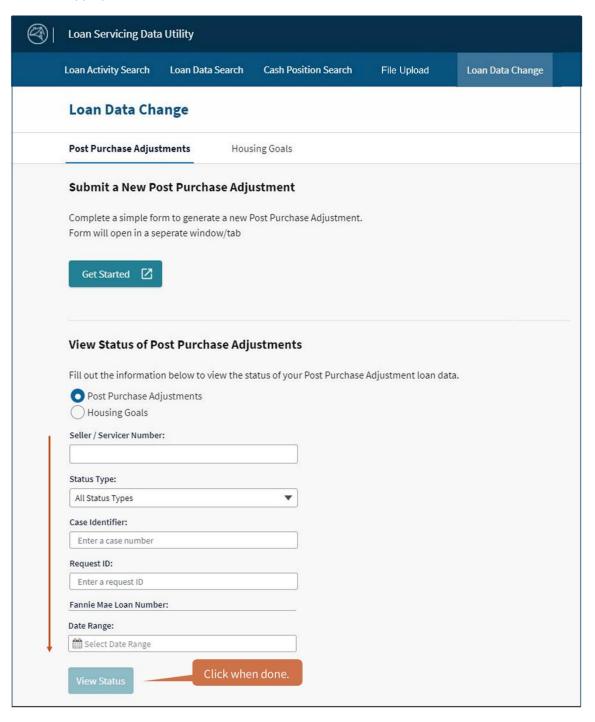
Status of Post-Purchase Adjustment (PPA) Requests

Status data will only contain the last three months of history. Prior status inquiries for PPA requests can be obtained by emailing the Fannie Mae's Post Purchase Adjustment team at post purchaseadjustments@fanniemae.com.

NOTE: PPA requests status will be available approximately 45 minutes after submission.

To inquire on the status of a PPA request follow the steps below:

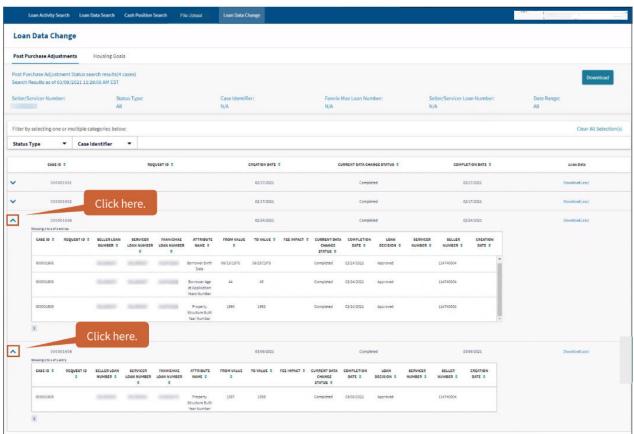
1. Enter the appropriate information and click **View Status**.





Status Type	Definitions
Submitted	An analyst is reviewing the initial data change submission for completeness.
In Progress	The data change submission is being reviewed for eligibility, pricing, and/or disclosure
	impacts.
Submitter Action	Clarification or additional documentation is required on the data change submission in
Required	order to proceed.
Completed	The data change request has been reviewed and finalized.
Cancelled	The initial data change submission is terminated. No change has been processed.
Case Id	The unique case reference id assigned to each case. This is provided automatically once
	the data change request has been submitted (Data change initiated via LSDU Web
	Portal).
Request Id	The unique reference id assigned to each case for data change initiated by Fannie Mae.
Date Range	Records will only be available up to 3 months from submission.

2. LSDU displays the results of the **Post-Purchase Adjustment Status Search**. Click **arrow** of desired request to view detailed information.



3. Click **Download** to download information to an Excel spreadsheet.

NOTE: Clicking on the download button in the upper right corner of the screen with download all cases. Clicking on the download button within each case will download only that specific case information.