Fannie Mae Property 360 REOgram Notification User Guide

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Purpose

This Guide provides an overview on how to manage the Property 360™ REOgram Notification process for any Real Estate Owned (REO) property acquired through foreclosure sale or acceptance of a Mortgage Release (DIL).

- Servicers must review and confirm the REOgram notification in Property 360 within one (1) business day upon receipt of the daily REOgram notification from Property 360.
- Property 360 initiates notification to servicers daily for any new event and a weekly notification on properties aged more than two (2) business days.
- Servicers must review and resolve any exceptions from the daily notification in Property 360 no later than three (3) business days, if applicable.

Note: Property 360 replaces the need for servicers to send Fannie Mae an REOgram via Asset Management Network (AMN).

System and Access Requirements

If you are already a registered user for a Fannie Mae application(s), contact your Corporate Administrator and confirm that you have been given access to the appropriate Property 360 role via Fannie Mae Technology Manager. If you are not a registered user, make sure you have registered and received a username and password credentials from your Corporate Administrator for accessing Property 360. For additional details, please refer to the Fannie Mae Technology Manager Home Page.

Below are the roles for the REOgram functionality in Property 360:

- PROP360-PROD-REOGRAM-DECISION: ability to confirm or reset REO.
- PROP360-PROD-REOGRAM-READONLY: Read Only access.

Note: Use Google Chrome or Microsoft Edge when accessing Property 360 For optimal use.

REOgram Functionality

Log in to Property 360

Property 360 is a Single Sign On (SSO) system. Complete the steps in this section to access Property 360.

1. Launch Property 360.

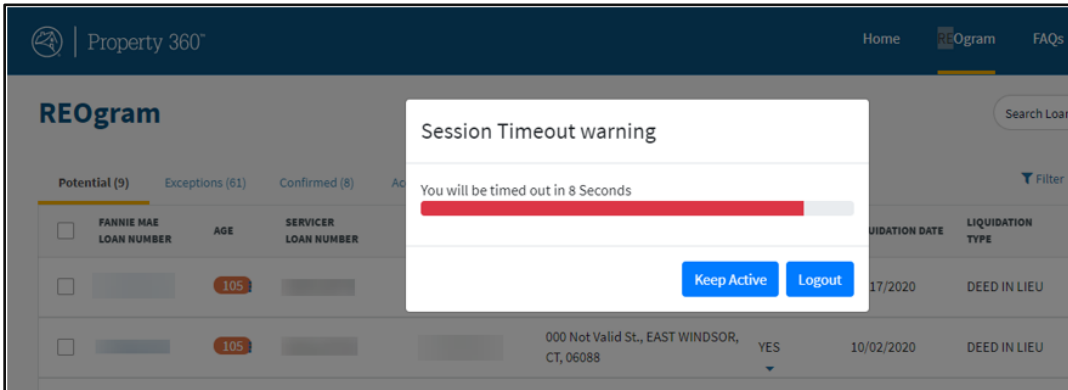2. Enter your username and password in the corresponding fields.

3. Click **Sign On**.

System Log Off

The system automatically logs off after 30 minutes of inactivity. A warning message displays at 28 minutes indicating the upcoming log off. A Session Timeout warning displays as the system shuts down.

Note: Click **Keep Active** to keep Property 360 open or click **Logout**.
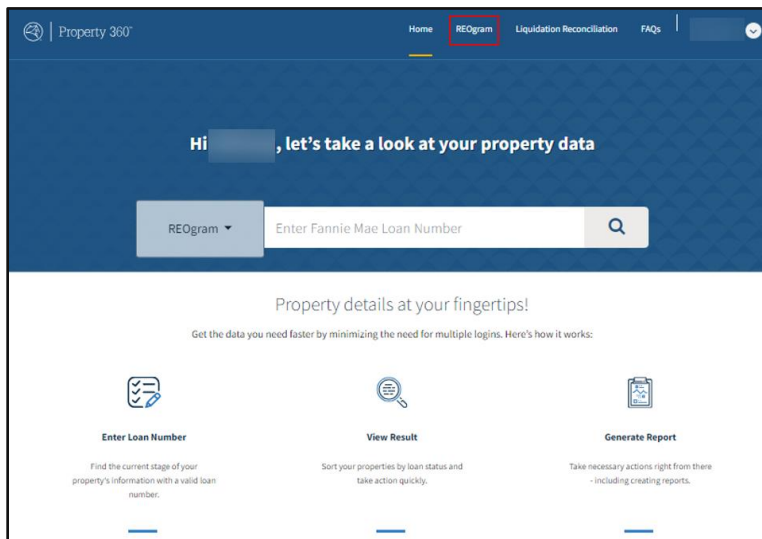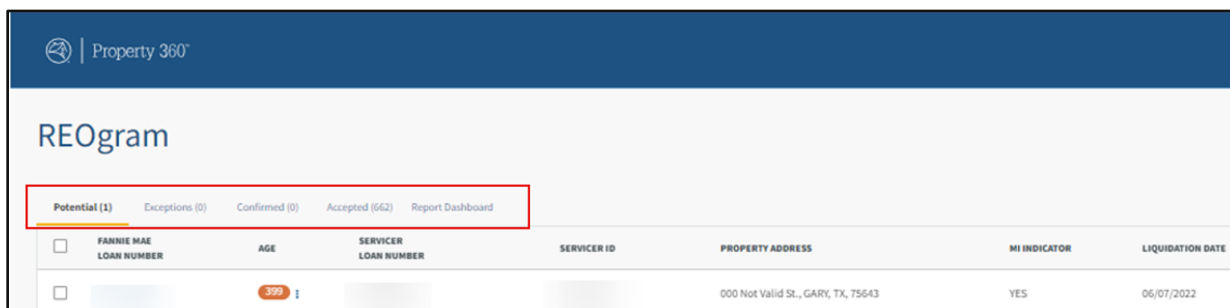

Searching for Properties

Once successfully logged into the application, property data can be accessed through various search options.

Option 1 - Search from the REOgram Screen (Recommended)

1. From the Home Page, click on the **REOgram** tab.

The workflow queues display and indicate the number of loans in each queue.

2. Enter the Fannie Mae loan number in the **Search** field.

3. Click on the magnifying glass icon or press **Enter**.

Note: If the loan is in Property 360, the system identifies and displays the loan within the appropriate workflow as shown below.

Note: If the loan is not located in Property 360, the following error message displays.
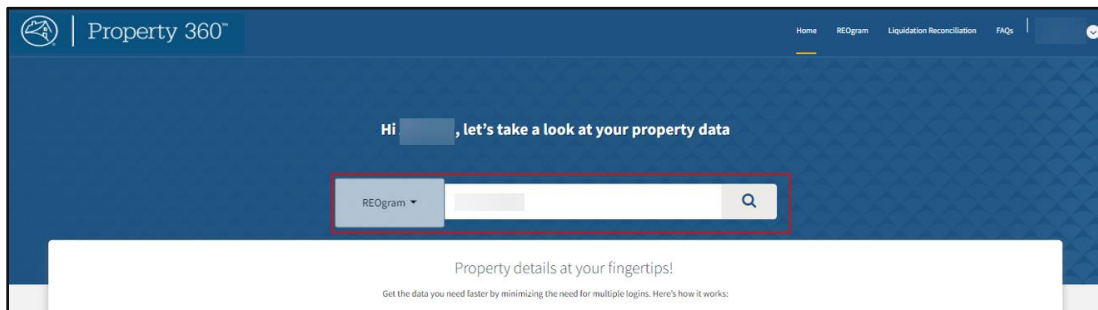
Option 2 - Search from the Home Page

1. From the Home Page, click the **REOgram** dropdown.
2. Enter the Fannie Mae loan number in the **Search** field.
3. Click on the magnifying glass icon or press **Enter**.

The Loan Details screen displays the loan information.

Note: Refer to the Loan Details Tab section of the Guide for more information.

Note: The following error message displays if the loan is not located in Property 360.
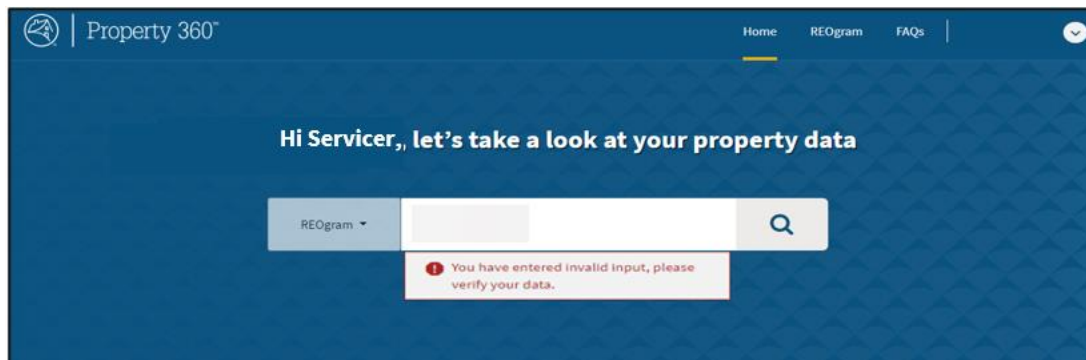
Review Eligible REO Loan List

Servicers must review and confirm the REOgram notification in Property 360 within one (1) business day upon receipt of the daily REOgram notification from Property 360 for any Real Estate Owned (REO) property acquired through foreclosure sale or acceptance of a Mortgage Release.

- Property 360 initiates notification to servicers daily for any new event and a weekly notification on properties aged more than two (2) business days.
- Servicers must review and resolve any exceptions from the daily notification in Property 360 no later than three (3) business days, if applicable.

Servicers should access Property 360 to:

- Review and manually confirm loans that are in the Potential queue.
- Review and take corrective actions on loans in the Exceptions queue.
- Review and update loan data.
- Review loans for REO case information.

Note: Loan data is refreshed daily. Business and system rules validation are completed to identify the following loan queues:

- **Potential** – Loans that Property 360 has identified as possible REO loans.
  - o Liquidated from Servicing Investor Reporting (SIR) with a loan action code of 70/72 or from eBoutique (for reverse loans) with a loan action code of 70. Servicers are expected to continue to report the removal activity in SIR or in eBoutique (for reverse loans) the following business day after the foreclosure event.
- **Exceptions** – Loans that have not met all REO requirements.
  - o Refer to the [Exception Types table](#) for a list of the REOgram Exceptions.
- **Confirmed** – Loans that servicers have manually confirmed as REO loans or that have been auto-confirmed by the system based on the logic below:
  - o DIL confirmation automatically occurs when the difference between the closing date and the DIL and liquidation processing/transaction date in SIR is within 30 calendar days.
  - o REO foreclosure confirmation automatically occurs when the difference between liquidation processing/transaction date in SIR and Default Reporting Application (DRA) REO/Foreclosure sale event (Attorney reporting date) is within 30 calendar days.
  - o Reverse loans liquidated with a loan action code of 70.
- **Accepted** – Loans that have gone through Fannie Mae's batch process and are onboarded into the Fannie Mae REO Inventory.

Note: As part of the review and reconciliation process, if a loan is not in Property 360, the servicer should reach out to Fannie Mae via email (npdc_reogram@fanniemae.com) for more information.

Potential REO Queue

The Potential REO queue displays loans that have passed the business validations and have been identified as eligible REO through SIR or eBoutique (for reverse loans) and are waiting on DIL/DRA data or failed the auto-confirmation logic.

Servicers must identify and confirm those loans that are potential REO to Fannie Mae (in case of auto-confirmation validation failure).

Follow the steps below to identify and confirm appropriate loans:

1. Click on the **Potential** Tab.
2. Click the appropriate checkbox(es) for the applicable REO loans.
3. Click **CONFIRM**.

Note: To deselect a loan, click the appropriate check mark to the left of the Fannie Mae Loan Number.

Exceptions Queue

The Exceptions queue displays loans that have not met all of the REO requirements. Servicers are expected to take one of the following three actions to remedy the exception:

- Update data in SIR or eBoutique (for reverse loans) or Servicer Management Default Underwriter (SMDU).
- Update loan data in Property 360.
- Request override in Property 360 if the exception is overridable.

Exception types are classified as one of the following:

- **Overridable** - Servicers can request the exception to be overridden by Fannie Mae or update the underlying data in Fannie Mae source systems, such as SIR or eBoutique (for reverse loans).
- **Non-Overridable** - Servicers must take corrective action in Fannie Mae source systems such as SIR, or eBoutique (for reverse loans), Loss Mitigation (via SMDU).

Note: Reference the Exception Types table for a list of exceptions.

1. Click on the **Exceptions** Tab to display the Exception Info, Created Date, Decision Date, Status, Comments, and Action.

Note: Non-Overridable exceptions must be cleared by taking corrective action in Fannie Mae source systems such as SIR, or Loss Mitigation (via SMDU).

Exception Override Requests

In scenarios where exceptions cannot be cleared through SIR, eBoutique (for reverse loans), SMDU, or DRA, or for instances where the updates could be time consuming, servicers can request an exception override.

1. Click **Edit** for the applicable exception, to display a dropdown menu.

Note: The only option enabled for servicers is **Request Override**.

2. Select **Request Override** from the dropdown menu.

3. Enter a comment indicating the reason(s) for the exception override request.

4. Click **Save**.

Note: The exception status updates to Awaiting Approval. The Comments History updates to reflect the reason for the exception override.

Based on the information provided via the workflow, Fannie Mae will override or deny the request. If the request is overridden, the system routes the loan to the Potential or Confirmed queue, as applicable, (if no other exceptions are triggered) within the next system processing cycle. If the exception is denied, the loan will remain in the Exception queue and the servicer will have one additional opportunity to request an exception override.

Note: Exceptions can only be requested to be overridden twice. After the second attempt, the system will no longer allow the servicer to request an override. To request an override following the second attempt, send an email to the npdc_reogram@fanniemae.com mailbox and include appropriate documentation to override the exception and onboard the REO.

Confirmed Queue

The Confirmed queue displays loans that servicers have manually confirmed as REO loans from the Potential queue **or** those that were auto-confirmed by the system.

The system auto-confirms the loans in the Potential queue based on the logic below:

- DIL confirmations automatically occur when the difference between the closing date (DIL) and Liquidation Processing/Transaction date in SIR is within 30 calendar days.

- REO foreclosure confirmations automatically occur when the difference between the Liquidation Processing/Transaction date in SIR and DRA REO/Foreclosure sale event (attorney reporting date) is within 30 calendar days.

- Reverse loans liquidated with a loan action code of 70.

Note: Loans remain in the Confirmed queue until 7 p.m. EST and then are moved to the Accepted status queue.

1. Hover over the three dots to the right of the **Confirmed Date** column to identify the user that confirmed the loan.

2. If a loan has been confirmed in error, select the loan that has been confirmed and click **Reset** before the scheduled daily cut off.

The loan displays in the Potential queue and may require servicer action in Fannie Mae systems.

Accepted Queue

The Accepted queue displays loans that have gone through Fannie Mae's batch process and have been onboarded into Fannie Mae's REO inventory for property preservation and marketing activities. Servicers can access data up to one year from the original event.

Loan Details Tab

Click on a Fannie Mae loan number on any screen within Property 360 to display the Loan Details screen.

1. Click on the **BACK** button to display the previous screen.

Note: Servicers can update key loan attributes up to five (5) business days from **Confirmed** date. See the Update Key Loan Attributes section for more information.

REO Details Tab

Click the **REOs** tab to view REO case file information sent to Fannie Mae.

REO details are populated after onboarding the property into the Fannie Mae REO inventory. If there are prior REOs submitted on the loan, that information displays and is sorted based on the latest event, including activity from the prior servicer.

Exception Details Tab

Click the **Exceptions** tab to view exceptions for the REO case.

Comments Tab

Click the **Comments** tab to view existing comments or add a comment.

Adding a New Comment

1. Click **Add Comment**.

2. Select the applicable **Comment Type** from the dropdown menu, enter all applicable comments in the field provide, and click **Save**.

    - DRA/Legal
    - General
    - Manual Case Creation
    - Oversight/Outreach/Follow Up

Note: Max length of the comment is 4000 characters. Comments greater than 4000 characters will be truncated to the first 4000 characters.

3. Click on the ellipses (…) to display the full comment.

4. Click on the **Comment** icon from the REOgram Home Page to display existing comments for the loan. Additionally, new comments can be added using **Comment** icon, rather than navigating to the Loan Details screen.

Update/Edit Key Loan Attributes

Servicers can update key loan attributes up to five (5) business days from the **Confirmed** date.

Note: Servicers are required to review and validate the editable loan attributes, including the Foreclosure/DIL Attorney name. Refer to the Appendix for a list of editable fields.

1. Click on the **Loan** tab and click **Edit Section**.

2. Make all applicable updates and then click **Save Changes**.

Property 360 Reporting

Report Dashboard

Historical data on any REOgrams that have been submitted to Fannie Mae can be obtained through the Report Dashboard within Property 360.

Note: This replaces the existing View REO Information Report function that is currently available in AMN.

1. To access the Report Dashboard, click on the **REOgram** tab and then click **Report Dashboard**.

2. Select the applicable report type from the dropdown menu.
   - **REO Inventory Report**
     - This report contains all REOs that have been reported as a foreclosure sale to Fannie Mae within a specified date range.
     - This report can be filtered by REO Created Date or Foreclosure Sale Date/Liquidation Date.

   - **Sold/Disposed REO**
     - This report contains all REOs that are in a Disposed or Completed status within a specified date range.
     - The Sold/Disposed REO report can be filtered by REO Sold Date.

   - **Eliminated REO**
     - This report contains all REOs that have been eliminated within a specified date range.
     - The Eliminated Report can be filtered by REO Eliminated Date, REO Created Date, or Foreclosure Sale Date/Liquidation Date.

   - **Generate Report by Fannie Mae Loan Number**
     - This report option allows the user to search by entering the 10-digit Fannie Mae loan number.
     - Selecting this report option only requires the Fannie Mae loan number. No additional search filters required.

   - **HECM Servicer REO Pipeline**
     - This report displays the REOs for reverse mortgage loans that are active or in a sold status.
     - The HECM Servicer REO Pipeline Report may be filtered by REO Created Date or Foreclosure Sale Date/Liquidation Date.

3. If the Report Type selected requires an Event Date, select the appropriate Event Date (from the Filter by Event Date dropdown).
4. Click to select the appropriate default Date Range or click on the calendar icons to enter a custom date range.
5. Click **Submit**.

6. Once the report is requested, the status of the report appears in the Recent Report Results section and will be in "In Progress" status.

Note: No preview of the report is available. The report may take a few minutes to generate and become available for download. If the **Download** status remains In Progress, click **Refresh** to display the updated status.

7. Click **Download** to download the report as an Excel spreadsheet.
Note: The report displays in the Recent Report Results section when the file is available for download.

Note: An error displays if the number of records requested has reached the maximum threshold.

8. If the Generate Report by Fannie Mae Loan Number Report Type is selected, enter the 10-digit Fannie Mae loan number and click **Submit**.

Note: Click **Reset** button to clear the Report Type, Filters, Date Range, and Loan Number and select different criteria.

Note: The following error message displays if the user attempts to request the same report while the report status is "In Progress".

9. Reports older than seven (7) days will be deleted from the Recent Reports section.

User Management

System Notifications

The Property 360 REOgram application sends email notification(s) to user(s) that have an REOgram role and is subscribed to receive notifications for any new activity or for aged cases. The email notification provides a summary/count of loans onboarded per status queue.

Daily Notification

A daily notification is sent for any new loan that has been onboarded and is available in the Potential, Exception or Confirmed queue. If there are no new loans, the system will not send a notification.

Note: The daily notification for REOgram events includes a line item with the count of property and new comments entered by Fannie Mae to be reviewed by the servicer.

```
-----Original Message-----
From: DoNotReply@fanniemae.com <DoNotReply@fanniemae.com>
Sent: Monday, January 23, 2023 2:19 PM
To: P360USERJaneDoe@fanniemae.com
Subject: Fannie Mae Property360 Daily Notification for Aged REOgram Events 2023-01-23

Hello P360 REOgram User,

Below is the count of new properties in Property360 application workflow view -

POTENTIAL          : 0
EXCEPTION          : 0
CONFIRMED          : 1

Count of Properties with new Comments entered by Fannie Mae User and to be reviewed by Servicer: 1


Please login to Property360 application (https://property360.fanniemae.com) to review and/or take appropriate action. To
unsubscribe from this notification, please login to Property360, go to 'My Account' (under your profile), uncheck the selection for
'Receive REOgram related Notifications' and save.

This mail is sent from an unmonitored mailbox, please DO NOT reply to this mail. If you have any questions regarding this mail or its
contents, please email: npdc_reogram@fanniemae.com
```

Weekly Notification

A weekly notification is sent on Fridays with the count of loans that are in Potential or Exception queue and aged greater than or equal to three (3) business days.

From: DoNotReply@fanniemae.com <DoNotReply@fanniemae.com>
Sent: Tuesday, June 15, 2021 2:40 PM
To:
Subject: Fannie Mae Property360 Weekly Notification for Aged REOgram Events 2021-06-15

Hello P360 REOgram User,

Below count(s) indicate properties that are in the Potential or Exceptions workflow queue and aged greater than or equal to 3 business days -

POTENTIAL   : 60
EXCEPTIONS   : 19

Please login to Property360 application (https://property360.fanniemae.com) to review and/or take appropriate action to avoid any potential Compensatory Fees. To unsubscribe from this notification, please login to Property360, go to 'My Account' (under your profile), uncheck the selection for 'Receive REOgram related Notifications' and save.

This mail is sent from an unmonitored mailbox, please DO NOT reply to this mail. If you have any questions regarding this mail or its contents, please email: npdc_reogram@fanniemae.com

Note: When a profile is created, the user(s) is automatically enrolled to receive notifications.

1. To unsubscribe to these notifications, click **My Account** in the top-right corner of the screen.
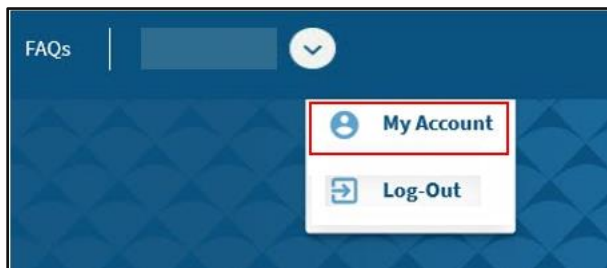
The user(s) account details appear.

2. Unselect the box to stop receiving REOgram related notifications and click **Submit**.

Note: From a best practice standpoint, the recommendation is to keep the subscription feature on.

Logging out of Property 360

Follow the steps below to log out of Property 360:

1. Click on the dropdown arrow in the upper-right-hand-corner of the screen.
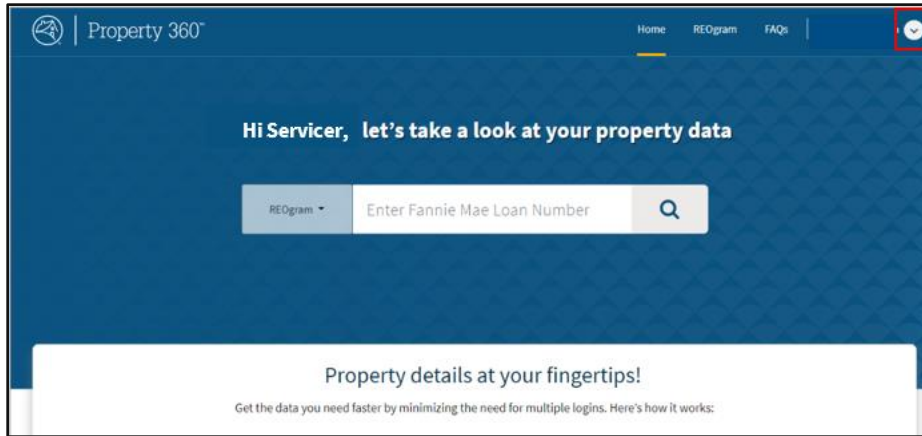
2. Click **Log Out**.
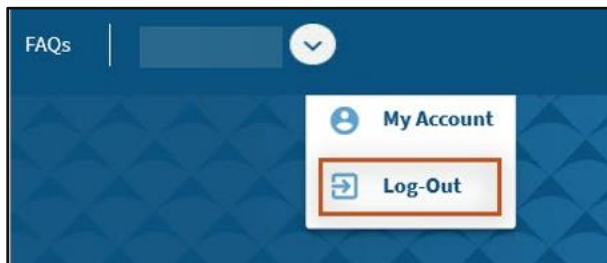
Knowledge Base

Appendix

Exception Types

The following table outlines the exception type messages and the business rules validations.

No.	Exception Message Displayed	Business Rules Validation	Recommended Servicer Action	Override Requestable by Servicer	Internal User Overridable
1	Loan is not reported as 70, 72 in Investor Reporting and Deed-In-Lieu DARTS Case ID:<xxxxx> exists in Closed/Completed status.	Loan is not reported as 70, 72 in SIR and Deed-In-Lieu in DARTS in closed, completed status exists.	Submit LAR to SIR with a status code of 70, 72. OR Cancel Loss Mitigation case if not valid.	N	N
2	Loan is not reported as 70, 72 in Investor Reporting and Foreclosure Sale reported in Default Reporting platform.	Loan is not reported as 70, 72 in SIR and Attorney has reported Foreclosure event in DRA.	Submit LAR to SIR with a status code of 70,72. OR Cancel Foreclosure Sale Reporting in DRA, if not valid.	N	N
3	Foreclosure Risk 2 (Servicer) or 2 (Shared, Servicer Markets).	Foreclosure Risk Code = 2 or 3 (2 – Servicer 3 – Shared, Servicer Markets)	Work with Investor Reporting to update the data. OR Request the Exception to be overridden.	Y	Y
4	Loan is included as a part of NPL/RPL Sale.	If Special Feature Code in (753, 915) then create REO with Exception.	Work with Investor Reporting to update the data. OR Request the Exception to be overridden.	Y	Y
5	Preforeclosure Workout DARTS Case ID:<xxxx> exits in <Case status from DARTS> status.	PREFORECLOSURE workout exists in ((APPROVED, IN REVIEW, AWAITING REVIEW, TRIAL, APPROVED FOR TRIAL)).	Work with Loss Mitigation team to cancel the Preforeclosure case if not valid. OR Update LAR to 71 if Preforeclosure case is valid.	N	N
6	Other Workout DARTS Case ID: <xxxx> exists in <Case status from DARTS status.	OTHER workout exists in ((IN REVIEW, AWAITING REVIEW, TRIAL, APPROVED FOR TRIAL)).	Work with Loss Mitigation team to cancel/complete the OTHER Workout if not valid.	Y	Y

7	<Workout Type> Workout DARTS Case ID:<xxxx> exists in <Case status from DARTS> status.	If any of the following workout exists in (APPROVED, IN REVIEW, AWAITING REVIEW, TRIAL, APPROVED FOR TRIAL) 0-New DLM Loan, 2 – Modification, 3 -Bidding Instructions, 4-Assumption, 5-VA Buydown, 6- Deed-In-Lieu, 9- Repay, 10-Proceed to Foreclosure, 11-HomeSaver Advance.	Work the Loss Mitigation team to cancel/complete the Loss Mitigation Workout as needed.	Y	Y
8	Second Lien Consideration Workout <DARTS Case ID :xxxx> is currently in progress on Loan and is in <DARTS Case status> status OR no Second Lien Workout exists.	Liquidation Type is not equal to DIL and Lien Position = Second Lien from (SIR) AND DARTS Workout = Second Lien Consideration (7) exists in (In Review, Awaiting Review) OR no Second Lien Workout exists, create REOgram with exception.	Work with Loss Mitigation team to cancel/approve the OTHER Workout as needed. OR Request the Exception to be overridden.	Y	Y

Editable Fields

The following table provides the editable fields found in Property 360.

Field Name	Details
Servicer Loan Number	Optional
Borrower Name	Required field – cannot be blank
Co-Borrower Name	Optional
MI Indicator	Select from drop-down values: Yes/No
Address Line 1	Required field – cannot be blank
Address Line 2	Optional
Unit #	Optional
City	Required field – cannot be blank
County	Required field – cannot be blank
Zip Code	Required field – cannot be blank
Property Type	Select from drop-down values
Foreclosure/DIL Attorney	Select from drop-down values; if name is unknown, select the value 'Unknown' (this will display the default name 'DIL/FCL Servicer Contact;"
MI Company Name	Required field if MI Indicator = Yes
MI Certificate Number	Required field if MI Indicator = Yes
MI Coverage Percent	Required field if MI Indicator = Yes

Common Fields and Definitions

The following table lists the common fields found in Property 360 and the corresponding definitions.

Field Name	Description
Age	Number of business days from the date the loan onboarded into Property 360 to the date the loan was confirmed.
Servicer Confirmed Date	Date the loan was Confirmed as REO in Property 360.
Confirmed By User	Name of the User that Confirmed the loan in Property 360. Two possible values: 1. Autoconfirm: If the loan was automatically confirmed by system based on Auto-Confirmation logic OR 2. Actual Name of the User who manually confirmed the loan from Potential Queue.
Initial Event Type	Displays the initial source system that triggered the loan to be pulled into Property 360. Three possible values: 1. SIR LAR: Loan Activity Reporting of 70/72 in Servicer Investor Reporting system. 2. FCL SLE: Foreclosure Sale reported by Attorney in DRA system. 3. DIL: Deed in Lieu closed/completed in SMDU. 3. EBT LAR: Loan activity reporting with action code 70 in eBoutique system
Initial Event Date	Date the loan was brought into Property 360 based on Initial Event Type.
Liquidation Date	Date the loan is liquidated with LAR of 70/72 in SIR or action code of 70 in eBoutique (for Reverse loans)
Liquidation Type	Indicates if the loan was liquidated as 1. Foreclosure Sale or 2. Deed in Lieu/Mortgage Release.
Foreclosure/DIL Attorney	Name of Foreclosure/DIL Attorney from DRA system; if not available or unknown, select Unknown (this displays the default name DIL/FCL Servicer Contact.
MI Cancellation Date	Date Mortgage Insurance was Cancelled (per SIR system).
MI Cancellation Reason	Reason for cancellation of MI. Four possible values: 1. MI Cancelled by Owner based on Original value. 2. MI Cancelled by Owner based on Current value. 3. MI Auto Terminated by Servicer. 4. MI Terminated High Risk Loan.
REO ID	7-digit alpha-numeric ID that identifies a REO property.
REO Created Date	Date the REO case created in REO system.
REO Status	Status of the REO case; this status gets updated as the property moves through the various stages of REO - Marketing - Suspended, Valuation, Listed, Offer Accepted, Disposed, Completed or Eliminated.
REO Status Date	Date related the REO Status.
Sales Rep Name	Name of Fannie Mae's Sales Rep assigned to the REO property.
Broker Name	Real Estate Agent assigned to the REO property.
Disposition Type	Sales Channel for how the REO property was sold - Direct Sale, Owner Repurchase, Lender Repurchase or MI Acquisition.
Property Sale Date	Date REO property was Sold.
MI Claim Filed Date	Date MI Claim was filed with MI Company.
MI Claim Status	Status of the MI Claim - Active, Delayed, Waived, Closed or No MI.
Elimination Reason	Reason for cancelling the property from being a REO property.

Common features within multiple Property 360 REOgram screens.

Common features within multiple Property 360 REOgram screens.

Note: To view more than 10 loans, click the right pointing arrow(s). Or click **Items per page** and select the number of loans to display. One hundred (100) loans are the maximum that can be displayed.

Number	Description
Search Field	Ability to search by Fannie Mae loan number

Tabs	Click on each tab to display the specific loan information.
	    Potential – Loans Property 360 has identified as possible REO loans.
	    Confirmed – Loans that servicers have indicated as REO loans or those that were autoconfirmed by the system.
	    Exceptions – Loans that have not met all the REO requirements.
	    Accepted – Loans that have gone through Fannie Mae's batch process and are confirmed as REO properties.

Aging	Hover over the number to view when the loan record was created in Property 360.
Filter	Filters information across multiple column headings. Click again to remove the filter.
Download	Exports information to an Excel format. Ability to download either Selected or All loans.
Column Headers	Identifies the information within the column.
Loan Information	Displays loan information.
Page Scrolling Pagination	Displays when the number of records exceeds 10. Ability to scroll back/forth on page(s)
Confirm	Moves the loans to the Confirm tab. **Note**: The **Confirm** button at the bottom of the page is available only on the Potential screen.

Acronyms and Definitions

The table below lists some of the common acronyms and definitions for Property 360.

Acronyms	Definitions
AMN	Asset Management Network
BKI	Black Knight Inc.
DARTS	Distressed Assets Reporting and Tracking
DIL	Deed-in-Lieu/Mortgage Release
DRA	Default Reporting Application
FCL	Foreclosure
LAR	Loan Activity Report
NPL	Non-Performing Loans
P360	Property 360
REO	Real Estate Owned
RPL	Re-Performing Loans
SIR	Servicer and Investor Reporting
SMDU	Servicer Management Default Underwriter
SSO	Single Sign On