

Fannie Mae Property 360 Third Party Sale (TPS) User Guide





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Purpose

This Guide provides an overview of how to manage the Third Party Sales (TPS) process in Property 360™. Servicers can access Property 360 to:

- Review TPS cases.
- Update missing data.
- Review exceptions on TPS cases and take subsequent corrective actions.

Third Party Sale cases are created in Property 360 based on the following criteria:

- Loans liquidated from Servicing Investor Reporting (SIR) with loan action code 71, OR
- Foreclosure sale event (Sold to Third Party Sale) reported by attorney in the Default Reporting Application (DRA)

System and Access Requirements

If you are already a registered user for Fannie Mae application(s), ensure your Corporate Administrator has registered you with the appropriate Property 360 role via Fannie Mae Technology Manager. If not, 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 homepage](#).

Name of application: Property 360 (Application Code: **PROP360**).

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

- **PROP360-PROD-TPS-READONLY** – Read-only access
- **PROP360-PROD-TPS-DECISION** – User can update data, request override on exceptions, upload documents and add comments.

NOTE: Use Google Chrome or Microsoft Edge when accessing Property 360 for optimal use.

Log in to Property 360

Perform the following steps to access Property 360:

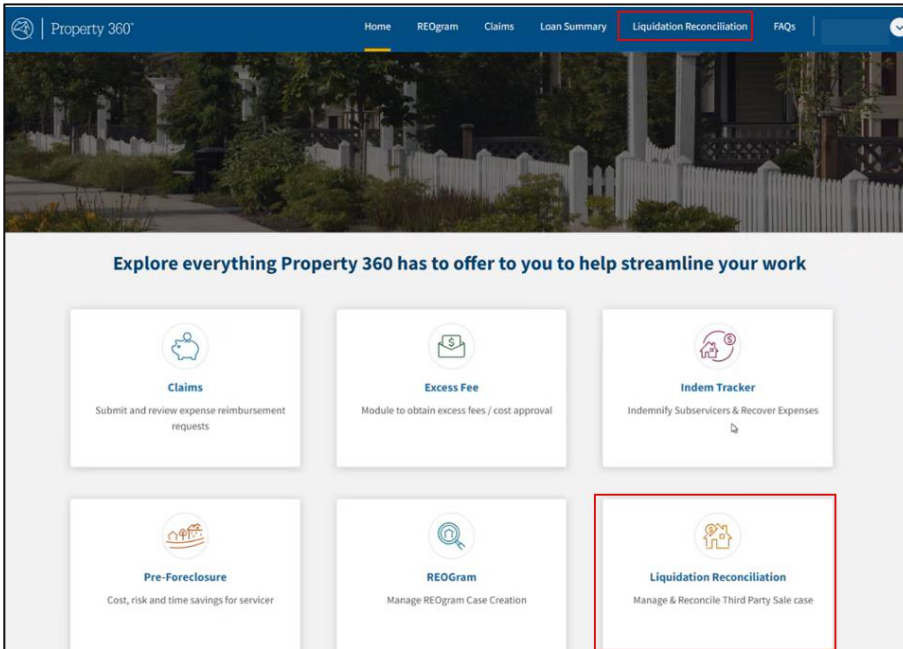
NOTE: Property 360 is a Single Sign On (SSO) system.

1. Access [Property 360](#).
2. Enter the **USERNAME** and **PASSWORD**.
3. Click **Sign On**.



4. Click on the **Liquidation Reconciliation** tile or tab to open the application.

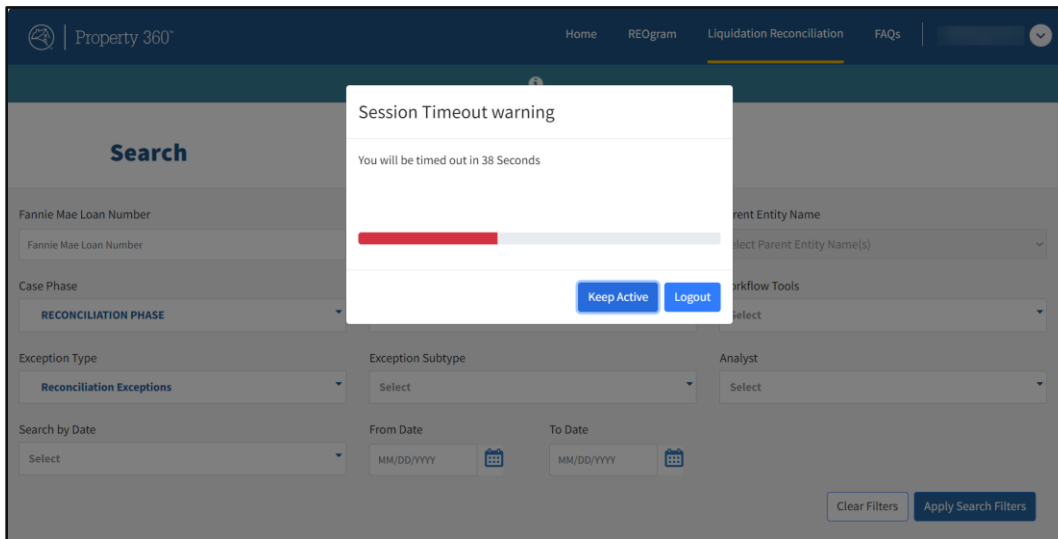
Note: Application tiles or tabs only display if the user has access.



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.

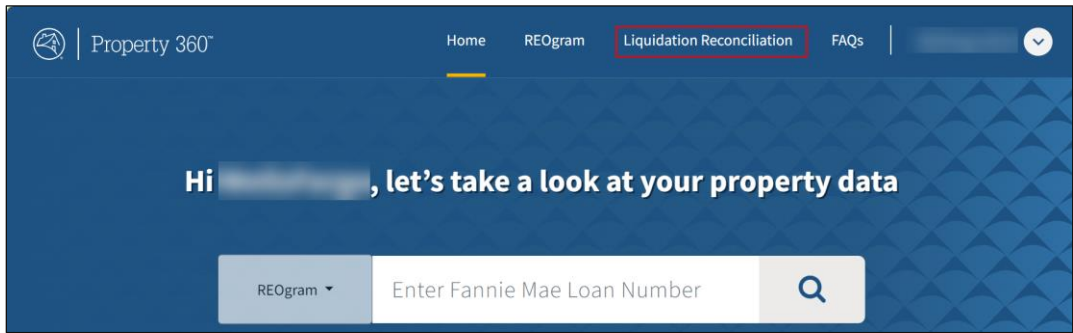
NOTE: Click **Keep Active** to keep Property 360 open or click **Logout**.



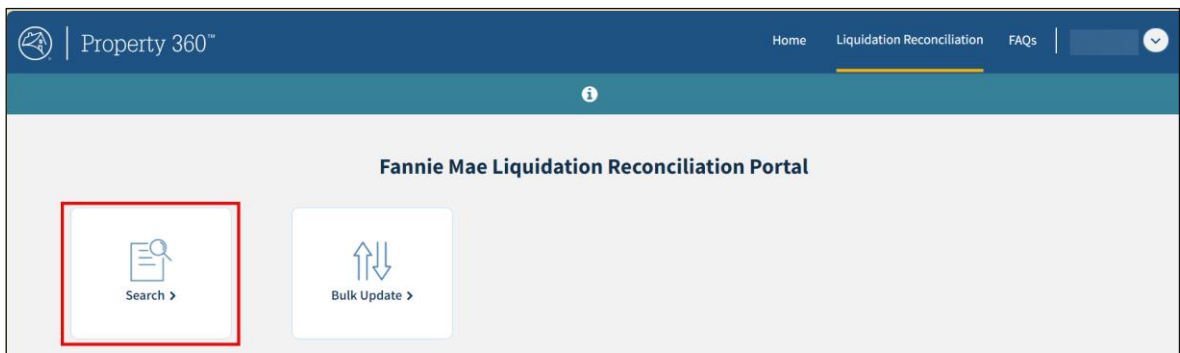


Searching for a TPS Case

1. From the Property 360 homepage, click **Liquidation Reconciliation**.



2. Click **Search**.



The **Search** screen displays.

The screenshot shows the 'Search' screen. The title 'Search' is at the top. Below the title, there are several filter sections:

- Workflow Type *** (required): A dropdown menu with 'Third Party Sale' selected.
- Fannie Mae Loan Number**: A text input field with 'Fannie Mae Loan Number' as a placeholder.
- Servicer Loan Number**: A text input field with 'Service Loan Number' as a placeholder.
- Parent Entity Name**: A dropdown menu with 'Select Parent Entity Name(s)' as the selected option.
- Case Phase**: A dropdown menu with 'Select' as the selected option.
- Case Status**: A dropdown menu with 'Select' as the selected option.
- Workflow Tools**: A dropdown menu with 'Select' as the selected option.
- Exception Type**: A dropdown menu with 'Select' as the selected option.
- Exception Subtype**: A dropdown menu with 'Select' as the selected option.
- Analyst**: A dropdown menu with 'Select' as the selected option.
- Search by Date**: A dropdown menu with 'Select' as the selected option.
- From Date**: A text input field with 'MM/DD/YYYY' as a placeholder and a calendar icon.
- To Date**: A text input field with 'MM/DD/YYYY' as a placeholder and a calendar icon.

At the bottom right, there are two buttons: 'Clear Filters' and 'Apply Search Filters'.



3. Select the appropriate Workflow Type (Government Claims or Third Party Sale) from the dropdown menu.
NOTE: Users may have access to one or both workflow types. If the user has access to both workflow types, select only one or the search result will yield all loans for both workflow types.

Enter applicable information in the search fields provided.

NOTE: Users can enter information in one or multiple search fields. Refer to the [TPS Case Search Fields section](#).

- Fannie Mae Loan Number
- Servicer Loan Number
- Case Phase
- Case Status
- Workflow Tools
- Exception Type
- Exception Subtype
- Analyst
- Search by Date
- From Date/To Date

NOTE: The **Parent Entity Name** field is not a searchable field for servicers.



4. Click **Apply Search Filters**.

Property 360™ Home Liquidation Reconciliation FAQs

Search

Workflow Type * (required)
Third Party Sale

Fannie Mae Loan Number: 1234567890
Servicer Loan Number: Service Loan Number
Parent Entity Name: Select Parent Entity Name(s)

Case Phase: PRE-RECON PHASE
Case Status: Select
Workflow Tools: Select

Exception Type: Case Creation & Pre-Recon Exceptions
Exception Subtype: Select
Analyst: Select

Search by Date: Select
From Date: MM/DD/YYYY
To Date: MM/DD/YYYY

Clear Filters Apply Search Filters

Loans that match the search criteria display. The **Search Result** section appears blank if there are no loans that match the search criteria.

NOTE: Workflow type is displayed in the Search.

Workflow Type * (required)
Third Party Sale

Fannie Mae Loan Number: Fannie Mae Loan Number
Servicer Loan Number: Service Loan Number
Parent Entity Name: Select Parent Entity Name(s)

Case Phase: PRE-RECON PHASE
Case Status: Select
Workflow Tools: Select

Exception Type: Select
Exception Subtype: Select
Analyst: Select

Search by Date: Select
From Date: MM/DD/YYYY
To Date: MM/DD/YYYY

Clear Filters Apply Search Filters

Search Result [Download XLS](#)

FANNIE MAE LOAN NO.	SERVICER NAME	SUB-SERVICER NAME	WORKFLOW TYPE	STATUS	AGE	FOLLOW-UP DATE	LIQUIDATION TYPE	BID TYPE	STATE	ANALYST
			Third Party Sale	INTAKE	344		TPS	Total Debt	IL	
			Third Party Sale	INTAKE	344					unassigned



Property 360[™] Home REDgram Liquidation Reconciliation FAQs

Workflow Type * (required)
(1) Third Party Sale

Fannie Mae Loan Number
Servicer Loan Number
Parent Entity Name
Select Parent Entity Name(s)

Case Phase
Select
Case Status
Select
Workflow Tools
Select

Exception Type
Select
Exception Subtype
Select
Analyst
Select

Search by Date
Select
From Date
To Date
MM/DD/YYYY MM/DD/YYYY

Clear Filters Apply Search Filters

Search Result

FANNIE MAE LOAN NO.	SERVICER NAME	SUB-SERVICER NAME	WORKFLOW TYPE	STATUS	AGE	FOLLOW-UP DATE	LIQUIDATION TYPE	BID TYPE	STATE	ANALYST
 There are no results Use the search filters above to see search results.										

5. Click **Download XLS** to download search results.

Workflow Type * (required)
Third Party Sale

Fannie Mae Loan Number
Servicer Loan Number
Parent Entity Name
Select Parent Entity Name(s)

Case Phase
PRE-RECON PHASE
Case Status
Select
Workflow Tools
Select

Exception Type
Select
Exception Subtype
Select
Analyst
Select

Search by Date
Select
From Date
To Date
MM/DD/YYYY MM/DD/YYYY

Clear Filters Apply Search Filters

Search Result

Download XLS

FANNIE MAE LOAN NO.	SERVICER NAME	SUB-SERVICER NAME	WORKFLOW TYPE	STATUS	AGE	FOLLOW-UP DATE	LIQUIDATION TYPE	BID TYPE	STATE	ANALYST
			Third Party Sale	INTAKE	344		TPS	Total Debt	IL	
			Third Party Sale	INTAKE	344					unassigned



6. Click **Clear Filters** to clear existing search conditions.

Workflow Type * (required)
 Third Party Sale

Fannie Mae Loan Number: Fannie Mae Loan Number
 Servicer Loan Number: Service Loan Number
 Parent Entity Name: Select Parent Entity Name(s)

Case Phase: PRE-RECON PHASE
 Case Status: Select
 Workflow Tools: Select

Exception Type: Select
 Exception Subtype: Select
 Analyst: Select

Search by Date: Select
 From Date: MM/DD/YYYY
 To Date: MM/DD/YYYY

Clear Filters **Apply Search Filters**

Search Result [Download XLS](#)

FANNIE MAE LOAN NO.	SERVICER NAME	SUB-SERVICER NAME	WORKFLOW TYPE	STATUS	AGE	FOLLOW-UP DATE	LIQUIDATION TYPE	BID TYPE	STATE	ANALYST
			Third Party Sale	INTAKE	344		TPS	Total Debt	IL	
			Third Party Sale	INTAKE	344					unassigned

Bulk Update

Users can update case information individually or for multiple loans. Perform the steps in this section to update multiple loans via the bulk update process.

Property 360™ | Home | **Liquidation Reconciliation** | FAQs

Fannie Mae Liquidation Reconciliation Portal

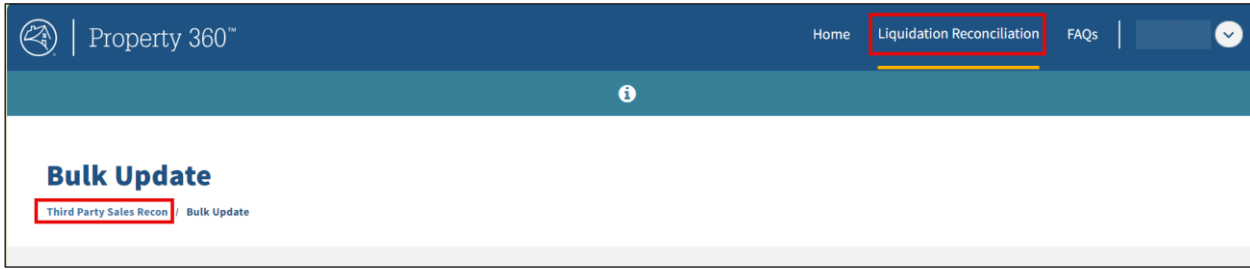
Search > **Bulk Update >**

Fields highlighted in yellow indicate cases that are missing data. Users can update multiple fields at once or can access each case individually by clicking the loan number hyperlinks.

Note: The **Judgement Amount** is required if the **Foreclosure Method** is **Judicial**.



4. Click on the **Third Party Sales Recon** link or the **Liquidation Reconciliation** tab to navigate back to the TPS home page.



Case Details

1. Click on the Fannie Mae loan number hyperlink to display the Case Details screen.

Workflow Type* (required)
 Third Party Sale

Fannie Mae Loan Number: Fannie Mae Loan Number
 Servicer Loan Number: Service Loan Number
 Parent Entity Name: Select Parent Entity Name(s)

Case Phase: PRE-RECON PHASE
 Case Status: Select
 Workflow Tools: Select

Exception Type: Select
 Exception Subtype: Select
 Analyst: Select

Search by Date: Select
 From Date: MM/DD/YYYY
 To Date: MM/DD/YYYY

Clear Filters Apply Search Filters

Search Result [Download XLS](#)

FANNIE MAE LOAN NO.	SERVICER NAME	SUB-SERVICER NAME	WORKFLOW TYPE	STATUS	AGE	FOLLOW-UP DATE	LIQUIDATION TYPE	BID TYPE	STATE	ANALYST
[Redacted]	[Redacted]	[Redacted]	Third Party Sale	INTAKE	344		TPS	Total Debt	IL	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Third Party Sale	INTAKE	344					unassigned

Property 360 Home Liquidation Reconciliation FAQs

Case Details

← Back To Search Results Workflow Type: Third Party Sale Mortgage Type: Liquidation Type: TPS

Fannie Mae Loan Number	Servicer Loan Number	Case Created	Total Age	Status Edit
[Redacted]	[Redacted]	09/28/2020	1458	INTAKE
Servicer	Sub-Servicer	Status Date	Status Age	Analyst Edit
[Redacted]	[Redacted]	05/07/2024	141	unassigned
Bid Type	Foreclosure Type	Follow Up Date	On Hold Reason	Delayed Proceeds Reason
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Show Additional Details](#)



2. Click **Show Additional Details** to display more case information.

The screenshot shows the 'Case Details' page in Property 360. The page header includes the Property 360 logo, navigation links for Home, Liquidation Reconciliation, and FAQs, and a search bar. Below the header, there is an information icon and a 'Back To Search Results' link. The main content area displays case information in a grid format:

Fannie Mae Loan Number	Servicer Loan Number	Case Created	Total Age	Status	Edit
[Redacted]	[Redacted]	10/17/2023	352	» INTAKE	
Servicer	Sub-Servicer	Status Date	Status Age	Analyst	Edit
[Redacted]	[Redacted]	08/03/2024	61	[Redacted]	
Bid Type	Foreclosure Type	Follow Up Date	On Hold Reason	Delayed Proceeds Reason	
Total Debt	Non-Judicial				

At the bottom of the grid, there is a button labeled **Show Additional Details** with a downward arrow, which is highlighted with a red box.

The screenshot shows the 'Case Details' page with expanded information sections. The main content area is divided into several sections:

- Loan Information:** LPI Date (06/01/2022), Liquidation Date (09/16/2023), Removal Date (09/01/2023), Product Type (Fixed Interest).
- Property Information:** Address ([Redacted]), City ([Redacted]), State ([Redacted]), Zip Code (06704).
- MI Information:** MI Indicator (No), MI Claim Status, MI Claim Status Date, MI Resolution Name, MI Company Name.
- Recourse Information:** Recourse Company, Recourse Type, Recourse Claim Status, Recourse Claim Status Date, Credit Enhancement Deal ID.
- LQC Information:** Loan QC Review Status, Loan QC Review Type.

3. Click **Hide Additional Details** to condense the details shown.

The screenshot shows the 'Case Details' page with a condensed view. The main content area displays the following information:

- First Installment Due Date
- Lien Position: First
- Special Feature Code: [Redacted]
- Yes

At the bottom of the main content area, there is a button labeled **Hide Additional Details** with an upward arrow, which is highlighted with a red box.

Below the main content area, there is a navigation bar with tabs for Sale Reconciliation, Exceptions, Comments, Attachments, Completion, and Change Log. The 'Sale Reconciliation' tab is selected and highlighted with a yellow underline.

Below the navigation bar, there are two sections:

- Foreclosure Sale Information:** [Show More](#)
- Sale Reconciliation:** [Show More](#)



Sale Reconciliation

Foreclosure Sale Information

Perform the steps outlined in this section to update missing and/or incorrect foreclosure sale or attorney information.

Update Foreclosure Sale Information

1. Click on the **Sale Reconciliation** tab.

The screenshot shows the Property 360 interface with the 'Liquidation Reconciliation' tab selected. The 'Sale Reconciliation' tab is highlighted with a red box. Below the main information panels, there is a navigation bar with tabs: 'Sale Reconciliation', 'Exceptions', 'Comments', 'Attachments', and 'Change Log'. The 'Foreclosure Sale Information' section is visible at the bottom, with a 'Show More' button.

Loan Information	Property Information	MI Information	Recourse Information	LQC Information
LPI Date 09/01/2022	Address [Redacted]	MI Indicator No	Recourse Company	Loan QC Review Status
Liquidation Date	City [Redacted]	MI Claim Status	Recourse Type	Loan QC Review Type
Removal Date	State MI	MI Claim Status Date	Recourse Claim Status	
Product Type Fixed Interest	Zip Code 48827	MI Resolution Name	Recourse Claim Status Date	
Note Rate 4.875		MI Company Name	Credit Enhancement Deal ID	
Pass Through Rate 4.625			Recourse Portfolio Status	

2. Click on **Show More** to display the Foreclosure Sale Information.

The screenshot shows the same Property 360 interface, but now the 'Show More' button in the 'Foreclosure Sale Information' section is highlighted with a red box. The 'Sale Reconciliation' tab remains highlighted.



Property 360[®] Home REOgram **Liquidation Reconciliation** FAQs

Sale Reconciliation Exceptions Comments Attachments Change Log

Foreclosure Sale Information [Show Less](#)

Foreclosure Sale Data	System/Servicer	Analyst	Sale Information	
Attorney Reported FCL Date	06/08/2023	06/08/2023	Case Created By	DRA
FCL Bid Amount	\$21,900.00	\$21,900.00	Prior REO	-
Successful Bid Amount	\$21,901.00	\$21,901.00	Pending Expenses	No
Judgement Amount			SIR Liquidation Date	
Servicer TPS Proceeds Deposit Date			Calculated Reserve Price	\$21,900.00
Foreclosure Type	NonJudicial	NonJudicial	Reserved Price Expiration Date	06/18/2023
Bid Type	Fannie Mae Specified	Fannie Mae Specified	Bid Type(System Calculated)	Fannie Mae Specified
			Prior TPS	No

Comments

CREATED BY	DATE	VISIBILITY	COMMENTS

Foreclosure Attorney [Edit](#)

1111111111

3. Click **Edit** to the right of **Foreclosure Sale Data** to enter/update missing or incorrect data.

Property 360[®] Home REOgram **Liquidation Reconciliation** FAQs

Sale Reconciliation Exceptions Comments Attachments Change Log

Foreclosure Sale Information [Show Less](#)

Foreclosure Sale Data	System/Servicer	Analyst	Sale Information	
Attorney Reported FCL Date	06/08/2023	06/08/2023	Case Created By	DRA
FCL Bid Amount	\$21,900.00	\$21,900.00	Prior REO	-
Successful Bid Amount	\$21,901.00	\$21,901.00	Pending Expenses	No
Judgement Amount			SIR Liquidation Date	
Servicer TPS Proceeds Deposit Date			Calculated Reserve Price	\$21,900.00
Foreclosure Type	NonJudicial	NonJudicial	Reserved Price Expiration Date	06/18/2023
Bid Type	Fannie Mae Specified	Fannie Mae Specified	Bid Type(System Calculated)	Fannie Mae Specified
			Prior TPS	No

The **Edit Foreclosure Sale Data** screen displays.

Edit Foreclosure Sale Data

	System/Servicer	Analyst
Attorney Reported FCL Date	<input type="text" value="06/08/2023"/>	06/08/2023
FCL Bid Amount	<input type="text" value="21900"/>	\$21,900.00
Successful Bid Amount	<input type="text" value="21901"/>	\$21,901.00
Judgement Amount	<input type="text"/>	
Servicer TPS Proceeds Deposit Date	<input type="text" value="mm/dd/yyyy"/>	
Foreclosure Type	NonJudic...	NonJudicial
Bid Type	Fannie M...	Fannie Mae Specified



4. Edit the fields, as applicable, and click **Submit**.

Edit Foreclosure Sale Data

	System/Servicer	Analyst
Attorney Reported		
FCL Date	<input type="text" value="05/12/2023"/>	05/12/2023
FCL Bid Amount	<input type="text" value="60000"/>	\$60,000.00
Successful Bid Amount	<input type="text" value="117000"/>	\$117,000.00
Judgement Amount	<input type="text" value="999"/>	
Servicer TPS		
Proceeds Deposit Date	<input type="text" value="09/25/1994"/>	09/25/1994
Foreclosure Type	<input type="text" value="NonJudici"/>	NonJudicial
Bid Type	<input type="text" value=""/>	

Update Foreclosure Attorney Information

1. Click **Edit** to the right of **Foreclosure Attorney** to update or enter foreclosure attorney information.

Foreclosure Sale Information ^ Show Less

Foreclosure Sale Data	System/Servicer	Analyst	Sale Information
Attorney Reported FCL Date	06/08/2023	06/08/2023	Case Created By DRA
FCL Bid Amount	\$21,900.00	\$21,900.00	Prior REO -
Successful Bid Amount	\$21,901.00	\$21,901.00	Pending Expenses No
Judgement Amount			SIR Liquidation Date
Servicer TPS Proceeds Deposit Date			Calculated Reserve Price \$21,900.00
Foreclosure Type NonJudicial	NonJudicial	NonJudicial	Reserved Price Expiration Date 06/18/2023
Bid Type Fannie Mae Specified	Fannie Mae Specified	Fannie Mae Specified	Bid Type(System Calculated) -
			Prior TPS No

Comments

CREATED BY	DATE	VISIBILITY	COMMENTS

Foreclosure Attorney Edit

[Redacted]

xxxxx@fanniemae.com

1111111111

2. Select the applicable attorney from the drop-down menu.

Edit Foreclosure Attorney

Foreclosure Attorney

[Redacted]





3. Click **Update**.

NOTE: The attorney email address and phone number fields can be updated, as needed.

Edit Foreclosure Attorney

Foreclosure Attorney

xxxxx@fanniemae.com

1111111111

Cancel
Update

Exceptions

The Exceptions screen displays exceptions that have triggered on a TPS case. Perform the steps in this section, as applicable, to remedy the exception.

- Update data in Investor Reporting or DRA
- Update loan data in the Foreclosure Sale Information section of Property 360
- Remit sale proceeds (Remit Code 311 or 314)
- Request override in Property 360 if the exception can be overridden

Manage Exceptions

1. Click on the **Exceptions** tab.

NOTE: Refer to the [Exception Types table](#) for a full list of exception types.

Property 360
Home REOgram Liquidation Reconciliation FAQs

MI

Product Type	Zip Code	MI Resolution Name	Recourse Claim Status Date
Fixed Interest	48827		
Note Rate		MI Company Name	Credit Enhancement Deal ID
4.875			
Pass Through Rate			Recourse Portfolio Status
4.625			

^ Hide Additional Details

Sale Reconciliation
Exceptions
Comments
Attachments
Change Log

EXCEPTION TYPE	CREATED DATE	EXCEPTION DESCRIPTION	STATUS	STATUS DATE	COMMENTS	RESOLVED BY	
Case Creation and Pre Recon	10/17/2023	Loan reported as Third Party Sale in DRA but not liquidated ...	OPEN	10/17/2023			View Details
Case Creation and Pre Recon	10/17/2023	Missing documents – initial TPS document submission	OPEN - MISSING DOCUMENTS	12/07/2023	test		View Details



2. Click **View Details** to expand the exception information.

Sale Reconciliation		Exceptions	Comments	Attachments	Change Log		
EXCEPTION TYPE	CREATED DATE	EXCEPTION DESCRIPTION	STATUS	STATUS DATE	COMMENTS	RESOLVED BY	Filter
Case Creation and Pre Recon	10/17/2023	Loan reported as Third Party Sale in DRA but not liquidated ...	OPEN	10/17/2023			View Details
Case Creation and Pre Recon	10/17/2023	Missing documents – initial TPS document submission	OPEN - MISSING DOCUMENTS	12/07/2023	test		View Details

3. Proceed to the applicable section to resolve the exception.

- [Request Override](#)
- [Missing Documents](#)
- [Delayed Proceeds](#)

NOTE: Exceptions that cannot be overridden must be cleared by taking corrective action in Fannie Mae source systems such as: Investor Reporting, DRA, or by updating the Foreclosure Sale Information in Property 360.

Request Override

In scenarios where exceptions cannot be cleared through Investor Reporting or DRA, perform the steps in this section to request the exception to be overridden. The request is reviewed by an internal Fannie Mae analyst and resolved appropriately.

1. Click **Action** and select **Request Override**.

Sale Reconciliation		Exceptions	Comments	Attachments	Change Log		
EXCEPTION TYPE	CREATED DATE	EXCEPTION DESCRIPTION	STATUS	STATUS DATE	COMMENTS	RESOLVED BY	Filter
Case Creation and Pre Recon	10/17/2023	Loan reported as Third Party Sale in DRA but not liquidated ...	OPEN	10/17/2023			View Details
Case Creation and Pre Recon	10/17/2023	Missing documents – initial TPS document submission	OPEN - MISSING DOCUMENTS	12/07/2023	test	WellsFargo Admin	View Details

Exception History					
STATUS	STATUS DATE	UPDATED BY	COMMENTS	VISIBILITY	Action
OPEN	12/07/2023				Request Override Missing Documents

The **Override** message box displays.

Request Override

Comments (required)

You will need to add comments to proceed

Please add comments with details

Max Length in 250 characters

Cancel
Submit Request



2. Enter the reason(s) for requesting an exception override and click **Submit Request**.

Request Override

Comments (required)

You will need to add comments to proceed

TEST|

Max Length in 250 characters

Cancel
Submit Request

NOTE: The exception status updates to **Override Requested**.

Fannie Mae overrides or denies the request.

- **Override** – The status of the exception updates to **Overridden**.
- **Denial** – The status of the exception updates to **Denied**. The Servicer has the option to provide additional documentation and request override again.

Missing Documents

1. Click **Action** and select **Missing Documents** from the drop-down menu.

Sale Reconciliation		Exceptions		Comments	Attachments	Change Log	
EXCEPTION TYPE	CREATED DATE	EXCEPTION DESCRIPTION	STATUS	STATUS DATE	COMMENTS	RESOLVED BY	Filter
Case Creation and Pre Recon	10/17/2023	Loan reported as Third Party Sale in DRA but not liquidated ...	OPEN	10/17/2023			View Details
Case Creation and Pre Recon	10/17/2023	Missing documents – initial TPS document submission	OPEN - MISSING DOCUMENTS	12/07/2023	test	WellsFargo Admin	View Details

Exception History							Action
STATUS	STATUS DATE	UPDATED BY	COMMENTS	VISIBILITY			Request Override Missing Documents
OPEN	12/07/2023						

2. Enter comments to indicate the reason for the missing documents.
3. Click on the calendar icon to select a **Follow Up Date**.
4. Click **Submit**.

Missing Documents

Comments (required)

You will need to add comments to proceed

Please add comments with details

Max Length in 250 characters

Missed Documents Follow Up Date

MM/DD/YYYY

System default is +60 days, you may change this date.

Cancel
Submit

NOTE: The exception status updates to **Open-Missing Documents**.



Delayed Proceeds

1. Click **Action** and select **Delayed Proceeds** from the drop-down menu.

EXCEPTION TYPE ↑	CREATED DATE ↑	EXCEPTION DESCRIPTION ↑	STATUS ↑	STATUS DATE ↑	COMMENTS ↑	RESOLVED BY ↑	Filter
Case Creation and Pre Recon	10/16/2023	Missing documents – initial TPS document submission	OPEN	10/16/2023			View Details ↓
Case Creation and Pre Recon	09/26/2023	Foreclosure Sale Bid Type is missing	OPEN	09/26/2023			View Details ↓
Case Creation and Pre Recon	09/26/2023	Loan reported as Third Party Sale in DRA but not liquidated ...	OPEN	09/26/2023			View Details ↓
Case Creation and Pre Recon	09/26/2023	Missing Third Party Sale Proceeds (Remit Code 311 or 314)	OPEN	09/26/2023			View Details ↑

Exception History

Action ↓
Request Override
Delayed Proceeds

2. Select the applicable reason for the delayed proceeds.
3. Enter comments that indicate the reason for delayed proceeds.
4. Click on the calendar icon and select a **Follow Up Date**.

NOTE: Users cannot select a Follow Up Date that is more than 60 days out. In instances where a response is not received within the initial 60 days, users should provide Fannie Mae with an update and subsequently select a new Follow Up Date.

5. Click **Submit**.

Delayed proceeds

Reason for delayed proceeds

Bankruptcy

Court Delay

Litigation

Rescission

Other (Specify details in comments)

Comments (required) Internal Only

You will need to add comments to proceed

Please add comments with details

Max Length in 250 characters

Delayed Proceeds Follow Up Date

MM/DD/YYYY

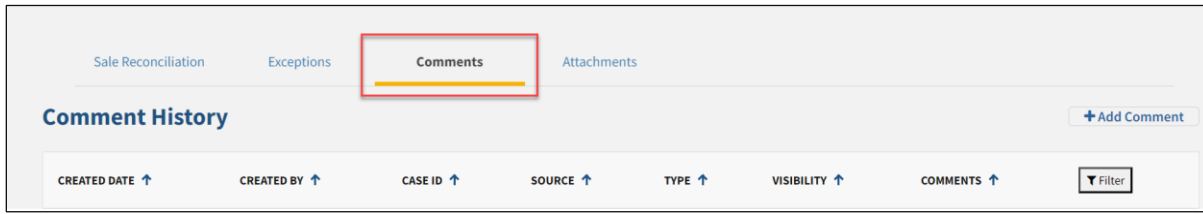
System default is +60 days, you may change this date.

NOTE: The exception status updates to **Open-Delayed Proceeds**.



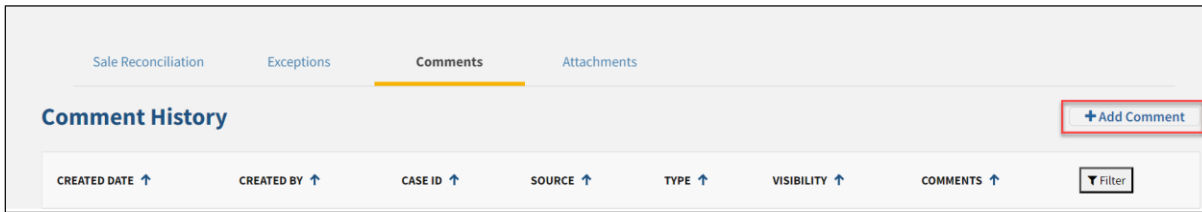
Comments Tab

Click on the **Comments** tab to view and add comments, as applicable.



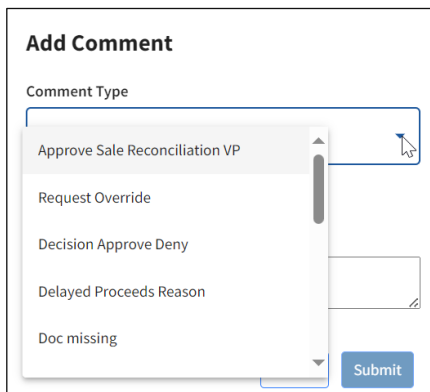
Adding a New Comment

1. Click **Add Comment**.



2. Select the applicable **Comment Type** from the drop-down menu.

- Approve Sale Reconciliation VP
- Request Override
- Decision Approve Deny
- Delayed Proceeds Reason
- Doc missing
- Follow-up
- Escalation
- Offset
- Reconciliation
- Approve Sales Reconciliation Manager
- Approve Sales Reconciliation Director
- Exceptions
- Case Status
- General
- Foreclosure Sale Information





3. Enter a comment(s) that provides all applicable detail related to the comment type selected.

NOTE: The maximum character count is 250. Comments with more than 250 characters will be truncated to the first 250 characters.

Add Comment

Comment Type

Foreclosure Sale Information

Comments (required)

You will need to add comments to proceed

Please add comments with details

Max Length in 250 characters

Cancel Submit

4. Click **Submit**.

View Comments

1. Click on the **Comments** tab to view comments associated with the loan number.

NOTE: Comments not displayed in their entirety in this view can be accessed by clicking on the 3 ellipses (...) at the end of the comment.

CREATED DATE ↑	CREATED BY ↑	CASE ID ↑	SOURCE ↑	TYPE ↑	VISIBILITY ↑	COMMENTS ↑	Filter
10/16/2023		61613	Internal	Sales Recon	Internal	This is a TEST comment, relate...	

This is a TEST comment, related to Foreclosure Sale data

Close

Attachments Tab

Perform the steps in this section to view or upload required documents for the TPS case.

1. Click on the **Attachments** tab to add or view existing attachments.

Upload Date ↑	Upload By ↑	Source ↑	Case ID ↑	Type ↑	Visibility ↑	Attachment ↑	Description ↑	Filter
There are no attachments								



Adding a New Attachment

1. Click **Add Attachment**.

Sale Reconciliation Exceptions Comments **Attachments**

Attachments Add Attachment

Upload Date ↑ Upload By ↑ Source ↑ Case ID ↑ Type ↑ Visibility ↑ Attachment ↑ Description ↑ Filter

There are no attachments

2. Click **Browse for file** and navigate to the applicable file for upload.
3. Select the applicable attachment type.
4. Click **Upload**.

Add Attachment

Upload File Internal Only

Drag and drop to upload or Browse for file

Test Sample.pdf

Type Of Attachment (required)

Bidding Instructions Final Judgement

Copy of Check / Proceeds Other (Specify Below)

Cancel Upload

Uploaded documents are displayed in the **Attachments** tab.

Sale Reconciliation Exceptions Comments **Attachments**

Attachments Add Attachment

Upload Date ↑ Upload By ↑ Source ↑ Case ID ↑ Type ↑ Visibility ↑ Attachment ↑ Description ↑ Filter

Upload Date	Upload By	Source	Case ID	Type	Visibility	Attachment	Description
10/16/2023	b8uraj	TPS	56584	FileType is null	Y	Test Sample.pdf	

NOTE: To attach a document other than the ones specified, select **Other** and enter the description of the document in the field provided. Click **Upload**.

Add Attachment

Upload File Internal Only

Drag and drop to upload or Browse for file

Test Sample.pdf

Type Of Attachment (required)

Bidding Instructions Final Judgement

Copy of Check / Proceeds Other (Specify Below)

Description

Attached document is a TEST document to demonstrate attachment of Type = Other

Max Length in 100 characters

Cancel Upload



NOTE: The description of the uploaded document displays.

Upload Date ↑	Upload By ↑	Source ↑	Case ID ↑	Type ↑	Visibility ↑	Attachment ↑	Description ↑
10/16/2023		TPS	56584	FileType is null	Y	Test Sample.pdf	
10/16/2023		TPS	56584	FileType is null	Y	Test Sample.pdf	Attached document is a TEST document to demonstrate attachment of Type = Other

View Attachments

1. Click on the **Attachment** hyperlink to view and/or save the document.

Upload Date ↑	Upload By ↑	Source ↑	Case ID ↑	Type ↑	Visibility ↑	Attachment ↑	Description ↑
10/16/2023		TPS	56584	FileType is null	Y	Test Sample.pdf	
10/16/2023		TPS	56584	FileType is null	Y	Test Sample.pdf	Attached document is a TEST document to demonstrate attachment of Type = Other

Change Log Tab

The **Change Log** tab displays the history of changes made on critical data attributes.

Created Date	Created By	Case ID	Type of Change	From	To
09/26/2024	Quicken Admin	62680	Bulk Update-FCL Bid Amount		100.0
09/26/2024	Quicken Admin	62680	Bulk Update-Judgement Amount		102.0
09/26/2024	Quicken Admin	62680	Bulk Update-Servicer TPS Proceeds Deposit Date		09/26/2024

Logging out of Property 360

1. Click the drop-down arrow located in the upper-right
2. Click **Log Out**.

The screenshot shows the top navigation bar of the Property 360 application. In the upper right corner, there is a user profile icon with a dropdown arrow. A dropdown menu is visible, containing the options 'My Account' and 'Log-Out'. The 'Log-Out' option is highlighted with a red box. Below the navigation bar, the main content area shows 'Case Details' for a specific case, including fields for Fannie Mae Loan Number, Servicer Loan Number, Case Created, Total Age, Status, and Analyst.



Appendix

TPS Case Search Fields

TPS case search fields that can be used individually or in combination.

Fields with an asterisk (*) display information relevant to internal Fannie Mae users only.

Search Fields	Description
Analyst	Users can search by the name of the internal Fannie Mae Analyst assigned to the case.
Case Phase/Case Status	The Case Phase must be chosen prior to selecting a Case Status. The Case Status is conditional to each of the Case Phase.
Completed Date	The date the TPS case was completed.
Completion Phase*	
Exception Type / Exception Subtype	Exception Type must be chosen prior to selecting an Exception Subtype. Exception Subtype is conditional to each of the Exception Types selected. NOTE: Refer to the Exception Types table .
Fannie Mae Loan Number	10-digit Fannie Mae loan number
Follow Up Date	The date selected to follow up on the TPS case.
Liquidated Date	The date when the loan was liquidated from Investor Reporting.
Parent Entity Name*	Assigned servicer name
Pre-Recon Phase	Inactive
Pre-Recon Phase	Intake
Recon Phase	90-day claim period
Recon Phase	Recon ready
Recon Phase	Recon in Progress
Recon Phase	On hold - additional documents requested
Recon Phase	On hold - Partial sales proceeds
Recon Phase	On hold - Pending 571
Recon Phase	On hold - Pending loan Re-add
Recon Phase	Servicer billed
Recon Phase	Reconciled
Recon Phase*	Awaiting Recon Manager approval
Recon Phase*	Awaiting Recon Director approval
Recon Phase*	Awaiting Recon VP approval
Recon Phase*	Recon approval Denied
Reconciled Date	The date when the TPS case was reconciled.
Search by Date / From Date/To Date	Search by Date field must be selected prior to selecting the From and To Date. From and To Date is conditional to the Search by Date field.
Servicer Loan Number	Servicer assigned loan number
Workflow Tools	Missing Documents Follow Up Date is in the Past - This work queue displays cases where the follow up date on the missing docs exception is in the past.
Workflow Tools	Delayed Proceeds Follow Up Date is in the Past - This work queue displays cases where the follow up date on delayed proceeds exception is in the past.
Workflow Type	Government Claims
Workflow Type	Third Party Sale



Field Names	Description
Age	Number of days the case is in the current Status
Analyst	Fannie Mae Analyst assigned to the TPS Case
Bid Type	Displays Bid Type on the TPS Case
Fannie Mae Loan No.	Displays Fannie Mae loan number
Follow Up Date	Not applicable
Liquidation Type	Displays Type of Liquidation
Servicer Name	Name of the Servicer on the loan
State	Displays the geographical state where the property is located
Status	Current Status of the TPS case.
Sub-Servicer Name	Name of the Sub-Servicer on the loan (if applicable)
Workflow Type	Displays type of Fannie Mae loan

Workflow Type * (required)
 Third Party Sale

Fannie Mae Loan Number

Servicer Loan Number
 Service Loan Number

Parent Entity Name
 Select Parent Entity Name(s)

Case Phase
 Select

Case Status
 Select

Workflow Tools
 Select

Exception Type
 Select

Exception Subtype
 Select

Analyst
 Select

Search by Date
 Select

From Date
 MM/DD/YYYY

To Date
 MM/DD/YYYY

Clear Filters Apply Search Filters

Search Result [Download XLS](#)

FANNIE MAE LOAN NO.	SERVICER NAME	SUB-SERVICER NAME	WORKFLOW TYPE	STATUS	AGE	FOLLOW-UP DATE	LIQUIDATION TYPE	BID TYPE	STATE	ANALYST
<input type="text"/>	<input type="text"/>		Third Party Sale	INTAKE	61		TPS	Total Debt	CT	<input type="text"/>



Common Features on Search Screen

Feature	Description
Apply Search Filters	Click Apply Search Filters to filter information across multiple column headings.
Clear Filters	Click Clear Filters to remove the filter.
Download XLS	Download select or all loans in an Excel format.
Page scrolling pagination	Displays when the number of records exceeds 10. Allows user to scroll through pages

Workflow Type * (required)
Third Party Sale

Fannie Mae Loan Number

Servicer Loan Number
Service Loan Number

Parent Entity Name
Select Parent Entity Name(s)

Case Phase
Select

Case Status
Select

Workflow Tools
Select

Exception Type
Select

Exception Subtype
Select

Analyst
Select

Search by Date
Select

From Date
MM/DD/YYYY

To Date
MM/DD/YYYY

Clear Filters Apply Search Filters

Download XLS

Search Result

FANNIE MAE LOAN NO.	SERVICER NAME	SUB-SERVICER NAME	WORKFLOW TYPE	STATUS	AGE	FOLLOW-UP DATE	LIQUIDATION TYPE	BID TYPE	STATE	ANALYST
			Third Party Sale	INTAKE	61		TPS	Total Debt	CT	

Search by Date
Select

From Date
MM/DD/YYYY

To Date
MM/DD/YYYY

Clear Filters Apply Search Filters

Download XLS

Search Result

FANNIE MAE LOAN NO.	SERVICER NAME	SUB-SERVICER NAME	WORKFLOW TYPE	STATUS	AGE	FOLLOW-UP DATE	LIQUIDATION TYPE	BID TYPE	STATE	ANALYST
			Third Party Sale	INTAKE	61		TPS	Total Debt	CT	

1 - 1 of 1

< < > >



Editable Fields

Refer to the table below for a list of editable fields in the Property 360 TPS application.

Field Name	Details
Attorney Reported FCL Date	Required field – cannot be blank
Bid Type	Required field – cannot be blank
FCL Bid Amount	Required field – cannot be blank
Foreclosure Attorney	Required field – cannot be blank
Foreclosure Attorney Email	Required field – cannot be blank
Foreclosure Attorney Telephone	Required field – cannot be blank
Foreclosure Type	Required field – cannot be blank
Judgement Amount	Required field 'IF' Foreclosure Type = Judicial
Servicer TPS Proceeds Deposit Date	Optional
Successful Bid Amount	Required field – cannot be blank

Data Attributes on Case Details Screen

Field Name	Description
Analyst	Fannie Mae Analyst assigned to the TPS Case
Bid Type	Displays Bid Type on the TPS Case
Case Created	Date the TPS case was created
Delayed Proceeds Reason	Displays the reason for the Delay in Remittance of the Sales Proceeds to Fannie Mae
Fannie Mae Loan Number	Displays Fannie Mae loan number
Follow Up Date	Not Applicable
Foreclosure Type	Displays Foreclosure Type (Judicial or Non-Judicial)
On Hold Reason	Displays the reason for the Sale Reconciliation to be On Hold
Servicer Loan Number	Displays servicer loan number
Servicer	Displays Servicer ID and Servicer Name on the loan
Status Age	Age of the TPS case in its current status
Status Date	Date the TPS Case moved to its current status
Status	Current status of the TPS case
Sub-Servicer	Displays Sub-Servicer ID and Sub-Servicer Name on the loan, if applicable
Total Age	Age of the TPS case from case creation date

Case Details

[← Back To Search Results](#) Workflow Type Third Party Sale Mortgage Type Liquidation Type TPS

Fannie Mae Loan Number [REDACTED]	Servicer Loan Number [REDACTED]	Case Created 10/17/2023	Total Age 352	Status ✎ Edit
Servicer [REDACTED]	Sub-Servicer [REDACTED]	Status Date 08/03/2024	Status Age 61	Analyst ✎ Edit
Bid Type Total Debt	Foreclosure Type Non-Judicial	Follow Up Date	On Hold Reason	Delayed Proceeds Reason

Show Additional Details

Exception Types

Exception type messages and the business rules validations.

Exception Type	Exception Code	Exception Message Displayed	Recommended Servicer Action	Override Requestable By Servicer	Overridable By Internal User
Case Creation and Pre Recon	201	Loan reported as Third Party Sale in DRA but not liquidated with Action Code 71 in Investor Reporting	Submit LAR 71 in SIR OR Request the Attorney to Cancel Foreclosure Sale Reporting in DRA, as appropriate	N	Y
Case Creation and Pre Recon	207	Foreclosure Sale Date is missing	Update the Attorney Reported FCL Date from the Foreclosure Sale Information screen.	N	Y
Case Creation and Pre Recon	209	Foreclosure Bid Amount reported by Servicer is missing	Update the FCL Bid Amount from the Foreclosure Sale Information screen.	N	Y
Case Creation and Pre Recon	208	Successful Bid Amount is missing	Update the Successful Bid Amount from the Foreclosure Sale Information screen.	N	Y
Case Creation and Pre Recon	212	Judgement Amount is missing	Update the Judgement Amount from the Foreclosure Sale Information screen.	N	Y
Case Creation and Pre Recon	206	Foreclosure Sale Bid Type is missing	Update the Bid Type from the Foreclosure Sale Information screen.	N	N
Case Creation and Pre Recon	213	Foreclosure Attorney info is missing	Update the Foreclosure Attorney information (Attorney Firm Name, Email Address and Phone Number) from the Foreclosure Attorney screen.	N	Y
Case Creation and Pre Recon	215	Liquidation Date mismatch	Re-instate the loan to SIR, update the Liquidation Date and Submit LAR 71 in SIR.	N	Y
Case Creation and Pre Recon	216	Liquidation month mismatch	Re-instate the loan to SIR, update the Liquidation Date and Submit LAR 71 in SIR OR Request the Exception to be overridden, as appropriate.	Y	Y
Sales Recon	306	Loan awaiting Reinstatement (re-add) by Servicer	Re-instate the loan to SIR, update/correct the appropriate loan attribute in SIR and Submit LAR 71 in SIR OR Request the Exception to be overridden, as appropriate.	Y	Y



Case Creation and Pre Recon	217	Missing Third Party Sale Proceeds (Remit Code 311 or 314)	Remit Third Party Sales Proceeds (Remit Code 311) OR Request the Exception to be overridden, as appropriate.	Y	Y
Sales Recon	305	Partial sales proceeds	Remit the remainder of the Third Party Sales Proceeds (Remit Code 311) OR Request the Exception to be overridden, as appropriate.	Y	Y
Sales Recon	302	Missing Third Party Sale Proceeds (Remit Code 311 and 314) while case is in RECONCILIATION phase	Remit Third Party Sales Proceeds (Remit Code 311) OR Request the Exception to be overridden, as appropriate.	Y	Y
Case Creation and Pre Recon	219	Missing documents - initial TPS document submission	Upload the required documents in the Attachments screen. <ul style="list-style-type: none"> • If Foreclosure Type = Judicial, Bidding Instructions, Copy of Check/Proceeds AND Final Judgement are required. • For all other foreclosure types, only Bidding Instructions and Copy of Check/Proceeds are required. OR Request the Exception to be overridden, as appropriate.	Y	Y
Sales Recon	307	Additional Supporting docs (provide supporting docs on detailed expenses incurred during sale, etc.)	Upload the requested additional documents in the Attachments screen OR Request the Exception to be overridden, as appropriate.	Y	Y
Sales Recon	304	Servicer Billing exist in Pending status in Fannie Mae Invoicing	Review the Servicer Billing in Fannie Mae Invoicing system and take appropriate action OR Request the Exception to be overridden, as appropriate.	Y	Y



Case Creation and Pre Recon	202	Active REO case exists	If loan is Third Party Sale, request the REO to be eliminated OR if loan is REO: 1. Re-instate the loan to SIR and Submit LAR 71 in SIR OR 2. Request the Attorney to update Foreclosure Sale Reporting in DRA OR Request the Exception to be overridden, as appropriate.	Y	Y
Case Creation and Pre Recon	214	Active DARTS case exists	If loan is Third Party Sale, request the active Loss Mitigation Workout case to be Cancelled OR if loan is actively undergoing Loss Mitigation Workout: 1. Re-instate the loan to SIR OR 2. Request the Attorney to update Foreclosure Sale Reporting in DRA	N	Y
Case Creation and Pre Recon	225	Foreclosure Type is missing	Update the Foreclosure Type from the Foreclosure Sale Information screen.	N	Y