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# Instructions - UCDP Lender Agent Registration Form

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To facilitate the electronic collection of appraisal report data by the Government-Sponsored Enterprises (GSEs), Freddie Mac and Fannie Mae, at the direction of the Federal Housing Finance Agency (FHFA), have developed the Uniform Collateral Data Portal® UCDP®, which is a single portal for the electronic submission of appraisal data files. Lenders will be required to use the UCDP to submit electronic appraisal data files that conform to all GSE requirements, including the Uniform Appraisal Dataset (UAD) when applicable, before the delivery date of the mortgage to either Freddie Mac or Fannie Mae.

Lender agents are third party entities that can upload appraisals on the lender's behalf to the UCDP. Lender agents must complete the UCDP lender agent registration process to request a UCDP account and to appear on the lender agent list in the UCDP. The lender agent list allows lenders to identify and authorize lender agents to upload appraisals to the UCDP. Each lender agent is required to register with both Freddie Mac and Fannie Mae because the lender agent list is common to the GSEs. The registration process begins with one joint registration form that is common to both GSEs, which lender agents submit to either Fannie Mae or Freddie Mac; lender agents will subsequently be asked to complete one additional step in order to finalize their registration with Fannie Mae.

## Review the following information before completing the lender agent registration form:

- Confirm whether your lender(s) plan to authorize you to upload appraisals to the UCDP.
- The joint registration form is available on both the FreddieMac.com and FannieMae.com Web sites. Each company should complete only one UCDP lender agent registration form on one of the GSEs Web sites. Separate forms are NOT needed for each GSE or for each lender.
- Submitting this joint registration form to Fannie Mae will also initiate a registration request to Freddie Mac.
- Once the joint registration form is submitted, you will receive additional instructions on completing the Fannie Mae UCDP registration process. The Freddie Mac registration process is complete.

## Notice

The lender agent registration form may only be used by companies that intend to submit appraisals to UCDP on behalf of mortgage lenders or correspondents. Independent fee appraisers and mortgage lenders may not submit a registration request using this form.

By completing and submitting the form:

## Legal Acknowledgements

- I represent and warrant that the company listed below intends to upload appraisals to the UCDP on behalf of a mortgage lender or correspondent that sells mortgages to Fannie Mae and/or Freddie Mac and I am duly authorized to request registration on behalf of the company listed below.
- I acknowledge that by registering, the name of the company listed below will be viewable by other users of the UCDP.
- I acknowledge that this registration form is solely for the purpose of administering access to the UCDP. I further acknowledge that access to the UCDP does not constitute an endorsement or approval to do business with Fannie Mae or Freddie Mac, nor does it supersede any agreement or understanding regarding eligibility to do business with Fannie Mae or Freddie Mac.
- I acknowledge that Fannie Mae and Freddie Mac retain the right to remove any account due to inactivity, misrepresentation, or omission of any information on this form, or any other reason in their sole discretion.
- I acknowledge that I have read the Privacy Notice and that I am authorized to provide the personal information requested in this process.

# UCDP Lender Agent Registration

## Contact Information

Company Name\*

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Primary Administrator Contact Name\*

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E-Mail\*

*(Use of a generic email such as Yahoo & Gmail is prohibited)*

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Re-type E-Mail\*

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Phone Number\*

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Address Line 1\*

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Address Line 2

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City\*

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State\*

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Zip\*

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## Company Information

Website URL\*

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Submit completed form to [ucdp\\_setup@fanniemae.com](mailto:ucdp_setup@fanniemae.com)