Loan Product Advisor® User Guide

April 2024

Freddie Mac | Learning
SINGLE-FAMILY

TOPIC	LOAN PRODUCT ADVISOR 4/7/2024 RELEASE
Specification 5.4.00 enhancements. Refer to the April Release Notes	Updates include: • If lender or non-originating lender are the source of a grant two new fields display: Grant Closing Cost Amount and Grant Down Payment Amount. • New Lender Credit field to deliver the total amount of any lender-paid closing costs. • Other Source Type field added closing Agent. • Updates to align with the FHA loan requirements for FHA Lender ID and Sponsor ID. • Updates to limit military affiliation identification to VA loans. • Updates to the Feedback Certificate.
TOPIC	LOAN PRODUCT ADVISOR 1/27/2024 RELEASE
New feedback messages in support of HeritageOne^{SM} mortgages	• When HeritageOne is a selected Program Identifier and the property is **not** located in a tribal area a Purchase Restriction will be returned. • Affordable Lending message is provided if HeritageOne is not a selected Program Identifier and the property is located in a tribal area.
TOPIC	LOAN PRODUCT ADVISOR 12/8/2023 RELEASE
Update to import functionality, search results sort capability, and new PDF preview	• New import loan file display • New capability to sort the search results by any column • Updated PDF preview for the feedback certificate displays in another tab
TOPIC	LOAN PRODUCT ADVISOR 10/1/2023 RELEASE
Program Identifier: HeritageOne^{SM} Mortgage	Availability of HeritageOne Mortgage as a program identifier selection.

Note: Vertical revision bars " | " are used in the margin of this reference to highlight new requirements and significant changes.

CHAPTER 4 - ASSIGNING AND RELEASING A LOAN

CHAPTER 5 - VIEWING RESULTS

Introduction

The information provided in this user guide applies generally to all Loan Product Advisor® (LPA^{SM}) users, whether you are entering data directly into the LPA interface or importing data from your system. If you are using an automated underwriting system (AUS) that interfaces with the LPA credit engine, the field names your system displays may differ from the corresponding LPA field names. The field groupings and the order in which you enter information may also vary. Contact your system administrator, or system vendor, for more information on data input mapping from your system to LPA.

Loan Product Advisor gives you access to Freddie Mac purchase eligibility requirements and view of credit risk, as reflected in the Freddie Mac Single-Family Seller/Servicer Guide ("Guide") so you can easily assess your loan's overall underwriting risk. This chapter provides information to assist you in getting started with Loan Product Advisor, including general information to help you understand:

- Browser Recommendations
- How to Access Loan Product Advisor
- Hours of Operation
- Notifications
- Where to Get Help
- Freddie Mac Learning
- Live Support

What is Loan Product Advisor?

Loan Product Advisor is the cornerstone of Freddie Mac Loan Advisor. It is our free, enhanced automated underwriting system. It helps simplify your origination processes and provides you with greater certainty that your loans meet Freddie Mac eligibility requirements.

How Loan Product Advisor Works

Loan Product Advisor allows you to quickly view and understand key results:

- Assess your loan's overall underwriting risk by running it against Freddie Mac purchase eligibility requirements as captured in the Guide.
- Review criteria including purchase eligibility, risk data and representation and warranty relief. View solution options including fixed-rate/adjustable rate mortgages (ARMs), Home Possible® and super conforming mortgages.
- Act quickly on loan feedback with in-line action options.

Browser Recommendations

Loan Product Advisor is compatible with Google Chrome, Mozilla Firefox, Safari and Microsoft Edge. Performance is optimal in the browsers with a screen resolution of 1280 pixels or greater. Contact your system administrator or system vendor for more information on accessing Loan Product Advisor.

How to Access Loan Product Advisor

Loan Product Advisor's automated underwriting service is accessed via the Internet. Follow the steps below to access Loan Product Advisor through the Loan Advisor portal.

1. To access Loan Product Advisor directly through Freddie Mac Loan Advisor®, use our online registration, available at https://sf.freddiemac.com/tools-learning/loan-advisor/our-solutions/loan-product-advisor.

   IMPORTANT: Loan Product Advisor S2S credentials will be required to submit loan data to Loan Product Advisor from your Technology Integration Vendor's loan origination system. For more information regarding Loan Product Advisor S2S integration, access Loan Product Advisor – Get Started.

   When you sign up, request an individual user name and password for each person in your company who will be submitting loan applications to Loan Product Advisor. Login information will be sent to a designated Loan Advisor Administrator and the individual user via two separate emails:

   - Individual User Names, Seller/Servicer Number (or TPO Number) and the Loan Product Advisor Password are emailed to the Primary Contact.

   - Your Individual Password and Personal Identification Number (PIN) are emailed directly to you. We recommend you retain this information. You will need your PIN if you need to request a password reset.

     Note: If this is the first time you are using your User Name and Password, you will be prompted to change your password.

     Note: Visit the Loan Product Advisor web page at Freddie Mac Learning to help you get started with Loan Product Advisor tips, quick references, news, training information and other useful tools.

2. Enter the following URL into your browser: https://las.freddiemac.com/, or access Loan Advisor from the **Loan Advisor** webpage on FreddieMac.com, https://sf.freddiemac.com/tools-learning/loan-advisor/overview and select **Loan Advisor Login**.

Next, select the **Login** button:
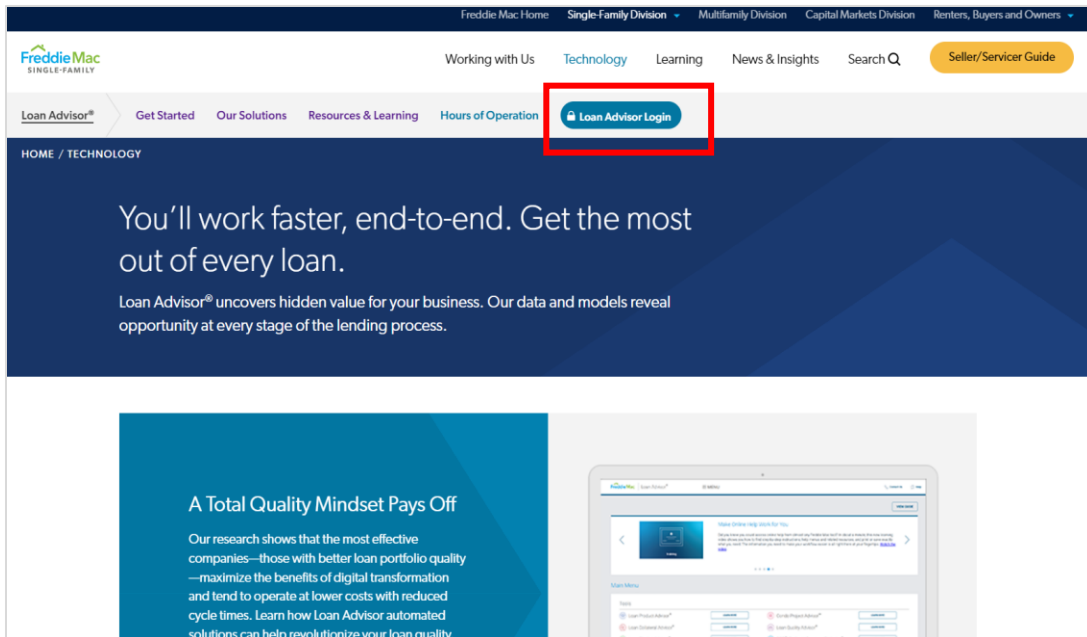
3. Enter your Loan Advisor **Username** and **Password** and click **Sign On.** The Loan Advisor elcome page displays with the Loan Product Advisor tool link.
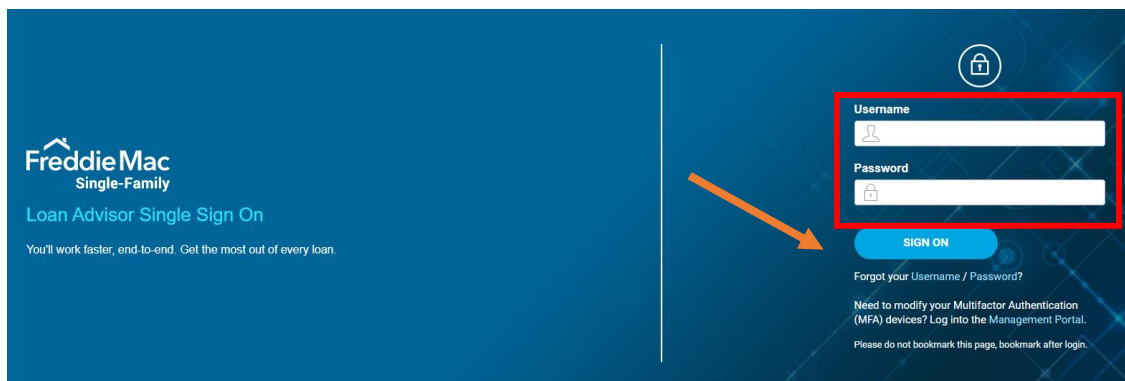
   Note: If you forget your username or password, follow the prompts from the **Forgot your username/password?** links at the bottom of the **LOG IN** window.

4. Click **OPEN** next to **Loan Product Advisor** on the Loan Advisor Welcome page and the Homepage displays.
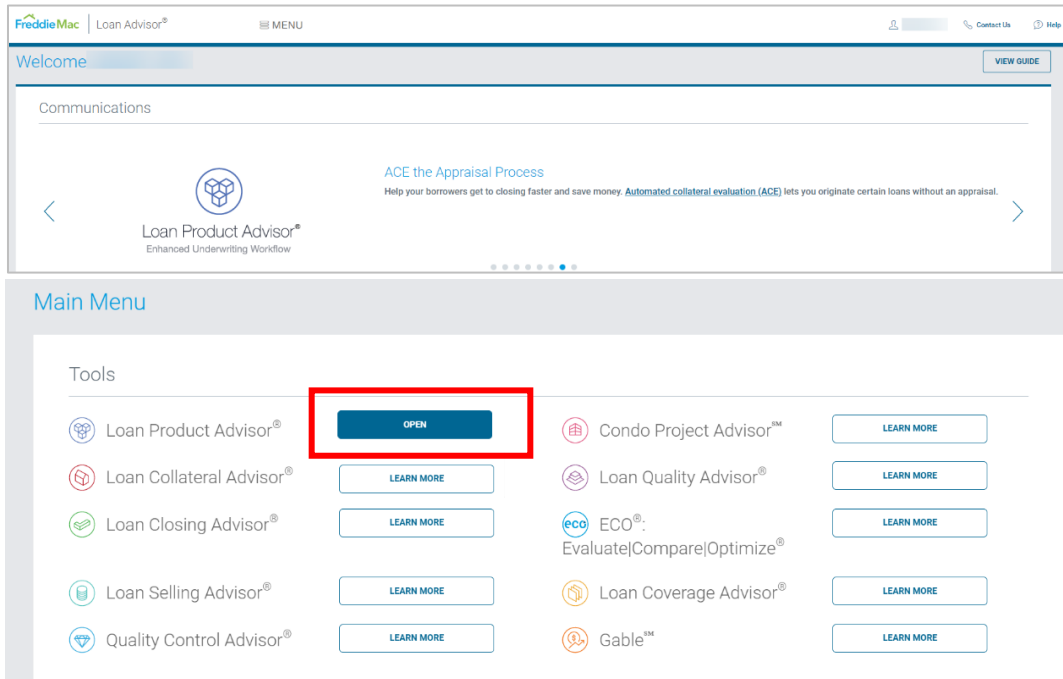
Note: When you select your User Name, a drop-down menu displays options to change your preferences and to log out. You can also move through the upper banner using the side arrows.
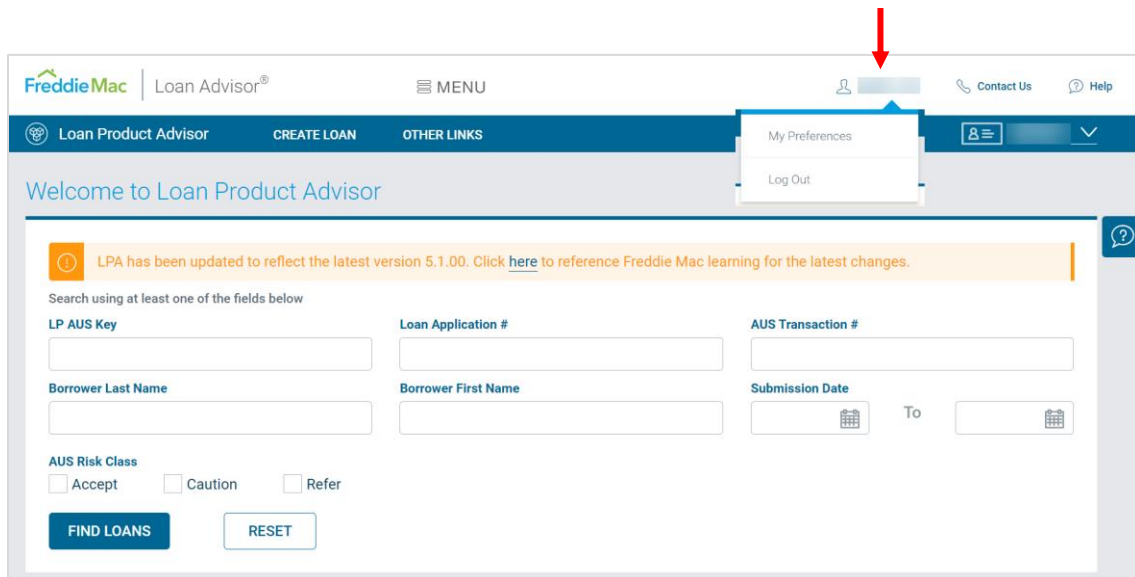
Passwords

To facilitate the security of your data, we recommend you change your password regularly - you will be prompted every 90 days. Passwords must be at least eight to 20 characters in length, and include at least one uppercase letter, a minimum of one digit and one special character (!, @, #, etc.). For additional information on passwords:
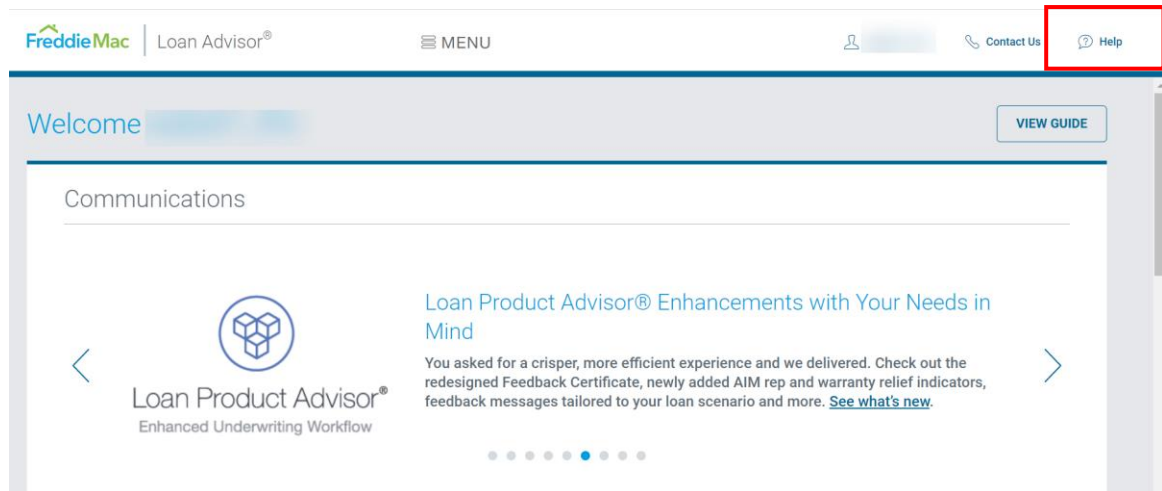
- Click on the **Help** link at the top of the Loan Advisor portal and review the information on passwords.

Logging Out
Application Time Out

Loan Product Advisor will time out after 30 minutes of inactivity. We recommend that you log out of the tool any time you expect to be away from your computer in order to save data you entered. If the tool times out because of inactivity, you will be prompted to log in again.

Note: If you are automatically logged out due to inactivity, you will be returned to Loan Product Advisor Home page upon login.

Hours of Operation

Loan Product Advisor is available during the following hours:

Time Zone	Days	Hours
Eastern	Mon-Fri Sat Sun	5:30 a.m. to 2 a.m. 5:30 a.m. to 11 p.m. 11 a.m. to 2 a.m.
Central	Mon-Fri Sat Sun	4:30 a.m. to 1 a.m. 4:30 a.m. to 10 p.m. 10 a.m. to 1 a.m.

Time Zone	Days	Hours
Mountain	Mon-Fri Sat Sun	3:30 a.m. to 12 a.m. 3:30 a.m. to 9 p.m. 9 a.m. to 12 a.m.
Pacific	Mon-Fri Sat Sun	2:30 a.m. to 11 p.m. 2:30 a.m. to 8 p.m. 8 a.m. to 11 p.m.
Holidays – Loan Product Advisor is available every day during the hours listed above, except for the following days: New Year's Day, Easter Sunday, Thanksgiving Day and Christmas Day		

Notifications

You can receive notifications of a comment or status change on a request through the Loan Advisor Toolbar and/or by email.

Loan Advisor Toolbar Notifications

The bell icon on the Loan Advisor toolbar provides notification when a new message is received from one of the Loan Advisor tools.

For Loan Product Advisor, you will receive notification that a new comment was received, or the status of a request changed.

Email Notifications

You may also receive notifications through email. To set up and manage email notifications:

1. Select **My Preferences** from the Loan Advisor drop-down toolbar located under the Username.
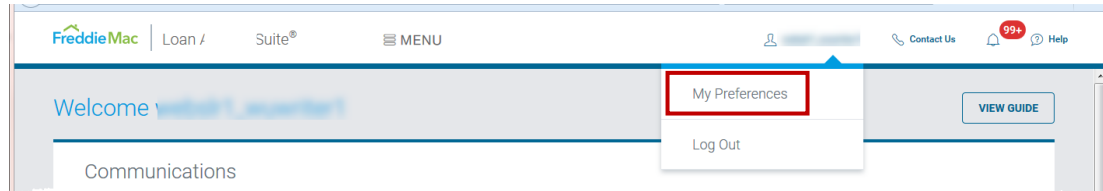
2. Select **Notification** from the left navigation menu and click the checkbox ('*Yes, please prompt me when I receive a new notification.*') to receive email notifications. Notifications will be sent to the email associated with the Username.
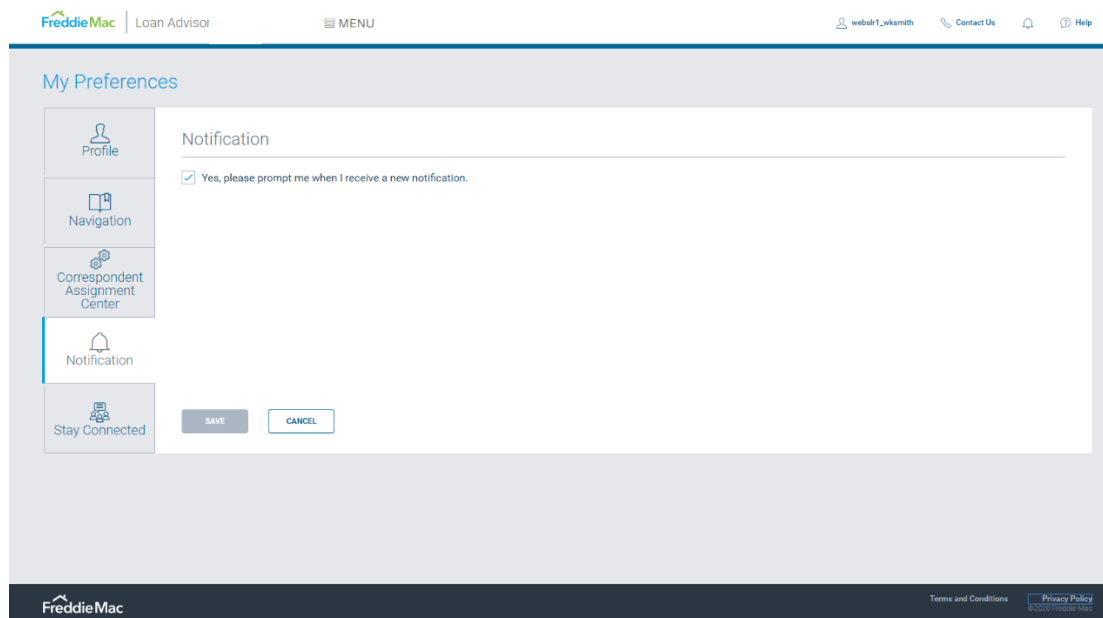
Where to Get Help

You can take advantage of several support options, including online help, Freddie Mac Learning, and live support.

Online Help

Within Loan Product Advisor, you have access to comprehensive online help menus and information to help guide you through the tool. When in Loan Product Advisor, if you need information for entering data into a field, click on the blue-lined field name, and a field-level definition will display showing a definition, valid values, information on when to use the field and the location of the field.

When you click on the [?] button on the right side of each page, help specific to that page displays in a new browser tab.
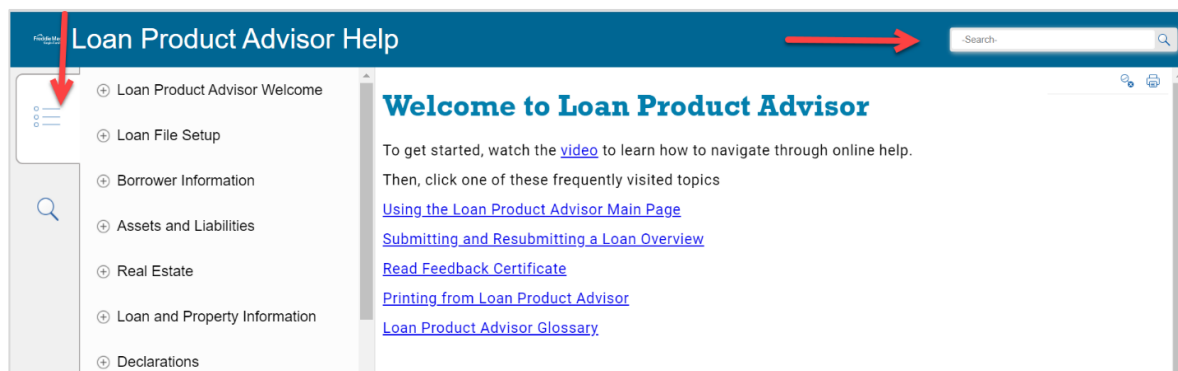
Note: Use the Search function on the right side of the page to enter key words and locate information or drill down to information using the links.

Note: Use the left navigation Menu to locate information on a specific topic.

Freddie Mac Learning

Freddie Mac Learning provides access to webinars, self-paced tutorials and job aids on many topics, including Loan Product Advisor.

Live Support

For live support, contact Customer Support Contact Center (1-800–FREDDIE) or your designated Freddie Mac representative during normal business hours.

Introduction

This chapter provides information on the basic layout of Loan Product Advisor® pages along with their navigation choices. Topics covered include:

- Layout
- Navigating Through Loan Product Advisor
- Moving from Field to Field
- Field Definitions
- Data Entry
- Metro Stops
- Find Loans
- Search Results

Layout

The Loan Product Advisor banner is located at the top of every page, with the name of the page below it. Next and Previous buttons are also found at the bottom of most pages. These buttons are used to move from page to page. Save and Submit buttons are located at the top of each applicable data entry page.
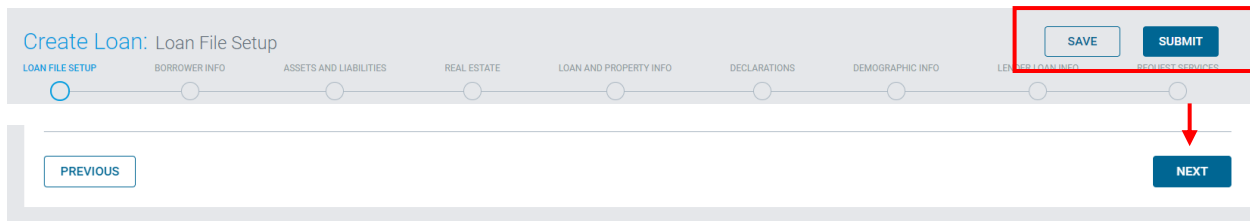
The Metro Stop bar is a navigation tool that is used to track your progress throughout the loan application transaction. Circles appear on the metro stop to show the status of the field completion. The basic layout for each Metro Stop is very similar.
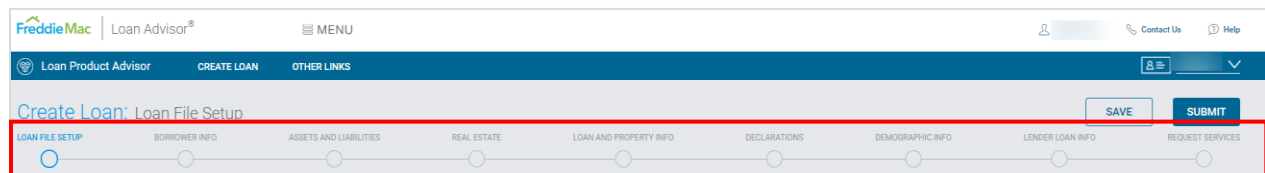
Navigating Through Loan Product Advisor Functions

Navigation includes links and icons that assist you in using the different functions across Loan Product Advisor. The links and icons displayed vary depending on the page included. Some of the links that you see throughout Loan Product Advisor are listed below:

Functions	Description
Loan Product Advisor	When you click on the Loan Product Advisor name in the top blue ribbon, you can return to the Welcome to Loan Product Advisor page, the starting point for any loan file or function. If you need to discontinue entering information on a loan file, you can click this link. You will be prompted to save if on a data entry metro stop.
Find Loans	Retrieves the latest transaction on all loan files that meet your search criteria. This page displays all the loan file transactions, including the current active and non-active historical transactions.
Reset	Clears entered data on the Welcome to Loan Product Advisor page, allowing you to restart your data entry.
Modify Loan	Enables you to update the data of the loan file after it has been saved or submitted. Once you select the radio button, you will see icons in the slider bar to the right of the screen. The slider bar will dynamically display the actions available to you. When you select the Modify icon, the data pages are in edit-mode. Only the most recent loan file transaction may be modified. Once the loan has been modified, you must resubmit to obtain feedback.
View Loan	Enables you to view the data entry pages of the loan after it has been saved or submitted. Once you select the radio button, you will see icons in the slider bar to the right of the screen. The slider bar will dynamically display the actions available to you. When you select the View icon, the data pages are in view-only mode. An icon displays at the top of each page indicating you may modify this loan.
Request Services	Enables you to select one or more services that you would like to request from Loan Product Advisor. Once you select the radio button, you will see icons in the slider bar to the right of the screen. The slider bar will dynamically display the actions available to you. When you select the Request Services icon, the Request Services page will display, where you can select options to order merged credit, order Asset and/or Income verifications or reorder credit in addition to your automated underwriting request.

Functions	Description
Assignment Log	Displays a list of all assignments made to the selected loan file. Once you select the radio button, you will see icons to the right of the screen. The slider bar will dynamically display the actions available to you. When you select the Assignment Log icon, the page will display, where you can select loans assigned to you or assigned by you. If the Assignment Log does not display, the loan has not been assigned. You can also access the Assignment Log at any time by clicking on Other Links in the blue banner.
Loan File Setup	Enables you to enter required transaction information and the names of the borrowers on the loan file.
Metro Stops	Enables you to enter specific loan file information in a format like the industry standard loan file application.
View Results	Displays results returned from a Loan Product Advisor assessment. You can only view results if the loan has been successfully submitted to Loan Product Advisor. You can view results in view mode from any data page.
Add Button	Displays on the right side of the screen and enables you to enter additional data, when appropriate. The table displays with the additional data and give you the option to edit or delete it. When you hover over the Add button, you can see how many entries have been added and how many entries are still available to be added.
Submit	Sends the loan file to Loan Product Advisor for assessment.
Save Loan	Allows you to determine the best time to save the data you enter. You need to save data when you exit Loan Product Advisor (close your browser) prior to submission or when you will not be working in Loan Product Advisor for more than 20 minutes. Loan Product Advisor will automatically save all data when you submit the transaction.
Loan Data Slider	Displays to the left of the screen after you create or modify a loan and offers a quick snapshot of the loan data for your transaction.

Functions	Description
Quick Links Slider	Displays to the left of the screen after you view results of the loan. The slider presents quick links to the following pdfs for the Feedback Certificate: • Document Checklist • Merged Credit • Property Valuation Disclosure You also have the option to return to different areas of your transaction and modify the loan, request services or view the loan.
Message Slider	Displays the sections on the Feedback Certificate where you can find messages. This slider is a quick way to move to a specific group of messages.

Moving from Field to Field

As you move to a new page to enter data, you need to click one of the data fields. Clicking a field makes it active, which means it is ready for you to type your data. Pressing the Tab key moves your cursor to the next data entry field. Pressing the Shift-Tab combination moves your cursor to the previous data entry field. If two columns of data appear, it will tab down the left side first, then over to the right side.

Some pages contain more information than can fit in the browser window at one time. When the information extends past the bottom of the window, you can move down the page by using the Tab key described above or you can use the scroll bar on the right side of the page.

Field Definitions

You can find the definition of each data field in Loan Product Advisor by clicking the underlined field names (underlined text indicates hyperlinked text). Clicking on blue underlined text of a data field takes you to a glossary definition of that term. The following link takes you to the full glossary of terms for Loan Product Advisor. Each term contains a definition for the data field, valid value, when to use the field and the location you can find the field in Loan Product Advisor and on the loan application.

Data Entry

The data for the fields requiring dollar amounts can be entered either with or without decimals. For instance, to enter $315.00, you can either enter '315' or '315.00' in the field. However, if the amount were $315.73, you would need to enter '315.73'. Do not type in the dollar sign ($) or any commas for this type of field. For percentages, do not type the % sign. For instance, to enter 7.5%, you would type 7.5 in the field.

Metro Stops

The Metro Stop icons function as follows:

- Blue – The Metro Stop in which you are performing steps or is currently being displayed. The Metro Stop will appear half full until all required fields are completed. Once the required fields are completed with no errors, the Metro Stop will appear full.

- Red – The Metro Stop required fields are not completed. If you go back to that Metro Stop, the required fields are highlighted in red. Errors on Borrower tabs are displayed with a red numbered square next to the Borrower name. The number indicates the number of errors on each tab. The number will decrease as errors are corrected or increase if additional errors are detected.
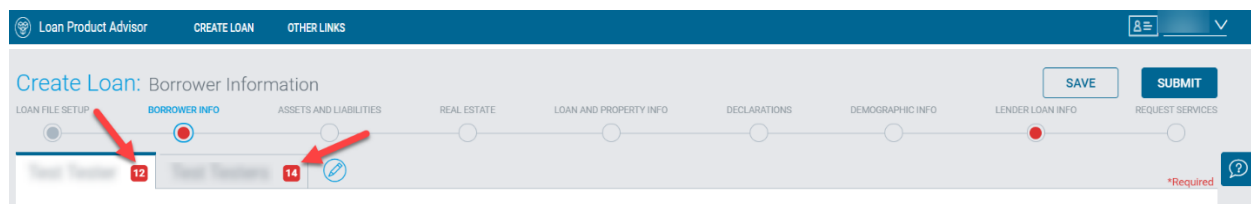
- Gray – The Metro Stop is not the Metro Stop currently being displayed.

The Loan File Setup Metro Stop is used to enter information specific to the loan. It contains several required data fields, as well as optional data fields that provide additional detail on the loan.

Note: This Metro Stop needs to be completed for a new loan prior to navigating to the additional Metro Stops.

Generally, only the asterisk fields are necessary for an assessment. Additional fields are required for special loan characteristics such as a refinance, buydown, ARM, FHA or VA loan.

This is the first page to display when you select **Enter Application** from the Create Loan link in the blue banner or Modify Loan from the slider bar on the Search Results page. You will begin entering your new loan into Loan Product Advisor here. This page is required for all mortgages.

This page is the initial setup page in Loan Product Advisor. On this page, you must complete the required:
- Application Information
- Borrower Setup information

Once all the data is entered on the Loan File Setup Metro Stop, you will be able to toggle through the additional Metro Stops.

The Borrower Information Metro Stop collects information about each borrower on the loan, including personal details, addresses, citizenship and marital status along with employment and income data. Additional fields capture further details related to borrowers on the loan.

The Assets and Liabilities Metro Stop collects information about each borrower's financial assets, personal financial obligations and debts owed. It contains optional data fields that provide additional detail on the borrower's assets and liabilities.

The Real Estate Metro Stop collects information about property the borrower owns, and the debts and expenses related to the property. It applies to any residential property (including undeveloped land) that the borrower has an ownership interest in and/or for which the borrower has a mortgage, not commercial or agricultural property.

Note: When application indicates property owned free and clear, total monthly debt must include taxes, insurance, and HOA or condo fees, as applicable.

The Loan and Property Metro Stop collects information about the loan purpose and the property the borrower is buying or refinancing.

The Declarations Metro Stop asks specific questions about the property, how the property will be financed, and the borrower's past financial history. In addition, a Supplemental Consumer Information Form section for the preferred language and homeownership counseling and education information, as applicable.

The Demographic Information Metro Stop requests information the lender is required by law to ask the borrower(s). This information is requested by the Federal Government and is not used in the assessment by Loan Product Advisor. **Ethnicity**, **Sex** and **Race** are requested. You may choose more than one designation for each one. The law provides that a lender may not discriminate based on this information, nor on whether you choose to furnish it. <u>If the borrower(s) wishes to furnish the information, please provide **Ethnicity**, **Sex** and **Race**.</u> If the borrower(s) does not wish to furnish the information, please select the checkbox next to the **I do not wish to provide this information** field in each applicable portion.

The Lender Loan Information Metro Stop provides information about the property and type of loan, title information, mortgage loan information and qualifying the borrower.

Qualifying the Borrower - Minimum Required Funds or Cash Back

DUE FROM BORROWER(S)	
Sales Contract Price	$
Total Sales Concessions Amount	$
Net Contract Price	--
Improvements, Renovations and Repairs	$
Land (if acquired separately)	--
Borrower's Closing Costs	$
Total Discount Points	$
Refinance: Mortgage Property to be Paid Off	$
Total MI and Funding Fee Amount	$
Prepaid/Initial Escrow Payments	$
Total Due From Borrowers	$ 0.00

TOTAL MORTGAGE LOANS	
Loan Amount Loan Amount Excluding Financed Mortgage Insurance (or Mortgage Insurance Equivalent)	$
Financed Mortgage Insurance (or Mortgage Insurance Equivalent) Amount	$
Total Mortgage Loans	$ 0.00

TOTAL CREDITS	
Lender Credits (Enter the total amount of Borrower(s) costs paid by the lender)	$
Seller Credits (Enter the total amount of Borrower(s) costs paid by the property seller)	$
Other Credits	--
Total Credits	$ 0.00

The Request Services Metro Stop provides the option to a merged credit report with the automated underwriting assessment or provide the Merged Credit Reference Number (MCRN), reorder credit or order verification. You can view the credit reporting companies available through Loan Product Advisor on this Metro Stop.

Find Loans

You can search for existing loans by clicking on the Find Loans button. You can use this option to retrieve information for an existing loan by entering specific search criteria.

Once the appropriate search criteria are populated, click Find Loans to begin the search. Any combination of upper- and lower-case letters are accepted. You must enter at least three characters for successful search results when using Borrower Last Name as a search criterion. Certain criteria must be used in pairs to successfully get search results. If searching by the Borrower First Name, you must enter a Borrower Last Name. If searching by Submission Date, you must enter both the To and From dates. If searching by the AUS Risk Class, you must enter at least one other criterion to obtain results.

If Find Loans does not retrieve the desired loan, you can modify the search criteria to make the search less restrictive. Loan Product Advisor selects loans that meet all the specified criteria you enter.

Acceptable criteria are:

- LP AUS Key

- Loan Application #

- AUS Transaction #

- Borrower Last Name

- Borrower First Name

- Submission Date

- AUS Risk Class

Note: If you are not sure about a value, you should verify it before beginning your search. Searching by additional criteria will reduce the number of records returned. For best search results, use the LP AUS Key #, Loan Application # or AUS Transaction #.

Note: If you enter search criteria and the system does not find a match to the request, you will remain in the Find Loans section and a status message will be displayed informing you that no data met the criteria.

Search Results

Once you have entered your search criteria, select the Find Loans button. A successful search will display the Search Results page with the latest loan transactions satisfying all your search criteria.

The Search Results page displays all transactions for a loan, including the current, active and non-active historical transactions that matched the search criteria you entered before clicking the Find Loans button.

If you click on the down arrow next to Filter By, more data fields will display and give you the opportunity to reapply additional search criteria. When ready, click on Apply Filter. You have the option to remove the filter by clicking on the X next to the search criteria resulting in a revised record count.

A list of transactions appears in table form with the following criteria:

- Borrower Name
- Loan Application #
- Date & Time of Submission
- LP AUS Key #
- Transaction ID
- Originating Lender
- AUS Risk Class

If the system does not find a match for your request, it will prompt you to modify the search criteria you provided. Historical loan transactions occur when loan data is edited, then resubmitted to Loan Product Advisor. The historical loan transactions are displayed in chronological order with the most recent (active) transaction at the top of the list. The remaining historical transactions, if any, are listed below. The information on this page is display only; you may view it, but not change it.

Note: You may select only one transaction at a time. You may modify or assign only the most recent transaction of a loan if it does not appear shaded in gray.

Note: The Search Results page initially displays 10 transactions at a time. You can update to display additional transactions on the screen or use the arrows to navigate to additional pages of transactions. The loan may not appear on the first page because more than 10 loans have matched your criteria.

Note: You also have the ability to sort the Search Results by any column. Simply click the column title header to sort.

To Access Your Search Results

On the Search Results page:

1. Select the radio button or click on the **Loan Application #** of the transaction you wish to access. Clicking on the Loan Application # will provide View Access to your transaction.

2. Click **Modify Loan** to the right of your screen, which allows you to change the data and resubmit to Loan Product Advisor.

Introduction

This chapter provides information to help understand the process for creating and submitting a loan in Loan Product Advisor®. The following topics are included:

- Create Loan
- Other Links
- Enter Application
- Import Application
- Loan File Setup Metro Stop
- Borrower Information Metro Stop
- Assets and Liabilities Metro Stop
- Real Estate Metro Stop
- Loan and Property Information Metro Stop
- Declarations/SCIF Metro Stop
- Demographic Info Metro Stop
- Lender Loan Info Metro Stop
- Request Services Metro Stop
- Submitting and Resubmitting a Loan
- Correcting Data Errors

Once logged in, you will see the **Welcome to Loan Product Advisor** page. On the **Welcome** page, in the top blue ribbon, you will see links to other options. The following sections provide information on all the options available.

Create Loan

This link takes you to the option to "Enter Application" by entering the loan information manually or select "Import Application" to import a file to auto populate the information.

- Select either: Enter Application, or Import Application
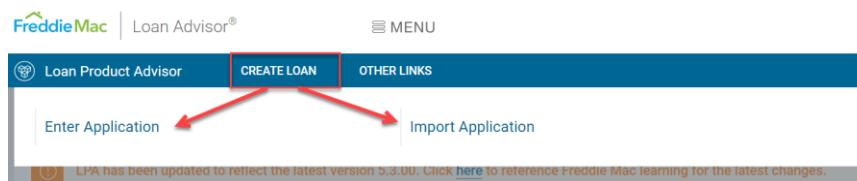
Other Links

This link contains a pop-up window with the following links:

- Look-up HVE Value – a link to the HVE Look-up Tool. HVE is available to Seller/Servicers and is a Freddie Mac AVM tool that provides a point value estimate for a property with a Confidence Score and Forecast Standard Deviation, indicating the accuracy of the estimated value. Refer to Home Value Explorer for more information.
- Assignment History – a history of assignment activity.
- Wholesale Lenders – a link to a list of participating wholesale lenders that support Loan Product Advisor.
- Assignment Log – a link to the assignment log containing lists for transactions assigned to or by the user.
- News & Updates.
- Access Exclusionary List – a link to Freddie Mac's Exclusionary List is only available to Seller/Servicers. As an approved Seller/Servicer, you're required to check the E-List before you sell the loan to us.
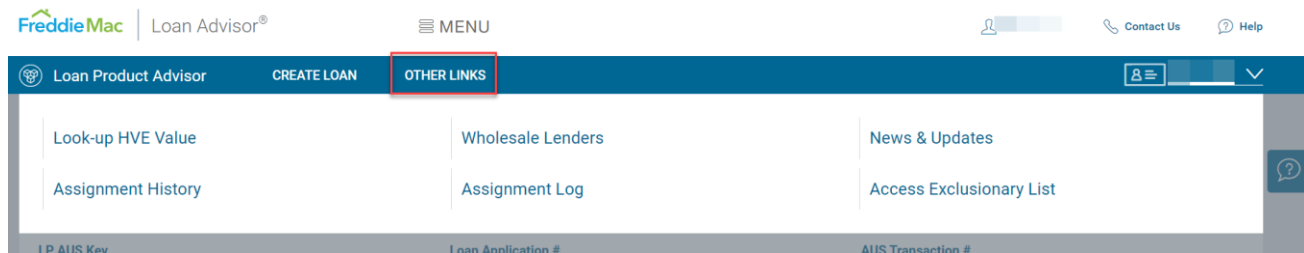
User Information – Counterparty Name, Counterparty Number and User ID

This data in these fields auto-populate from the information you enter when you open and sign into Loan Product Advisor.
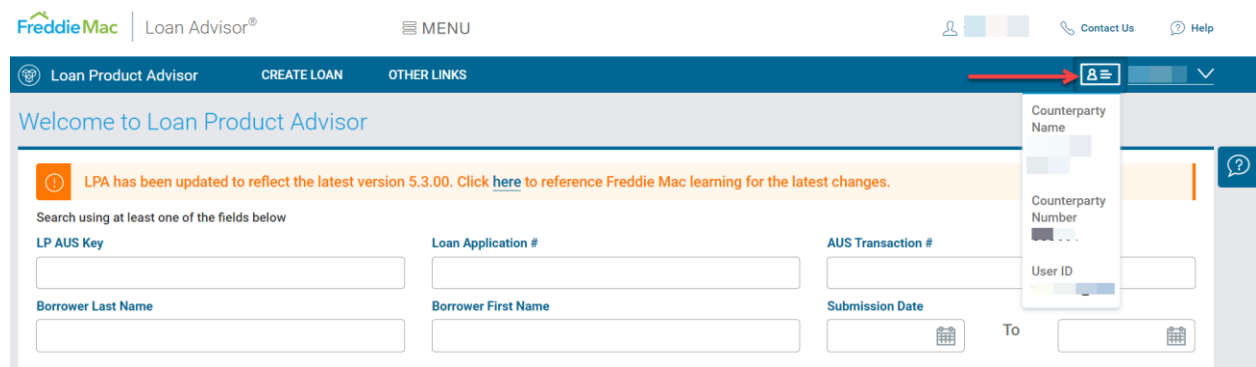
User Profile Information

This drop-down menu option will populate all customer numbers with which the user ID is associated. If you select a different customer number from the list, you will navigate to the Loan Product Advisor Main Page. If you are not already on the Loan Product Advisor Main page, the data will refresh.
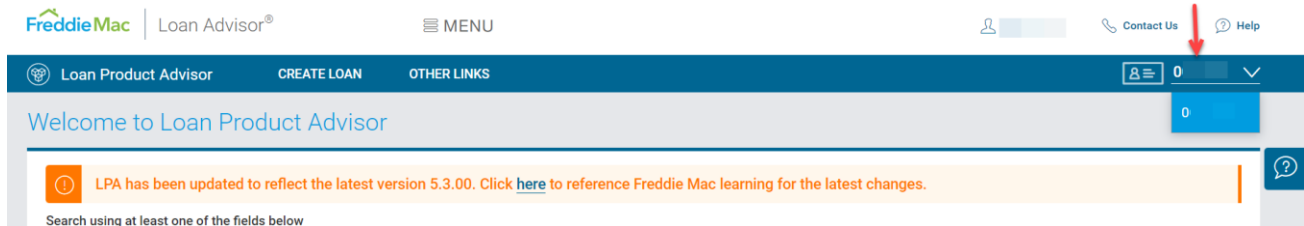
Create Loan - Enter Application

Perform the following steps to create a loan:

1. Select the **Create Loan** button in the blue menu bar at the top of the page to select **Enter Application**.
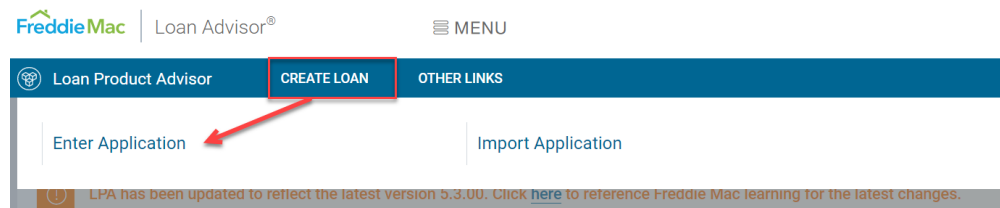
2. When you select **Enter Application**, the Loan File Setup Metro Stop page will appear. The acceptable criteria for application information and borrower setup are:

- Loan Application #
- Loan Processing Stage
- Lender Branch Number
- Application Received Date
- Sponsor/Sponsored Relationship
- First Name
- Middle Name
- Last Name
- Suffix

3. To enter loan information into Loan Product Advisor, manually type all the necessary data. All new loan applications begin on the Loan File Setup page. The Next and Previous buttons and the Metro Stops will appear to move you through the rest of the sections.

> *Note:* The **required fields** are identified by a red asterisk (*) to the right of the data field name.

Create Loan - Import Application

The quickest process for submitting a loan file to Loan Product Advisor for assessment is by importing the loan file data. By importing, you create an XML-formatted file from the data you entered in your loan origination system (LOS) that automatically populates the data fields in Loan Product Advisor. This saves you time by eliminating the need to re-key the loan file information into Loan Product Advisor.

Note: If you need to make changes to the data after you have imported, we recommend you make the change(s) in your LOS then create an updated XML loan file then re-import into Loan Product Advisor. This helps to make sure that there is consistent information between your LOS and Loan Product Advisor. When the loan data is re-imported, Loan Product Advisor guides you through the submission process.

To import an application, perform the following steps:

1. Select the **Create Loan** button in the blue menu bar at the top of the page to select **Import Application**.
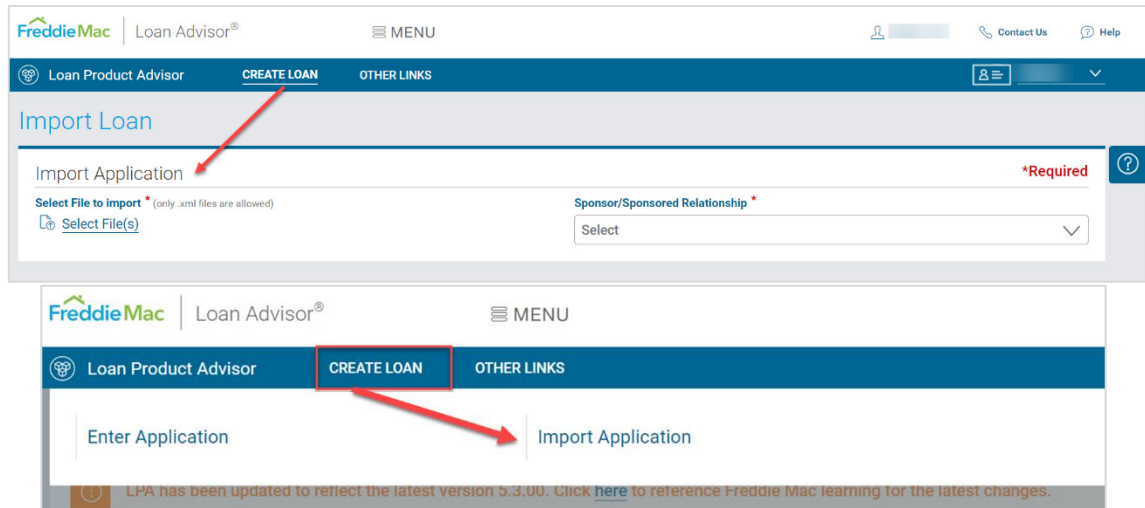
2. On the **Import Application** page, click **Select File** to locate the file you want to import. Select the file you wish to import. The file must be in XML format.
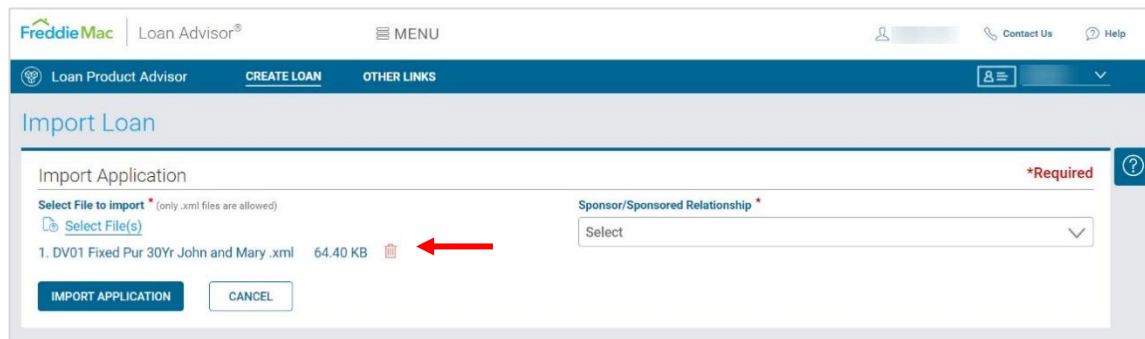
3. Confirm file to upload. Note: You also have the option to click the trash can icon to delete the file.

4. Select a **Sponsor/Sponsored Relationship**, if applicable. If this submission is not sponsored, select **None** from the dropdown list.

5. Click on Import Application.

The loan data will be transferred (imported) to Loan Product Advisor, and the imported data will show in the Loan Product Advisor data fields.

Metro Stops

Loan File Setup Metro Stop

This Metro Stop is used to enter information specific to the loan. It contains several required data fields, as well as optional data fields that provide additional details on the loan. This Metro Stop must be completed for a new loan prior to navigating to the additional Metro Stops.

Note: Throughout the Metro Stops, you will see the option to **Add** additional data. When you click on **Add**, the data you enter will be put into a table below the field. You will have the option to edit or delete the information in the table after it is initially added.

Note: Generally, only the required fields are necessary for an assessment. However, additional fields may be conditionally required for special loan characteristics such as a refinance, buydown, ARM, FHA or VA loan.

This is the first page to display when you select **Enter Application** from the Loan Product Advisor Welcome page or **Modify Loan** from the **Search Results** page. You will begin entering your new mortgage data into Loan Product Advisor here. This page is required for all submissions.

> *Reminder:* The **required fields** are identified by a red asterisk (*) to the right of the data field name.

This page is the initial setup page in Loan Product Advisor. On this page, you must:

- Complete the required Application Information
- Complete the required Borrower Setup information
- Once you enter the data on the Loan File Setup Metro Stop and you click Create Loan File, you will be able to toggle through the additional Metro Stops.

Application Information

The Application Information section of the Loan File Setup Metro Stop requires basic and detailed information about the mortgage. This page is required for all mortgages. Completing the Application Information section includes the following required fields:

- **Loan Application #** – a unique number you assign to a loan, allowing you to distinguish between different loans within your company.
- **Loan Processing Stage** – indicates the point in the loan origination process at which the loan is being sent for assessment.

> Note: If you submit using the Prequalification stage, the address for the subject property is not required and you will not receive appraisal feedback.

Note: If you resubmit the loan after the Note Date, you must select Post Closing QC as the **Loan Processing Stage**. You must also follow the requirements of Freddie Mac Single-Family Seller/Servicer Guide (Guide) Section 5101.7 for Resubmission to Loan Product Advisor After the Note Date. Refer to the Reminders for Loan Product Advisor Resubmissions after the Note Date job aid for more information.

- **Application Received Date** – indicates the date on which the lender received the application from the borrower.
- **Sponsor/Sponsored Relationship** – indicates that you have a relationship with a wholesaler lender.

Borrower Setup

The Borrower Setup section provides you with the option to add up to five borrowers. Be sure to enter the names of all borrowers on the loan application. At least one borrower name must be entered to proceed.

Note: Click on the **Add a Borrower** (+) function to include additional borrowers in the transaction. Click on the **Remove a Borrower** (-) to remove additional borrowers from the transaction. If you accidentally remove a borrower, you will need to use the **Add a Borrower** (+) function to include them back in the transaction. Removing a borrower will remove all data relating to that borrower.

Loan Product Advisor will allow the assessment of mortgages when no borrower has a credit score. Refer to Mortgages for Borrowers Without Credit Scores for complete requirements.

Note: You cannot **Create Loan File** or move on to the next Metro Stop until the required fields are populated.

Note: If you decide you don't want to move forward with submitting this loan, click the **Cancel** button to remove all the information you entered thus far. After clicking the **Cancel** button, the mortgage data cannot be retrieved. You must make sure you will not need to access that information again before cancelling.

Refer to the following table for a description of each field in the **Loan File Setup** Metro Stop.

Field	Description
Application Received Date	The date the creditor or originator received the application from the borrower for the subject mortgage loan.
Borrower First Name	First name of borrower on loan application.
Borrower Middle Name	Middle name of borrower on loan application.
Borrower Last Name	Last name of borrower on loan application.
Lender Branch Number	A unique identifier established between you and your credit provider to differentiate various accounts, possibly for billing or reporting, under your main company account.
Loan Application #	Unique number you assign to a loan, allowing you to distinguish between different loans within your company.
Loan Processing Stage	Description of the point in the loan origination process at which the loan is being submitted to Loan Product Advisor. If a loan's status is between two points, the value for the Loan Processing Stage is the point that most recently occurred.
Sponsor/Sponsored Relationship	The Freddie Mac Counterparty Number for the sponsoring Seller, if the transaction is submitted by a Broker or Correspondent or Freddie Mac Counterparty Number for the sponsored Broker or Correspondent if the transaction is being submitted by the sponsoring Seller.
Suffix	The name suffix of borrower.

After all the required fields are complete, click **Create Loan File** to move to the next Metro Stop.

Borrower Information Metro Stop

The Borrower Information Metro Stop collects information about each borrower on the loan, including personal details, addresses, citizenship and marital status along with employment and income data.

Personal Information

The Borrower Setup information from the Loan File Setup Metro Stop will automatically display only on this page. There will be a separate tab for each borrower entered. You can add in **Alternate Names**, if applicable. If you need to add **Alternate Names,** use the (+) function to include them in the transaction or the (-) to remove them.

Perform the following steps, as applicable, If additional borrower's complete each tab:

1. Select Taxpayer ID or SSN in the **Type** field. Enter the applicable information in the **Taxpayer ID/SSN** field based on the selected Type.
2. Choose the **Birth Date** of the borrower from the calendar icon.
3. Select the **Citizenship** of the borrower.
4. Select the **Marital Status** to indicate if the borrower is unmarried, married or separated.
5. Enter the Number of Dependents for the borrower.

Personal Information

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
[redacted]	--	[redacted]	--

Alternate Names

First Name

Middle Name

Last Name

Suffix

⊖ ⊕

Type *
○ Taxpayer ID   ○ SSN

Taxpayer ID/SSN *

Birth Date *

Citizenship *
○ U.S. Citizen
○ Permanent Resident Alien
○ Non-Permanent Resident Alien

Marital Status *
○ Unmarried
○ Married
○ Separated

Number of Dependents

Current Address

Complete the Current Address section, by entering the borrower's current information using the standard Loan Product Advisor address abbreviations. Remember, do not enter any punctuation when completing address information.

Current Address

Street Address *   **Unit #**   **City** *   **State** *   **ZIP Code** *

How Long at this Address? *
[ ] Years   [ ] Months

Housing *
○ No primary housing expense   ○ Own   ○ Rent

Note: See, Top 5 Tips for Entering Addresses, for information on entering address information.

Perform the following steps, as applicable:

1. Enter the borrower's current address in the **Street Address, City, State and ZIP Code** fields. **Unit #** is not required but is available if needed.
2. Enter the number of years and months for **How Long at This Address?**

   Note: For the **How Long at this Address** field, if the total number of Years and Months is less than two years, the **Former Address** fields will automatically display.

   Note: For Army or Air Force post office (APO) previous addresses, use APO for the city and AA (Americas, except Canada), AE (Africa, Canada, Europe, Middle East) or AP (Pacific) for the state. When the previous address is a military address, the country code must be indicated as United States.

Former Address

| Street Address | Unit # | City | State | ZIP Code | Country |

How Long at this Address? [ ] Years [ ] Months

Housing
○ No primary housing expense   ○ Own   ○ Rent

3. Select the **Housing** field. Choose an option for **No primary housing expense**, **Own** or **Rent**.

   Note: Select **No primary housing expense** when living rent-free.
   Note: For the **Housing** field, if **Own** is selected, the following **Present Housing Expenses** fields will display in a drop-down menu and need to be populated.

Illustrative purposes

PRESENT HOUSING EXPENSES	
First Mortgage P&I *	$ 800.00
Homeowners Insurance *	$ 20.00
Association/Project dues (Condo, Co-op, PUD) *	$ 0.00
Mortgage Insurance *	$ 0.00
Subordinate Lien(s) (P&I) *	$ 0.00
Property Taxes *	$ 150.00
Supplemental Property Insurance *	$ 0.00
Other *	$ 0.00
Total	$ 970.00

   Note: **Present Housing Expenses** table: You must enter "0.00" if a field does not apply. Do not leave blank.

If **Rent** is selected, the following field will display, enter the **Rent Payment** per month. For co-borrowers living together, enter the total rent amount under one borrower to avoid duplication.

Rent Payment ($/month) *

$ ▢▢▢▢

4. Select the co-borrower displayed on the tab beside the name of the first borrower listed.
5. Complete the fields as you did for the first borrower.

To modify the address data for one or more borrowers, you must modify the data for each applicable borrower by selecting the appropriate tab for that borrower(s) name(s) before submitting or resubmitting. Co-borrower addresses will NOT be automatically updated.

If the borrower(s) have been at the current address for less than two years, complete the same fields for the Former Address section. The Former Address section also includes a field for **Country**.

Former Address

Street Address	Unit #	City	State	ZIP Code	Country
			∨		

How Long at this Address?   Housing
[ ] Years [ ] Months   ◯ No primary housing expense   ◯ Own   ◯ Rent

Mailing Address – if different from Current Address

For the Mailing Address **–** if different from Current Address section, you need to enter address information using the standard Loan Product Advisor address abbreviations. Remember, do not enter any punctuation when completing address information.

Select the **Does not apply** check box if this section does not apply to your borrower(s).

Mailing Address - if different from Current Address   [ ] Does not apply

Street Address	Unit #	City	State	ZIP Code	Country
			∨		

Note: See, Top 5 Tips for Entering Addresses, for information on entering address information.

Perform the following steps, as applicable:

1. Enter the borrower's current address in the **Street Address, City, State** and **ZIP Code** fields. **Unit #** is available if needed.
2. Enter the **Country** field.

Note: To modify the address data for one or more borrowers, you must modify the data for each borrower by selecting the appropriate tab for that borrower(s) name(s) before submitting or resubmitting. Co-borrower addresses will NOT be automatically updated.

Note: Borrowers' names were entered in the Loan File Setup section. If you need to add additional borrowers, click the **Edit** icon next to the tab of the last borrower entered.

Military Service

(VA Mortgage Only) Use this section to enter data if the borrower (or deceased spouse) ever served or is currently serving in the United States Armed Forces by selecting **Yes** or **No.** If you select **Yes,** there will be additional information available to select. If you select Currently serving on active duty, you will be required to select the **Expected Service Completion Date**.

Military Service

Did you (or your deceased spouse) ever serve, or are you currently serving, in the United States Armed Forces?

- ○ Yes
- ○ No

- ☐ Currently serving on active duty   **Expected Service Completion Date** *

- ☐ Currently retired, discharged, or separated from service

- ☐ Only period of service was as a non-activated member of the Reserve or National Guard

- ☐ Surviving Spouse

Employment and Income

Within the Employment and Income section, there are required, and optional data fields related to the borrower's monthly income. Enter all income details you wish to include. Depending on your selection of Current or Previous for the **Type** of Employment and Income, different fields will display.

For your **Type** selections:

1. If you select Current, you will need to select either a Primary or Secondary Job Schedule.
2. If you select Previous, the **Job Schedule** field will not display.
3. If you do not have any Employment and Income to record, select **Does not apply**.

Note: You can enter a total of six employers (current and previous) for each borrower by clicking the **Add** button on the right side of the screen. This will create a table to display your entry.

Employment and Income

☐ Does not apply

Type *
- ○ Current
- ○ Previous

Freddie Mac SINGLE-FAMILY | Learning

Current Employment

Perform the following steps for Current employment:

1. Select either Primary or Secondary for the **Job Schedule**.
2. Enter the **Employer or Business Name** (the name of the business that the borrower owns, or the borrower's name if they are self-employed and do not operate under a business name).
3. For all loans, you have the option of entering:
   - **Base –** Enter the borrower's employed gross monthly income from all acceptable and verifiable sources that can reasonably be expected to continue for at least the next three years.
   - **Bonus –** Enter the income derived from bonuses, optional compensation paid out by the employer that is linked to the employer's overall performance and/or individual employee performance.
   - **Overtime –** Enter overtime, additional hourly compensation paid for work beyond the usual and customary work period.
   - **Commission –** Enter commission, borrower income that is based upon a percentage of the goods or services the borrower sells.

Note: Loan Product Advisor calculates the total using the data you enter for each borrower.

4. Enter the **Start Date –** The date the borrower's employment began.
5. Enter the number of **Years** and **Months** with your current employer in the **How long in this line of work?** field.
6. Select **Yes** or **No** if **Employed by a family member, property seller, real estate agent, or other party**.

Note: As you add employers the numbers displayed above the Add button will increase/decrease, as applicable. For example, if you enter one primary employment and one previous employment the numbers will display as 2/4.

Note: Click, **Add**, Employment and Income table displays. You can **edit** or **delete** your entry from the table.

Self-Employed

A borrower is considered **Self-Employed** if they own 25% or more of a business regardless of how much the business contributes toward their total income.

To receive employment and income feedback messages specific to a self-employed borrower, perform the following steps:

1. Select Yes under **Self-Employed** in the Employment and Income section. If they are not self-employed and do not own a business, select No.

2. Select Yes or No if the **Percent Ownership** is less than or more than 25%.

3. Enter the Self-Employed **Monthly Income (or Loss)**. If the monthly income is a loss or negative amount, enter a "−" prior to entering the amount.

Previous Employment

For Previous employment, complete this section if the income received from the current job(s) or self-employment(s) is for less than two years.

Perform the following steps, if applicable:

1. Enter the Employer or Business Name, the name of the business they own, or their name if they are self-employed and do not operate under a business name.

2. Enter the Previous Gross Monthly Income for all income received from this employer each month.

3. Enter the Start Date as the date for when the borrower's previous employment began.

4. Enter the End Date as the last date for the borrower's previous employment.

5. Select if the Previous employment was Self-Employed, indicating that the borrower owned 25% or more interest in his/her business.

Note: Repeat this section for each applicable job, self-owned business, or self-employment.

Employer Alias Names

If applicable, enter other names the employer may be known by or may be doing business as. Manually enter the employer alias name, as applicable for current and previous employment. You can add up to five alias names for each employer. Select the "+" icon to add and "-" to remove.

Other Income

Within the Other Income section, enter all other income types you wish to include on the application.

Perform the following steps, if applicable:

1. Select the required **Income Type**.

2. Enter applicable **Monthly Income**.

> **Note:** Alimony as an obligation. Enter the alimony obligation as a negative number ("-") in the **Monthly Income** field.
> - If the borrower is obligated to pay Alimony and/or Separate Maintenance but also receives Child Support income, subtract the Alimony and/or Separate Maintenance expense from the Child Support income and enter the result in the **Monthly Income** field ("+" or "-") as applicable.

Note: When using Accessory Dwelling Unit (ADU) rental income from a subject 1-unit primary residence to qualify, select **Income Type** "Accessory Unit Income" and enter the amount of the ADU income in the **Monthly Income** field. For more information on ADUs refer to the Accessory Dwelling Unit Reference Tool.

Rental income generated from an ADU on a subject 1-unit primary residence may be considered in an amount up to 30% of the total stable monthly income that is used to qualify the borrower for the mortgage. LPA will return a purchase restriction message if the rental income exceeds the limit of 30%, a purchase restriction message will be returned.

PUR0374	Rental income from an accessory dwelling unit (ADU) in the amount of $<*(ADU populatedRentAmount>* exceeds the limit of 30% of the total stable monthly income of $<*CalculatedStableMonthlyIncomeAmount>*.

3. Select the **Does not apply** checkbox if this section does not apply to your borrower(s).

   Note: You can add up to 45 additional Income Types by clicking on the **Add** button on the right side of the screen. This will create a table to display your entry. You can edit or delete your entry from the table. As you add additional other income types the numbers displayed above the **Add** button will increase/decrease, as applicable. For example, if you enter two other income types the numbers will display as 2/43.

   Note: If you select "**Other**" from the **Select Income Type** drop down list an additional field will display, **Income Type Other Description**. Manually complete the description for the other income source.

Refer to the following table for a description of each field in **Borrower Information** Metro Stop.

Field	Description
Base	Borrower's employed gross monthly income from all acceptable and verifiable sources that can reasonably be expected to continue for at least the next three years.
Birth Date	The borrower's date of birth.
Bonus	The income derived from optional compensation paid out by the employer that is linked to the employer's overall performance and/or individual employee performance.
Citizenship	Specifies the borrower's current Immigration and Naturalization Service (INS) status.
City	Current Address - The city in which the borrower currently resides. Former Address - The city in which the borrower previously resided. Mailing Address - The city to be used for mailing, if mailing address is different from borrowers.
Commission	Borrower income that is based upon a percentage of the goods or services the borrower sells.
Employed by a family member, property seller, real estate agent, or other party	Indicates the borrower is employed by a family member, property seller, real estate agent/broker, or other party to the transaction.
Employer Alias Name	Other names the employer may be known by or may be doing business as.
Employer or Business Name	The name of the borrower's current primary, current secondary, or previous employer.
First Name	An additional first name under which the borrower may have been granted credit.
Housing	Indicates if the borrower owns or rents the current place of residence or former place of residence.

Field	Description
How Long at this Address?	Number of years borrower has lived at current or former address.
How long in this line of work?	The total number of years the borrower has been employed in their occupation.
Job Schedule	Indicates if the employment and income is for the borrower's Primary employment or Secondary employment.
Last Name	An additional last name under which the borrower may have been granted credit (e.g., maiden name).
Marital Status	Indicates if the borrower is unmarried, married, or separated.
Middle Name	An additional middle name under which the borrower may have been granted credit.
Military Service	Indicates if the borrower served, or is currently serving, in the United States Armed Forces.
Monthly Income	The amount of income received from Other Income Types (e.g., Military income, Retirement, etc.).
Number of Dependents	The number of dependents disclosed by the borrower.
Overtime	Additional hourly compensation paid for work beyond the usual and customary work period.
Select Income Type	Specifies the type of non-employment income received by the borrower.
Self-Employed	Indicates if the borrower owns 25 percent or more interest in his/her business.
Start Date	The start date for the borrower's secondary/previous employment.
State	Current Address - State in which the borrower currently lives Former Address - Previous state/province in which the borrower resided Mailing Address - State to be used for mailing, if mailing address is different from borrower's Current Address
Street Address	Current Address - current street address of the borrower Former Address - the previous street address of borrower

Field	Description
	Mailing Address - street address to be used for mailing. This field should be filled in only if different from borrower's Present Address
Suffix	The name suffix of borrower.
Taxpayer ID/SSN	Borrower's Social Security Number or Individual Taxpayer Identification Number.
Type	Indicates the status of the employment.
Type (Taxpayer ID/SSN)	Indicates if the identifier provided for the borrower is a Taxpayer ID or a Social Security Number (SSN).
Unit #	Current Address - Unit # of the borrower's current residence Former Address - Unit # of borrower's former address Mailing Address - Unit # to be used for mailing, if mailing address is different from borrower's Current Address
ZIP Code	Current Address - Zip/Postal code of the borrower's current residence Former Address - Zip/Postal code of borrower's former address Mailing Address - Zip/Postal Code to be used for mailing, if mailing address is different from borrower's Current Address

Click the **Previous** button to return to the Loan File Setup Metro Stop or **Next** to move to the Assets and Liabilities Metro Stop.

Assets and Liabilities Metro Stop

The Assets and Liabilities Metro Stop collects information about each borrower's financial assets, personal financial obligations and debts owed. It contains required and optional data fields that provide detail on the borrower's assets and liabilities.
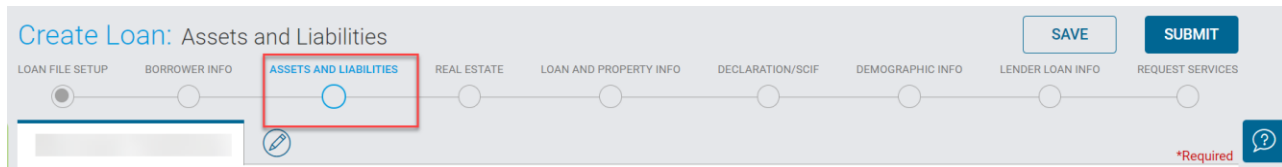
Assets – Bank Accounts, Retirement, and Other Accounts You Have

Perform the following steps, as applicable:

1. Select each type of asset the borrower has under the **Account Type** field.

2. Enter the name of the **Financial Institution** holding the asset.

3. Enter the **Account Number.**

4. Enter a corresponding **Cash or Market Value** total for the asset.

5. Select Yes if this is a **Joint Asset** and the assets are being reported jointly. Select No if the asset is not being reported jointly.

6. If you select, Yes, select the borrower name from the drop down in the **Joint With** field.

   You can add a total of 110 assets for the transaction by clicking o Add on the right side of the pages. As you add additional assets the numbers displayed above the Add button will increase/decrease, as applicable. For example, if you enter two other asset types the numbers will display as 2/108. This will create a table to display your entry.

7. If you do not have any assets to record, select **Does not apply**.

Note: For an overview on reserves and assets, including how Loan Product Advisor determines reserve requirements and additional tips for entering asset and reserve information in Loan Product Advisor, refer to, Understanding Loan Product Advisor's Determination of Cash to Close and Mortgages for Borrowers Without Credit Scores job aids.

Other Assets You Have

Perform the following steps, as applicable:

1. Select each type of **Other Asset** the borrower has under the **Account Type** field.
   Note: Use this field to select when a Cash Gift, Gift of Equity or Grant applies.

2. Enter a corresponding **Cash or Market Value** total for the asset.

3. Select Yes if this is a **Joint Asset** and the assets are being reported jointly. Select No if the asset is not being reported jointly.

4. If you select Yes, select the borrower name for which the assets are associated from the drop down in the **Joint With** field.

5. You can add a total of 110 assets for the transaction by clicking on **Add** on the right side of the page. This will create a table to display your entry.

6. If you do not have any assets to record, select **Does not apply**.

Cash Gift, Gift of Equity or Grant

If the borrower received a cash gift, gift of equity, or grant, include that **Account Type** in this section along with the **Cash or Market Value** amount for that account. You will also need to select the **Source Type** and confirm Yes or No if it's been **Deposited** into one of your borrowers' accounts. If you select "No" the gift, gift of equity, or grant funds have not been deposited into an entered account type **Cash or Market Value** field under **Assets – Bank Accounts, Retirement and Other Accounts You Have** Loan Product Advisor will include this amount in the total funds to close.

> **Note:** For any mortgage where the source of the borrower's Earnest Money Deposit (EMD) is gift funds, enter the EMD amount as gift funds, and do not include it as a credit in the Lender Loan Information Metro stop under **Purchase Credit Type**.

Also, select Yes if this is a **Joint Asset** and the assets are being reported jointly or No if the asset is not being reported jointly. If you select Yes, select the borrower name for which the assets are associated from the drop-down menu in the **Joint With** field.

Grant

If the borrower received a grant and the **Source Type** selected is "Lender" or "Non-originating Lender" two additional data fields will display: **Grant Closing Cost Amount** and **Grant Down Payment Amount**. You must enter the portion(s) of the grant to be used for the down payment and/or closing costs.

> *Note*: The sum of the value(s) provided from the grant amount towards closing costs and/or downpayment must equal the value provided for the grant amount entered in the **Cash or Market Value** field.

Liabilities – Credit Cards, Other Debts, and Leases that You Owe

Perform the following steps, as applicable:

1. Choose the appropriate **Account Type** associated with the liability. You have the option to add in the **Company Name** and **Account Number** as well.

2. Enter an amount in the **Unpaid Balance** and **Monthly Payment**.

3. Then, select Yes or No if the liability is going to be **Paid off at or before closing** and if it should be **Excluded from Calculations**. If you select Yes for **Exclude from Calculations**, the debt will not be included in the borrower monthly debt-to-income calculation.

4. Select Yes if this is a **Joint Liability** and the liabilities are being reported jointly. Select No if the asset is not being reported jointly.

5. If you select Yes, select the borrower name for which the liabilities are associated from the drop-down menu in the **Joint With** field.

6. You can enter a total of 45 liabilities for the transaction by clicking **Add** on the right side of the page. This will create a table to display your entry. As you add additional liabilities the numbers displayed above the **Add** button will increase/decrease, as applicable. For example, if you enter two other liability types the numbers will display as 2/43.

7. If you do not have any liabilities to record, select **Does not apply**.

Note: Click, **Add**, a Liabilities table displays. You can **edit** or **delete** your entry from the table.

ACCOUNT TYPE	COMPANY NAME	ACCOUNT NUMBER	UNPAID BALANCE	MONTHLY PAYMENT	PAID OFF AT OR BEFORE CLOSING	EXCLUDE FROM CALCULATIONS	JOINT LIABILITY WITH	ACTIONS
Installment	--	--	$5000.00	$300.00	No	No	--	✏ 🗑
Revolving	--	--	$2000.00	$100.00	No	No	--	✏ 🗑

Note: **Other Liabilities and Expenses**. If you selected **Other** as the **Account Type**, an additional field will display, **Account Type Other Description** field. You will also need to manually complete this field.

Other Liabilities and Expenses

Account Type *		Monthly Payment *	Exclude from Calculations? *
Other	⌄	$	○ Yes ○ No

Account Type Other Description *

Note: For details on understanding Loan Product Advisor's determination of total monthly debt as well as examples and tips for submitting debts in Loan Product Advisor by loan type, refer to Understanding Loan Product Advisor's Determination of Total Monthly Debt job aid.

Note: If the borrower is paying down debt you will need to enter the liability twice. The first entry **Unpaid Balance** field enter the paid down amount, enter **Monthly Payment** amount, select "Yes" **Paid off at or before closing**. The second entry for the same liability, enter the net balance after deducting the paid down amount in the **Unpaid Balance** field, enter the **Monthly Payment** amount, select the applicable response for the **Paid off at or before closing** field. It is critical that the liability entered as a duplicate account has the same account number. Refer to the, How to Enter Data for Paid Down Debt, resource.

Other Liabilities and Expenses

In this section, all data fields are required. Enter the details of all personal debt that the borrower owes or will owe before this mortgage loan closes, including Child Care, Child Support, Job-Related Expenses or Separate Maintenance. Perform the following steps as applicable:

1. Choose the appropriate **Account Type** associated with the liability.

2. Enter the **Monthly Payment** and if the liability should be **Excluded from Calculations**.

Reminder: An alimony obligation must be entered as a negative amount under the Other Income section of the Borrower Info metro stop.

3. You can enter a total of 45 liabilities for the transaction by clicking **Add** on the right side of the page. This will create a table to display your entry. As you add additional other liabilities and expenses the numbers displayed above the **Add** button will increase/decrease, as applicable. For example, if you enter two other liability types the numbers will display as 2/43.

4. If you do not have any Other Liabilities or Expenses to record, select **Does not apply**.

Note: If you selected **Other** as the **Account Type**, you will also need to enter data in the **Account Type Other Description** field.

Refer to the following table for a description of each field in **Assets and Liabilities** Metro Stop.

Field	Description
Account Number	The account number or identifier for an asset or liability.
Account Type (Asset)	Specifies the general names (type) of items commonly listed as financial assets of the borrower(s) in a mortgage loan transaction. Assets may be either liquid or non-liquid and are associated with a corresponding asset amount.
Account Type (Liabilities)	Specifies the general categories of items commonly listed as liabilities of the borrower in a mortgage loan transaction.
Account Type (Other Liabilities and Expenses)	Specifies the general categories of items commonly listed as expenses or other liabilities of the borrower in a mortgage loan transaction.
Cash or Market Value	The dollar amount of the cash or market value of the borrower's applicable asset type.
Company Name	The name of the liability holder for the referenced liability.
Deposited	Indicates if a gift or grant is included in the value of an asset account being reported by a borrower.
Exclude from Calculations	Identifies if the applicable liability is to be excluded from calculations associated with processing the loan.
Financial Institution	The name of the asset holder for the referenced asset.
Grant Closing Cost Amount	The dollar amount of the portion(s) of the grant to be used for closing costs. Note: This field displays if "Grant" was selected as the **Account Type** and **Source Type** is "Lender" or "Non-originating Lender".
Grant Down Payment Amount	The dollar amount of the portion(s) of the grant to be used for down payment. Note: This field displays if "Grant" was selected as the **Account Type** and **Source Type** is "Lender" or "Non-originating Lender".

Field	Description
Joint (Asset, Liability, With)	Indicates if the asset, liability, property or mortgage is joint with another borrower on the loan.
Monthly Payment	The dollar amount of the monthly payment required on borrower's liability type.
Paid off at or before closing	Identifies if the liability will be paid off at or before closing.
Source Type	Specifies the party providing the associated funds for a Cash Gift, Gift of Equity or a Grant.
Unpaid Balance	The dollar amount of the current outstanding balance on the borrower's liability type.

Click the **Previous** button to return to the Borrower Information Metro Stop, or **Next** to move on to the Real Estate Metro Stop.

Real Estate Metro Stop

The Real Estate Metro Stop collects information about property the borrower owns, and the debts and expenses related to the property. This information applies to any property (including undeveloped land) that the borrower has an ownership interest in and/or for which the borrower has a mortgage.

Note: When application indicates property owned free and clear, total monthly debt must include taxes, insurance, and HOA or Condo fees, as applicable.
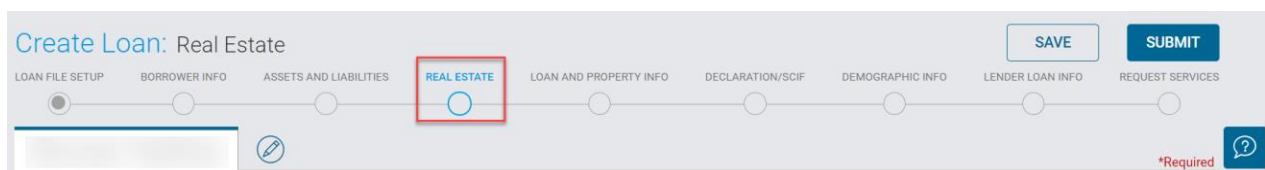
Property You Own

In this section, you will enter data about the properties the borrower owns. Enter the associated mortgage details for each property if the borrower is obligated on a mortgage, no matter what the borrower's relationship is to the property.

Perform the following steps, as applicable:

1. Select the **Disposition** status of the property you own.

2. Provide the amount of the Monthly Insurance, Taxes, Assoc. Dues, as applicable. To avoid double counting a liability amount, include only the amounts not entered as part of another mortgage liability. For example, real estate tax payments included in the monthly mortgage payment should not also be included as Monthly Insurance, Taxes, and Association Dues in the Real Estate Owned details.

3. You have the option to provide the Estimated Property Value, Project Type, Occupancy and Subject Property.

4. Select Yes if this is a **Joint Property** and the property being reported is jointly owned. Select No if the asset is not being reported jointly.

5. If you select Yes, select the borrower name from the drop-down menu in the **Joint With** field.

6. You can add a total 110 assets for this transaction by clicking **Add** on the right side of the page. This will create a table to display your entry. You can edit or delete your entry from the table. As you add additional properties the numbers displayed above the **Add** button will increase/decrease, as applicable. For example, if you enter two other property types the numbers will display as 2/108.

7. If you do not have any property to record, select **Does not apply**.

For **Project Type**, select **Condominium** for properties located in a condominium project, including site and detached condos, unless the property is a manufactured home. If the Seller is permitted to deliver cooperative share mortgages under their Purchase Documents and the property is a cooperative unit, select **Cooperative**. If the property is a Manufactured Home, select Yes, then select if the Manufactured Home is a Singlewide or Multiwide.

Accessory Dwelling Unit (ADU) Fields

If a refinance transaction and the subject property has an ADU use the table below to guide you through the data entry.

Note: The **Accessory Dwelling Unit Monthly Rent Amount** field is for **future use**

Loan Purpose*	Occupancy	ADU Fields
Refinance	Primary residence	• **Accessory Dwelling Unit Count:** Enter the number of ADUs on the subject property even if rental income is not being used to qualify in the Property You Own section. • When rental income generated from the subject, 1-unit ADU will be used to qualify, enter the amount in the **Borrower Information** Metro Stop, Other Income.
	Investment property	• **Accessory Dwelling Unit Count:** Enter the number of ADUs on the subject property even if rental income is not being used to qualify in this section. • Enter total rental income, including rental income generated from the ADU, in the **Gross Monthly Rental Income** and the **Net Monthly Rental Income** fields in the Property You Own section, "For 2-4 unit Primary or Investment Property" section.
	Second Home	• **Accessory Dwelling Unit Count:** Enter the number of ADUs on the subject property in this section. • Rental income from an ADU on this property **cannot** be used to qualify.

*If a **purchase** transaction with an ADU then enter the number of ADUs on the subject property in the **Loan and Property Information** Metro Stop in the **Accessory Dwelling Unit Count** field.

Non-subject properties with an ADU: Do **not enter ADU Count.

Rental Income

The Rental Income section is optional. If the property is a rental and has a negative net rental income value, use a "–" to indicate a negative amount in the **Net Monthly Rental Income** field. Loan Product Advisor combines the **Net Monthly Rental Income** of all the properties entered. This overall value is, in turn, included in the borrower **Total Monthly Income Amount**. If the result is a negative value, that amount will be included in the borrower's **Total Monthly Debt**. Refer to the Rental Income Matrix for more information on rental income. For additional tips and best practices for entering rental income, refer to, How to Enter Rental Income for a Subject Investment Property Transaction, and How to Enter Rental Income for a Non-Subject Property Transaction.

Note: If you select "**Yes**" under Joint Property an additional field will display, **Joint With**. Select the applicable borrower the property is joint with.

Refer to the following table for a description of each field in Real Estate Metro Stop.

Field	Description
Accessory Dwelling Unit Count	The number of accessory dwelling units for the referenced property in Real Estate Owned in which the borrower has an ownership interest and/or for which the borrower is obligated, if applicable.
Accessory Dwelling Unit Monthly Rent Amount	Future Use.
Disposition Status	The borrower's intended disposition of each property in which the borrower has an ownership interest and/or for which the borrower is obligated.
Estimated Property Value (Real Estate Owned)	Borrower or loan originator's statement of present market value for Real Estate Owned in which the borrower has an ownership interest and/or for which the borrower is financially obligated.
Gross Monthly Rental Income	The gross rents received for the referenced property in Real Estate Owned in which the borrower has an ownership interest and/or for which the borrower is obligated.
Joint (Property, With)	Indicates if the asset, liability, property or mortgage is joint with <u>another borrower on the loan</u>. If "**Yes**" is selected an additional field will display, **Joint With**. Select the applicable borrower.
Monthly Insurance, Taxes, Assoc. Dues	The total insurance, taxes, maintenance, and miscellaneous expenses for the referenced property in Property You Own in which the borrower has an ownership interest and/or for which the borrower is obligated.
Net Monthly Rental Income	The total net income received for the referenced property in Real Estate Owned in which the borrower has an ownership interest and/or for which the borrower is obligated.
Project Structure Type	Specifies the form of ownership of a project. The Project Structure Type defines the quality and quantity of project ownership and rights accruing to the individual unit owner.
Property Usage Type (Current)	Indicates the current use of the owned property at the time of application.
Property Usage Type (Proposed)	Indicates the proposed use of the owned property after the loan closing.
Subject Property	Indicates if a property listed under Property You Own, where the borrower has an ownership interest and/or for which the borrower is

Field	Description
	obligated, is the subject property being financed with this transaction.

Note: Click, **Add,** the **Property Details** table displays. You can **edit** or **delete** your entry from the table. Click the "**+**" icon to enter the **mortgage details** on the property the borrower owns. Refer to the **Mortgage Details for the Property You Own**.

Mortgage Details for the Property You Own

In this section, you will enter data about the mortgage on the property the borrower owns. Enter the associated mortgage details for each property if the borrower is obligated on a mortgage, no matter what the borrower's relationship is to the property.

Perform the following steps, as applicable:

1. From the Property Details display table, click the **Add Mortgage Details** icon

Add mortgage to property

2. Complete the applicable data fields

Note: For a refinance transaction if an existing subordinate lien will be resubordinated complete the Mortgage Loans on this Property. Select Yes for the Resubordination Indicator. Loan Product Advisor uses this field to calculate the TLTV ratio.

3. Click, **Save**.
4. The Property Details table will now display with the mortgage details.

Note: To **edit** or **delete** any entry from the table, click the applicable icon.

Note: Refinance transaction – to subordinate an existing subordinate lien:

1. Add the existing subordinate financing, click, **Mortgage Property Details** icon (**+**)

2. **Mortgage Loans on this Property** displays. Enter the subordinate financing information

3. Select **Resubordination** Indicator "**Yes**"

Click the **Previous** button to return to the Assets and Liabilities Metro Stop, or **Next** to move on to the Loan and Property Information Metro Stop.

Loan and Property Information Metro Stop

The Loan and Property Metro Stop collects information about the loan purpose and the property the borrower is buying or refinancing.

Loan and Property Information

In this section, enter the details about the purchase or refinance of this property.

Perform the following steps, as applicable:

1. Complete the **Loan Amount** field which is the amount to be financed by the borrower excluding financed PMI, MIP or Funding Fee Financed.

2. For the **Loan Purpose**, select **Purchase** if the borrower is applying for a mortgage loan to buy the property or select **Refinance** if the borrower already owns the property, even if there are no mortgages currently on the property. To enter the type of refinance, navigate to the Lender Loan Info Metro Stop.

3. Complete the property information data fields. To complete the property information, you need to enter the **Street Address** information using the standard Loan Product Advisor abbreviations. Refer to Top 5 Tips for Entering Addresses.

    Note: There are two basic guidelines to follow when entering address information:
    - Loan Product Advisor reads alphanumeric data – so do not use punctuation.
    - Use standard abbreviations for street types.

    Note: Enter the property **Unit #** if there is one. Include any unit number that is part of the legal property address.

4. Enter the current Estimated Property Value.
    - For refinance transactions, enter a value in the **Estimated Property Value** field.
    - For purchase transactions, enter a value in the **Sales Contract Price** field (on the Lender Loan Metro Stop) or enter the estimated value of the subject property in the **Estimated Property Value** field. Review the Loan Product Advisor Feedback Certificate messages for the collateral valuation type (i.e., from automated collateral evaluation (ACE) appraisal waiver to traditional appraisal). Refer to the Collateral Valuation and Appraisal Resources webpage and our Collateral Resources training webpage.

5. Appraisal Identifier. Enter the unique identifier assigned by the Uniform Collateral Data Portal® (UCDP®) to the appraisal data delivered to the UCDP for the subject mortgage. This identifier (also known as the Document File Identifier or Doc File ID in the UCDP) is assigned to the appraisal data file associated with a give property and indicates the appraisal data file was upload to the UCDP. Click here for the appraisal report forms required to be submitted to the UCDP.
    - Refer to the Collateral Representation and Warranty Relief with an Appraisal – Loan Product Advisor Information job aid about using Loan Product Advisor for notification of eligibility for collateral rep and warranty relief when an appraisal is required.

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For **Occupancy**, you can select one of the following:

- Select **Primary Residence** if at least one borrower applying for the loan intends to occupy the property as his or her primary residence, or the mortgage loan meets the requirements for Primary Residence eligibility (for example, if you are a parent/legal guardian providing housing for your disabled adult child or children, or you are providing housing for your occupant parents that are unable to work or do not have sufficient income to qualify).

- Select **Second Home** if you or any borrower intend to occupy the property but not as your primary residence (for example, as a vacation home).

- Select **Investment Property** if all borrowers intend to own, but not occupy, the property.

For **FHA Secondary Residence**, select Yes if you are applying for an FHA loan that you (or another borrower) will occupy in addition to the primary residence, but for less than six months of the year. This option does not refer to a vacation home.

The **Accessory Dwelling (ADU)** fields are dynamic and display for a **purchase** transaction only. If the subject property includes an ADU, then enter the number of ADUs in the **Accessory Dwelling Unit Count** field, even if rental income is not being used to qualify. Refer to the table below.

Note: If a refinance transaction refer to the **Real Estate** Metro Stop.

Accessory Dwelling Unit Monthly Rent Amount is for **future use**. Refer to the table below for steps to enter rental income generated by an ADU.

Loan Purpose*	Occupancy	ADU Fields
Purchase	Primary residence	**Accessory Dwelling Unit Count:** Enter the number of ADUs on the subject property even if rental income is not being used to qualify in the Loan and Property Information section. - When ADU rental income generated from the subject, 1-unit primary residence will be used to qualify, enter the amount in the **Borrower Information** Metro Stop, Other Income, Select "Accessory Unit Income".
	Investment property	**Accessory Dwelling Unit Count:** Enter the number of ADUs on the subject property even if rental income is not being used to qualify in the Loan and Property Information section. - Enter total rental income, including rental income generated from the ADU, in the **Expected Monthly Rental Income** and the **Expected Net Monthly Rental Income** fields in the Rental Income on the Property You Want to Purchase section.

Loan Purpose*	Occupancy	ADU Fields
	Second Home	• **Accessory Dwelling Unit Count:** Enter the number of ADUs on the subject property in the Loan and Property Information section. • Rental income from an ADU on this property **cannot** be used to qualify.

For **Program Identifier**, select if the loan is **HFA Advantage®**, **Home Possible®, CHOICEHome®, CHOICERenovation, Community Land Trust, GreenCHOICE**, **HeritageOne^{SM}**, **Income-Based Deed Restrictions Survive**, or **Income-Based Deed Restrictions Terminate**. If "Refinance" is selected for **Loan Purpose** additional refinance selections will display: **Refi Possible®,** and **Enhanced Relief Refinance®,** see below**.**

 Important Note: Enhanced Relief Refinance Mortgages have been paused at this time, refer to Bulletin 2021-19 or the Enhanced Relief Refinance Mortgage web page for more information.
For more information on these offerings, refer to our Mortgage Products webpage.

Example Program Identifier Options for a **Purchase** Transaction

Example Program Identifier for a **Refinance** Transaction

Note:
- **HFA** - This Mortgage must be delivered by either the HFA, or its Master Servicer, under the required Negotiated Commitment to deliver HFA Advantage Mortgages.
- **Home Possible** – A low down payment option for mortgages for properties located in a low-income census tract or low- to -moderate income borrowers offering flexible underwriting features. For more information click here.
- **CHOICEHome** - Affordable mortgage initiative, offering conventional site-built financing for a real property manufactured home with the features of a site-built home. For more information click here.
- **CHOICERenovation** - A home improvement offering that allows renovation costs to be included in the mortgage loan amount. For more information click here.
- **Community Land Trust** - The community land trust retains ownership of land and leases it under a long-term ground lease to homebuyers who purchase the improvements on the land (typically, houses) at prices below market rates. For more information, click here.

- **GreenCHOICE** - Financing of energy efficient home improvements and energy efficient homes. For more information click here.
- **Income-Based Deed Restrictions Survive or Income-Based Deed Restrictions Terminate** – Affordable housing programs use income-based resale restrictions to create affordable housing opportunities. Refer to Guide Section 4406.2 for more information.

> **Income Based Deed Restrictions Survive** - Mortgages secured by properties subject to income-based resale restrictions that survive conveyance of the subject property following foreclosure or recordation of a deed-in-lieu of foreclosure.
> *Note*: When selected, the **Deed Restriction Length Period (Months)** field displays.
> **Income Based Deed Restrictions Terminate** - Mortgages secured by properties subject to income-based resale restrictions that terminate upon foreclosure (or expiration of any applicable redemption period) or recordation of a deed-in-lieu of foreclosure.
> *Note:* When selected, the **Deed Restriction Length Period (Months)** field displays.
>
> When you select **Income-Based Deed Restrictions Survive** or **Income-Based Deed Restrictions Terminate** the **Deed Restriction Length Period (Months)** displays. Enter the number of months the income-based deed restriction is in effect.
> *Note:* If the restriction is continuous enter the amortization term, in months, for the loan.

Program Identifier(s)	CLEAR ALL	Deed Restriction Length Period* (Months)
Income Based Deed Restrictions Survive ✕ ⬅ ⌄		⬅

- HeritageOne^SM Mortgage – this offering is designed to meet the needs of enrolled members of federally recognized American Indican and Alaska Native (AIAN) tribes living in tribal areas. Lenders must have certain terms of business with Freddie Mac to sell HeritageOne mortgages to Freddie Mac. Refer to HeritageOne Mortgage for more information.

  Note: HeritageOne mortgage offering LPA Feedback Certificate: The subject property must be in a tribal area to qualify for HeritageOne. If the property is not located in a tribal area and the loan was submitted as HeritageOne a purchase restriction message will display on the Loan Product Advisor Feedback Certificate. An informational message will be returned to alert you when the property is located in a tribal area and may be eligible for HeritageOne, but the loan was not submitted as a HeritageOne mortgage.

Indicate if the property will be a **Mixed-Use Property**. This is a property that has a business use in addition to a residential use. Retail space within a multi-unit property or using a room in the property as a home office are not considered mixed-use properties. Select Yes, if a business will operate within the property (for example, a daycare facility). Select No, if a business will not operate within the property.

Indicate if the property is a **Manufactured Home**. Select Yes if the dwelling was delivered to the property site on wheels and a permanent chassis. Otherwise, select No. If you select Yes, you will be required to select if the Manufactured Home is a Singlewide or Multiwide home.

Note: A modular home is not considered a Manufactured Home. If you are unsure whether the property is a Manufactured Home, refer to Guide Chapter 5703, or the Manufactured Homes Underwriting Reminders job aid.

Other New Mortgage Loans Section

In this section, enter the details if the borrower is applying for more than one **new** mortgage loan to purchase or refinance this property (for example, applying for a second mortgage at the same time as the first mortgage). Select **Does not apply** on the right side of the page if the borrower is not applying for additional mortgage loans. (Refinance transaction – if subordinating an existing subordinate lien enter the subordinate lien information in the Real Estate Metro Stop).

The **Creditor Name** is required and is the name of the liability holder and the **Credit Type** will be **Business** or **Individual**. The **Lien Type** is required if you are adding in this information. You can add up to three new mortgage loans by clicking on the **Add** button on the right side of the page. This will create a table to display your entry. You can edit or delete your entry from the table.

Note: Once you choose a **Lien Type** value, the value is no longer available for selection.

Perform the following steps, as applicable:

1. For the **Loan Amount/Amount Drawn**, enter the loan amount if it is a closed-end loan (no additional funds can be drawn after closing) or enter the amount the borrower will draw (borrow) from a line of credit at closing. This amount will be used to calculate the total loan-to-value (TLTV).

2. Select Yes or No if the loan will be an **Affordable Second.** Select Yes or No to **Is the Affordable Second Payment Deferred** to indicate if the payment will be deferred or not. For more information on Affordable Seconds, check out the following resources:

   - [Affordable Seconds Defined and Tips for Data Submission into Loan Product Advisor job aid](#)

   - [Affordable Seconds Checklist](#)

   - [Gifts, Grants and Affordable Seconds Defined and Tips for Data Submission into Loan Product Advisor job aid.](#)

3. Select Yes or No if the loan has a **Home Equity Line of Credit (HELOC)**. If you select Yes, you must enter the **HELOC Maximum Balance Amount**, which will be used to calculate the HELOC TLTV (HTLTV). If you select No, select the **Funds Source Type** .

Note: Click, **Add**, and **Other New Mortgage Loans on the Property You are Buying or Refinancing** table displays. You can **edit** or **delete** your entry from the table.

CREDITOR NAME	CREDITOR TYPE	LIEN TYPE	MONTHLY PAYMENT	LOAN AMOUNT / AMOUNT DRAWN	AFFORDABLE SECOND	AFFORDABLE SECOND DEFERRED	HELOC	HELOC MAXIMUM BALANCE AMOUNT	ACTIONS
xyz	Business	Second Lien	$0.00	$5000.00	Yes	Yes	No	--	✏️ 🗑️

Rental Income on the Property You Want to Purchase

In this section, you can enter the rental income borrower expects to receive on the property being purchased. This is a dynamic field that will display when 'Purchase' is selected as the Transaction Type.

Rental Income on the Property You Want to Purchase ☐ Does not apply
Expected Monthly Rental Income
$
Expected Net Monthly Rental Income (or Loss)
$

Perform the following steps, as applicable:

1. Enter **Expected Monthly Rental Income** (the gross amount before expenses) the borrower expects to receive on the property being purchased.

2. Enter the **Expected Net Monthly Rental Income** (the net amount after expenses) the borrower expects to receive on the property being purchased. If a negative rental income (loss) is expected, enter a minus ("–") prior to entering the amount.

Note: Enter the rental income earned from properties the borrower already owns in on the Real Estate Metro Stop in the 2-4 Unit Primary or Investment Property section. Refer to the Rental Income Matrix for more information on rental income. For additional tips and best practices for entering rental income, refer to, How to Enter Rental Income for a Subject Investment Property Transaction, and How to Enter Rental Income for a Non-Subject Property Transaction.

Refer to the following table for a description of each field in **Loan and Property Information** Metro Stop.

Field	Description
Accessory Dwelling Unit Count	The number of accessory dwelling units on the subject property, if applicable, even if rental income is not being used to qualify.
Accessory Dwelling Unit Monthly Rent Amount	Future use.

Field	Description
Appraisal Identifier	The unique identifier assigned by the Uniform Collateral Data Portal® (UCDP®) to the appraisal data file(s) delivered to the UCDP for the subject mortgage.
Appraised Property Value	A statement of the property's value from a valid property valuation source. If an appraisal is required for the Subject Property, enter the appraised value after it is available and resubmit.
City	The city in which the subject property is located.
Creditor Name	The name of the liability holder for the referenced liability.
Creditor Type	Indicates money is owed to a business or individual.
Deed Restriction Length Period (Months)	This field displays if you've selected Income-Based Deed Restrictions Survive or Income-Based Deed Restrictions Terminate. Enter the number of months the income-based deed restriction is in effect. *Note:* If the restriction is continuous enter the amortization term, in months, for the loan.
Estimated Property Value	Borrower or loan originator's statement of the subject property's value. If an appraisal is required for the Subject Property, enter the appraised value in the Appraised Property Value field after it is available and resubmit.
Expected Monthly Rental Income	The estimated gross monthly rental income (before expenses) the borrower expects to receive on the property being purchased.
Expected Net Monthly Rental Income (or Loss)	The estimated net rental income or loss (after expenses) expected on the property being purchased. Field displays when "Purchase" is selected as the Loan Purpose.
Funds Source Type	Specifies the source of the other new mortgage loan on the property. Displays when there is subordinate financing on the loan and it is not a HELOC.
HELOC	Home Equity Line of Credit (HELOC) – Secondary financing that consists of a revolving line of credit secured by a lien junior to a mortgage delivered to Freddie Mac.

Field	Description
HELOC Maximum Balance Amount	The maximum dollar amount available to be accessed for the total Home Equity Line of Credit (HELOC) on the subject property, regardless of whether the borrower has accessed the amount.
Is the Affordable Second Payment Deferred?	Indicates if the scheduled payments on the Affordable Second will begin on or after the 61st month or if repayment of the entire Affordable Second amount is due only upon sale or default, the Affordable Second monthly payment may be excluded from both ratios.
Is the Other New Mortgage an Affordable Second?	Indicates if the secondary financing is an Affordable Second mortgage.
Lien Type	The lien order which applies for this loan.
Loan Amount	Amount to be financed by the borrower excluding financed PMI, MIP or Funding Fee.
Loan Amount/Amount Drawn	The amount of subordinate financing or the dollar amount of any outstanding balance as a result of proceeds drawn from a Home Equity Line of Credit (HELOC).
Loan Purpose	The purpose for which the borrower will use the loan.
Manufactured Home	Indicates if the subject property is a Manufactured Home. • The Manufactured Home must have been built on or after June 15, 1976. • The Manufactured Home must be built on a permanent chassis in compliance with the applicable HUD Codes for Manufactured Homes (HUD Codes) in effect as of the date the Manufactured Home was constructed.
Mixed-Use Property	Indicates if a property has both residential and commercial uses.
Monthly Payment	The dollar amount of the monthly payment required on borrower's liability type.
Number of Units	Indicates the number of individual family dwelling units on the subject property.
Program Identifier	Used to identify the specific type of product offering.

Field	Description
Property Usage Type	Indicates the intended use of the Subject Property.
State	State where the subject property is located.
Street Address	Street address of the subject property.
Unit #	Unit # of the subject property address.
Width Type	Indicates the width type of a Manufactured Home.
Zip Code	Zip/Postal code of the subject property address.

Click the **Previous** button to return to the Real Estate Metro Stop, or **Next** to move on to the Declaration/SCIF Metro Stop.

Declaration/SCIF Metro Stop

The Declaration/SCIF Metro Stop asks specific questions about the property, how the property will be financed, and the borrower's past financial history. In addition, the Supplemental Consumer Information Form (SCIF) Details section asks specific questions on the preferred language and homeownership counseling and education, if applicable.
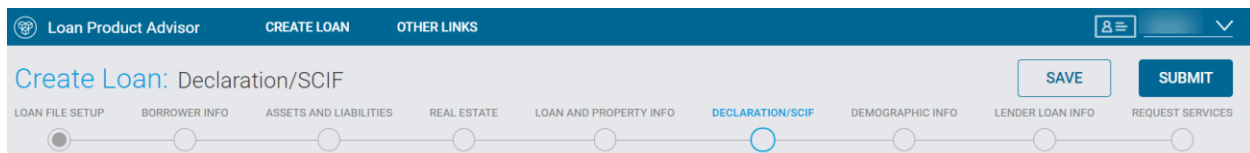
About this Property and Your Money for this Loan Section

Note: The questions need to be answered for **each** borrower.

About this Property and Your Money for this Loan

Will you occupy the property as your primary residence? *

○ Yes   ○ No

If this is a purchase transaction: Do you have a family relationship or business affiliation with the seller of the property?	○ Yes	○ No
Are you borrowing any money for this real estate transaction or obtaining any money from another party that you have not disclosed on this loan application? *	○ Yes	○ No
Have you or will you be applying for a mortgage loan on another property on or before closing this transaction that is not disclosed on this loan application? *	○ Yes	○ No
Have you or will you be applying for any new credit on or before closing this loan that is not disclosed on this application? *	○ Yes	○ No
Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes? *	○ Yes	○ No

Select Yes or No to each respective question:

1. If you select Yes to **Will you occupy the property as your primary residence?**, you will also be asked if you have had an ownership interest in another property in the last three years and you will need to select the type of property that you owned.
   Note: LPA uses the responses to these questions to identify if at least one borrower is a first-time homebuyer.
2. If you select Yes to **Are you borrowing any money for this real estate transaction or obtaining any money from another party that you have not disclosed on this loan application?**, this may include a rebate of real estate professional commission on or after closing or guaranteed cash payments from the seller, you must enter the amount in the **What is the amount of this money?** field.
3. If you select Yes to **Have you or will you be applying for a mortgage loan on another property on or before closing this transaction that is not disclosed on this loan application?**, you must disclose all applications for mortgage credit for another property made with another Lender or creditor during the mortgage process.

4. If you select "Yes" to Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes?, you must disclose if there are or will be any energy liens on the property you are purchasing or refinancing that you pay or will repay through your property taxes. This question is not asking about standard real estate property taxes or homeowners' association liens.

   Note: Additional fields that display when "**Yes**" is entered in the applicable fields.

About this Property and Your Money for this Loan

Will you occupy the property as your primary residence? *
- ● Yes
- ○ No

Have you had an ownership interest in another property in the last three years? *
- ● Yes
- ○ No

What type of property did you own? *

Primary Residence ∨

If this is a purchase transaction: Do you have a family relationship or business affiliation with the seller of the property?　　○ Yes　● No

Are you borrowing any money for this real estate transaction or obtaining any money from another party that you have not disclosed on this loan application? *　　● Yes　○ No

What is the amount of this money? *

$

Have you or will you be applying for a mortgage loan on another property on or before closing this transaction that is not disclosed on this loan application? *　　○ Yes　● No

Have you or will you be applying for any new credit on or before closing this loan that is not disclosed on this application? *　　○ Yes　● No

Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes? *　　○ Yes　● No

About Your Finances Section

In this section, enter information on creditworthiness for the borrower and provide extenuating circumstances or if the information could be inaccurate.

About Your Finances

Are there any outstanding judgments against you?　　○ Yes　○ No

Are you currently delinquent or in default on Federal debt? (FHA or VA Only)　　○ Yes　○ No

Have you conveyed title to any property in lieu of foreclosure in the past 7 years? *　　○ Yes　○ No

Within the past 7 years, have you completed a pre-foreclosure sale or short sale, whereby the property was sold to a third party and the Lender agreed to accept less than the outstanding mortgage balance due? *　　○ Yes　○ No

Have you had property foreclosed upon in the last 7 years? *　　○ Yes　○ No

Have you declared bankruptcy within the past 7 years? *　　○ Yes　○ No

Select "**Yes**" or "**No**" to each respective question:

1. If you select "**Yes**" to any questions in this section, the **Explanation Description Type** field will display for you to select either **Extenuating Circumstances** or **Inaccurate Information**.
2. If you select Yes to **Are there any outstanding judgments against you?**, remember that a co-signer is jointly liable on any debt or loan; a guarantor is only liable if the primary borrower cannot pay.
3. If you select Yes to **Are you currently delinquent or in default on a Federal debt? (FHA or VA Only)**, you must disclose if you are delinquent or in default on any debt owed to the federal government.

4. If you select Yes to **Have you conveyed title to any property in lieu of foreclosure in the past 7 years?**, you must disclose if a property for which you were on title was conveyed through a deed in lieu of foreclosure in the past 7 years, even if you were not responsible for repayment of the mortgage loan.
5. If you select Yes to **Have you declared bankruptcy within the past 7 years?**, then check the box next to each applicable bankruptcy type.

Note: Additional fields that display when "**Yes**" is entered in any of the applicable fields.

About Your Finances

Are there any outstanding judgments against you?		● Yes	○ No

Explanation Description Type
○ Extenuating Circumstances   ○ Inaccurate Information

Are you currently delinquent or in default on Federal debt? (FHA or VA Only)		● Yes	○ No

Explanation Description Type
○ Extenuating Circumstances   ○ Inaccurate Information

Have you conveyed title to any property in lieu of foreclosure in the past 7 years? *		● Yes	○ No

Explanation Description Type
○ Extenuating Circumstances   ○ Inaccurate Information

Within the past 7 years, have you completed a pre-foreclosure sale or short sale, whereby the property was sold to a third party and the Lender agreed to accept less than the outstanding mortgage balance due? *		● Yes	○ No

Explanation Description Type
○ Extenuating Circumstances   ○ Inaccurate Information

Have you had property foreclosed upon in the last 7 years? *		● Yes	○ No

Explanation Description Type
○ Extenuating Circumstances   ○ Inaccurate Information

Have you declared bankruptcy within the past 7 years? *		● Yes	○ No

Explanation Description Type
○ Extenuating Circumstances   ○ Inaccurate Information

Identify the type(s) of bankruptcy: *	☐ Chapter 7	☐ Chapter 11	☐ Chapter 12	
	☐ Chapter 13			

SCIF Details Section

In this section, enter information on the borrower's preferred language and whether the borrower completed homeownership education or counseling.

SCIF Details
Preferred Language(s)

☐ English ☐ Chinese ☐ Korean ☐ Spanish ☐ Tagalog ☐ Vietnamese ☐ I do not wish to respond

☐ Other **Other Description**

[Type here...]

Homeownership Education and Housing Counseling

Has the borrower completed homeownership education within the last 12 months?

◯ Yes ◯ No

Has the borrower completed housing counseling within the last 12 months?

◯ Yes ◯ No

[PREVIOUS]   [**NEXT**]

Preferred Language(s)

For conventional loans collect the borrower's preferred language. The borrower selects their preferred language and if the language is not available they may enter in the language in **Other Description.**

Homeownership Education and Housing

This section collects information about homeownership education and housing counseling completed by the borrower. For conventional loans complete these fields when the *Seller/Servicer Guide* requires the borrower(s) to complete homeownership education to qualify for the offered loan or loan program.

For borrowers that completed homeownership education with in the last 12 months, click Yes. If you click Yes, you will see fields display for you to complete.

- **What format was it in?** – Select the applicable format, e.g., workshop in person, or web-based

- **Housing Counseling Agency Identifier** – Enter the housing counseling agency from which the borrower received a homeownership education program. If a HUD-approved provider, enter the housing counseling agency identification number.

- **Housing Education Program** – Enter the homeownership education program the borrower participated in

- **Date Completed** – Use the calendar picker to choose the date the borrower completed a homebuyer course or housing counseling

For borrowers that completed housing counseling in the last 12 months, click Yes. If you click Yes, you will see fields display for you to complete.

- **What format was it in?** – Select the applicable format, e.g., face-to-face, telephone, internet or a hybrid

- **Housing Counseling Agency Identifier** – Enter the housing counseling agency from which the borrower received a homeownership education program. If a HUD-approved provider, enter the housing counseling agency identification number.

- **Housing Counseling Agency** – Enter the housing counseling agency program

- **Date Completed** – Use the calendar picker to choose the date the borrower completed a homebuyer course or housing counseling

Note: Additional fields that display when "**Yes**" is entered in any of the two homeownership education or counseling applicable fields.

Refer to the following table for a description of each field in Declarations Metro Stop.

Field	Description
Are there any outstanding judgments against you?	Indicates if the borrower has any outstanding judgments against them.
Are you borrowing any money for this real estate transaction or obtaining any money from another party that you have not disclosed on this loan application?	Indicates if any part of the down payment is borrowed.
Are you currently delinquent or in default on a Federal debt (FHA or VA Only)?	Indicates if the borrower is currently delinquent or in default on Federal debt.
Explanation Description Type	Specifies the reason for the yes response to the Declaration question.
Have you conveyed title to any property in lieu of foreclosure in the past 7 years?	Indicates if the borrower has conveyed title to any property in lieu of foreclosure in the past 7 years.
Have you declared bankruptcy in the past 7 years?	Indicates whether the borrower has filed bankruptcy within the past seven years.

Field	Description
Have you had property foreclosed upon in the past 7 years?	Indicates if the borrower has had a property foreclosed upon in the last seven years.
Have you or will you be applying for any new credit on or before closing this loan that is not disclosed on this application?	Indicates the borrower will apply for a mortgage loan on a property that is not the subject property on or before closing of this transaction that is not disclosed on this application.
Have you or will you be applying for a mortgage loan on another property on or before closing this transaction that is not disclosed on this loan application?	Indicates the borrower will apply for a mortgage loan on a property that is not the subject property on or before closing of this transaction that is not disclosed on this application.
If this is a purchase transaction: Do you have a family relationship or business affiliation with the seller of the property?	Indicates whether the borrower has a family relationship or business affiliation with the seller of the property.
What is the amount of this money?	Indicates the amount of the money the borrower is borrowing for this real estate transaction.
Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes?	Indicates the property will be subject to another lien that could take priority of the first lien mortgage.
Will you occupy the property as your primary residence?	Indicates if the borrower intends to occupy the subject property as a primary residence. Note: LPA uses the responses to these questions to identify if at least one borrower is a first-time homebuyer.
Within the past 7 years, have you completed a pre-foreclosure sale or short sale, whereby the property was sold to a third party and the Lender agreed to accept less than the outstanding mortgage balance due?	Indicates if the borrower has completed a pre-foreclosure sale or short sale of a property within the past 7 years.

SCIF Details Section	
Preferred Language(s) Section	
Preferred Language(s)	The borrower's preferred language. If not listed enter the language in **Other Description.**
Homeownership Education and Housing Counseling Section	
Date Completed	The date a housing counseling or education program was completed by the borrower.
Has the borrower(s) completed homebuyer education within the past 12 months?	Indicates the borrower has completed a homebuyer education program.
Has the borrower(s) completed housing counseling within the past 12 months?	Indicates the borrower has completed a housing counseling program.
Homeownership Education Program	Identifies the name of the homeownership education program the borrower participated in.
Field	**Description**
Homeownership Education and Housing Counseling Section (cont'd)	
Housing Counseling Agency	Specifies the name of the Housing Counseling Agency who provided homeownership education or housing counseling to the borrower.
Housing Counseling Agency Identifier	Specifies the name of the Housing Counseling Agency who provided homeownership education or housing counseling to the borrower. If a HUD-approved provider, enter the housing counseling agency identification number.
What format was it in?	The applicable format of the housing counseling or homeownership education the borrower participated in.

Click the **Previous** button to return to the prior Loan and Property Information Metro Stop, or **Next** to move on to the Demographic Information Metro Stop.

Demographic Information Metro Stop

The Demographic Information Metro Stop requests information the Lender is required by law to ask the borrower(s). This information is requested by the Federal Government and is not used in the assessment by Loan Product Advisor. **Ethnicity**, **Sex** and **Race** are requested. You may choose more than one designation for each one. The law provides that a lender may not discriminate based on this information, or on whether you choose to furnish it. If you furnish the information, please provide **Ethnicity**, **Sex** and **Race**. If the borrower(s) does not wish to furnish the information, please select the checkbox next to the **I do not wish to provide this information** field in each applicable portion. Provide this information for conventional loans.
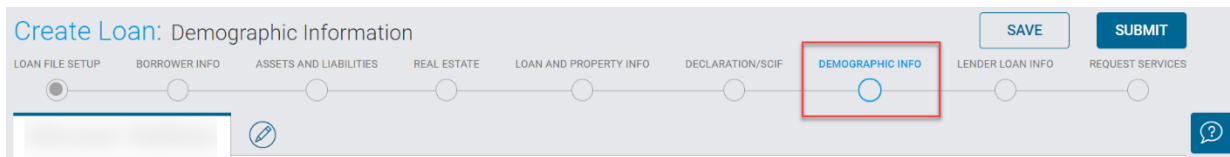
Ethnicity Section

This field indicates the ethnicity of the borrower. More than one selection can be made. If the borrower does not wish to furnish the information, please select the checkbox next to the **I do not wish to provide this information** field.

Note: If you select **Other Hispanic** or **Latino**, you have the option to **Enter Origin**.

This field indicates the ethnicity of the borrower. More than one selection can be made. If the borrower does not wish to furnish the information, please select the checkbox next to the I do not wish to provide this information field.

   Note: if you select Other Hispanic or Latino, you have the option to Enter Origin.

Sex Section

This field indicates the gender of the borrower. If the borrower does not wish to furnish the information, please select the checkbox next to the **I do not wish to provide this information** field .

Race Section

This field indicates the race of the borrower. You may select more than one selection. If the borrower does not wish to furnish the information, please select the checkbox next to the **I do not wish to provide this information** field.

Race _____ ☐ I do not wish to provide this information

☐ American Indian or Alaska Native [Enter name of enrolled or principal tribe]

☐ Asian

    ☐ Asian Indian   ☐ Chinese   ☐ Filipino   ☐ Japanese   ☐ Korean   ☐ Vietnamese

    ☐ Other Asian   **Other Asian** Examples: Hmong, Laotian, Thai, Pakistani, Cambodian, etc.
[ ]

☐ Black or African American

☐ White

☐ Native Hawaiian or Other Pacific Islander

    ☐ Native Hawaiian   ☐ Guamanian or Chamorro   ☐ Samoan

    ☐ Other Pacific Islander   **Other Pacific Islander** Examples: Fijian, Tongan, etc.
[ ]

If you select **American Indian** or **Alaska Native**, you have the option to enter the name of enrolled or principal tribe. If you select **Other Asian**, you have the option to enter the detail on the **Other Asian** race. If you select **Other Pacific Islander**, you have the option to enter the detail on the **Other Pacific Islander** race.

The Demographic Information was provided through

In this section, select from the drop-down menu the way the information was determined.

The Demographic Information was provided through:

[Select ▾]

To Be Completed by Financial Institution (for application taken in person):

Was the ethnicity of the Borrower collected on the basis of visual observation or surname?   ◯ Yes   ◯ No

Was the sex of the Borrower collected on the basis of visual observation or surname?   ◯ Yes   ◯ No

Was the race of the Borrower collected on the basis of visual observation or surname?   ◯ Yes   ◯ No

The Demographic Information was provided through:

| Select ∨ |
| Email |
| Face-to-Face |
| Fax |
| Internet |
| Mail |

To Be Completed by Financial Institution

This field specifies the HMDA data as determined by the interviewer if application was taken face-to-face.

Refer to the following table for a description of each field in Demographic Information Metro Stop.

Field	Description
Ethnicity	Borrower's ethnicity.
Other Asian	Borrower's Race if Other Asian is selected.
Other Pacific Islander	Borrower's Race if Other Pacific Islander is selected.
Race	Borrower's race.
Sex	Borrower's gender.
The Demographic Information was provided through	Specifies the method used to take the application as determined by the interviewer.
To Be Completed by Financial Institution	Specifies the HMDA data as determined by the interviewer if application was taken face-to-face.

Click the **Previous** button to return to the Declarations Metro Stop or **Next** to move on to the Lender Loan Information Metro Stop.

Lender Loan Information Metro Stop

The Lender Loan Information Metro Stop provides information about the property and type of loan, title information, mortgage loan information and qualifying the borrower.
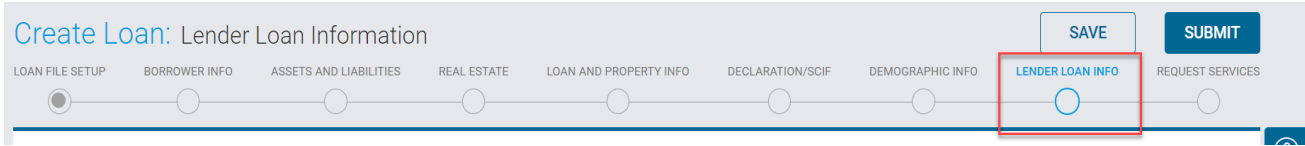
Property and Loan Information

This section collects refinance and program information, details about the transaction, energy improvement and property details. The first two fields in the Property and Loan Information section are related to refinancing transactions.

1. Identify the **Refinance Type** based on the investor, guarantor, or Lender guidelines. Valid values are:

   - **Cashout** for FHA, Freddie Mac or VA Cash-Out refinances. When you select **Cashout**, you will then be prompted to fill out the **Cashout Amount**.

   - No Cashout for FHA or Conventional refinances.

   - Not Applicable if the field does not apply, e.g. Loan Purpose is a Purchase, or, this field may not apply if a Refinance Program is provided (for example, when you enter Interest Rate Reduction for a VA loan).

   Note: This field is required only if the value for Purpose of Loan on the Loan and Property Information Metro Stop is Refinance.

2. Identify the applicable **Government Refinance Program** based on the investor, guarantor, or Lender guidelines. Valid values are:

- Full Documentation for FHA

- Interest Rate Reduction for VA

- Streamlined without Appraisal for FHA

- Other (where you will need to select the **Other Type**). If Other is selected, you will be prompted to select the **Other Type**. Options are:

  o 203K for FHA

  o Rate Term for FHA

  o Short for FHA

  o Simple Streamline Credit for FHA

  o Streamline No Credit for FHA

- Not Applicable

3. Identify the **Conversion of Contract for Deed** when the mortgage loan proceeds will be used to pay off the balance due on a contract for deed, whether the loan is a purchase or refinance transaction. Choose from Yes or No.

4. Identify if the loan is a Construction Loan. Valid values are:

- Yes – If you choose Yes, you will need to identify the **Construction Closing Type** as either Single-Closing or Two-Closing and have the option of filling in the **Original Cost of Lot** and the **Construction/Improvement Costs**.

- No

Note: For Conventional loans refer to, [Construction Conversion and Renovation Mortgages](#) job aid.

For FHA construction loans refer to, [FHA New Construction Transactions](#) job aid.

For VA construction loans refer to, [VA New Construction Transactions](#) job aid.

5. Identify **Energy Improvement** information related to the transaction. Choose from Yes or No.

- Select Yes if the mortgage loan will finance energy-related improvements, whether the **Loan Purpose** is Purchase or Refinance and "GreenCHOICE" was selected as the Program Identifier.

  o For GreenCHOICE mortgages if you select "Yes" the mortgage loan will finance energy-related improvements the **Energy Improvements Amount** field will display. Enter the dollar amount of the energy improvements that will be financed in the loan. Refer to the [GreenCHOICE Mortgages Program Reminders](#) job aid for more information.

- Select Yes if the property is currently subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid for through property taxes (e.g., the Property Assessment Clean Energy program) if there is an energy lien on the property that the Borrower(s) are repaying through property taxes. This option does not refer to standard real estate property taxes or homeowner's association liens on the property.

6. The following fields in the Property and Loan Information section are related to condominium transactions:

   a. Identify **Attachment Type** based on the type of condominium structure for the transaction. Valid values are:

      - Attached – if the dwelling unit has a common wall or other direct physical connection with another dwelling unit, and the appraisal or other property valuation method does not indicate Attached.

      - Detached – if the dwelling has no attached walls with another unit.

      - Not Applicable – If the property is neither of those.

   b. Identify the **Project Structure Type** based on the type of condominium property for the transaction. Valid values are:

      - Condominium – a private residence owned by an individual homeowner or family in a building or community with multiple units or townhouses.

      - Cooperative – an apartment building or a group of dwellings owned by a corporation, the stockholders of which are the residents of the dwellings.

      - Not Applicable – If the property is neither.

      Note: Effective February 26, 2024 when a loan is submitted to Loan Product Advisor and the Project Legal Structure Type selected is "Condominium" an LPA service will run an internal check to identify whether the project is one that has a Not Eligible status in Condo Project Advisor®. If the condo project has this status, LPA will return a purchase restriction message identifying the reason for the ineligibility and indicating that Freddie Mac will not purchase the loan secured by the condo unit in the condo project. For more information and next steps refer to the February 2024 Release Notes and the Condominium Unit Mortgage webpage.

   c. Identify the **Planned Unit Development** based on whether the Homeowners Association owns the Common Elements and maintains them for the benefit of the unit owners. If the property is in a Planned Unit Development (PUD), make sure Yes is selected.

d. Identify the **Project is located** if the condominium property location is in a condominium project, with one of the following valid values:

- In a project – If Yes, select the **Project Design Type**, see below.

    Note: The **Project Identifier** field also displays if "Yes" is selected. This is the unique condominium project identifier assigned by Condo Project Advisor® that identifies an individual condominium project. **This is for future use.**

- Not in a project.

Project Structure Type	Property is located *	Project Design Type *	Project Identifier
● Condominium	● In a project	Select ⌄	
○ Cooperative	○ Not in a project		
○ Not Applicable			

e. Identify the **Project Design Type** which is the type of property as it relates to condominium styles, with one of the following valid values:

- Garden Project

- High Rise Project

- Mid Rise Project

- Townhouse/Rowhouse

Note: Effective February 26, 2024 when a loan is submitted to Loan Product Advisor and the Project Legal Structure Type selected is "Condominium" an LPA service will run an internal check to identify whether the project is one that has a Not Eligible Status in Condo Project Advisor®. If the condo project has this status, LPA will return a purchase restriction message identifying the reason for the ineligibility and indicating that Freddie Mac will not purchase the loan secured by the condo unit in the condo project. For more information and next steps refer to the February 2024 Release Notes and the Condominium Unit Mortgage webpage.

Title Information

This section collects information about property ownership and how title is and will be held. Before closing, the Lender should discuss with the borrower(s) how they will hold title to the property.

Title Information	
Title to the Property Will be Held by Property Owner	**Estate Will be Held in**
○ Yes ○ No	○ Fee Simple ○ Leasehold ○ Not Applicable

1. Identify if the **Title to the Property Will be held by Property Owner**.

- Yes, if the title will be held by the property owner

- No, if the title will not be held by the property owner

2. Identify how the **Estate Will be Held in** allowing you to choose if an owner is entitled to unrestricted powers to dispose of the property which can be left by a will or inherited, is an estate or interest in real property for a fixed term held by virtue of a lease or, if neither applies. Valid values are:

- Fee Simple

- Leasehold

- Not Applicable

Note: If an option is not selected Loan Product Advisor will default to Fee Simple and provide messaging to review for accuracy.

Mortgage Loan Information

This section collects loan terms, characteristics, and details about the proposed monthly payment. The **Mortgage Type** identifies if the loan is Conventional, FHA or VA.

1. Select Conventional if the loan is a mortgage that is not guaranteed or insured by any government agency, including the Federal Housing Administration (FHA) and the Department of Veteran Affairs (VA).

2. Select FHA if the loan is a US Federal Housing Administration mortgage insurance backed mortgage loan which is provided by an FHA-approved lender. See more information later in this chapter for FHA loans.

Note: The Agency Case Number must be submitted in the final submission to accurately display in the FHA TOTAL results.

Note: For more information on processing FHA mortgages, refer to Processing FHA Mortgages.

3. Select **VA** if the loan is a mortgage loan guaranteed by the United States Department of Veteran Affairs. This field is required only if the transaction type is VA. See more information later in this chapter for VA loans.

Note: For more information on processing VA mortgages, refer to Processing VA Mortgages.

Mortgage Loan Information

Mortgage Type *
- ◯ Conventional   ◯ FHA   ◉ VA

Base Loan Amount *
$ [redacted]

MI and Funding Fee Financed *
$

VA

VA Residual Income *
$

Buyer Closing Costs *
$

Construction Status
- ◯ Proposed   ◯ Under Construction   ◯ Not Applicable

VA HOUSEHOLD SIZE
[redacted]

---

4. Enter the **Base Loan Amount** – the amount to be financed by the borrower excluding financed PMI, MIP or Funding Fee Financed.

5. Enter the **MI and Funding Fee Financed** – the dollar amount of the Private Mortgage Insurance, FHA up-front Mortgage Insurance Premium or VA Funding Fee that is financed as part of the loan amount.

    Note: The sum of the values entered in the Base Loan Amount and MI and Funding Fee Financed fields will populate in the **Revised Loan** field.

6. Enter the **Note Rate** – the initial interest rate payable under the Note.

7. Enter the **Loan Term** – the term of the loan in months.

    Note: For the 10-year program, enter a term greater than 84 months to a maximum of 120 months. For the 15-year program, enter a term greater than 120 months to a maximum of 180 months. For the 20-year program, enter a term greater than 180 months to a maximum of 240 months. For a 30-year program, enter a term greater than 240 months to a maximum of 360 months.

8. Enter the **Projected Reserves Amount** – the projected amount of assets remaining after the mortgage closing.

Note: Optional field – Total Monthly Residual Income field. Enter the total amount of remaining monthly income for all borrowers as determined by subtracting the borrowers' monthly income housing and non-housing expenses from their net (take home) monthly income.

Note: See Guide Section 5501.2 and 5501.3 for specific requirements, including the requirements for minimum required reserves and eligible assets.

For an overview on reserves and assets, including how Loan Product Advisor determines reserve requirements and additional tips for entering asset and reserve information in Loan Product Advisor, refer to Understanding Loan Product Advisor's Determination of Total Funds to Be Verified and Mortgages for Borrowers Without Credit Scores job aids.

9. Enter the **Amortization Type** – indicates whether the interest rate payable under the Note is subject to change over the life of the loan.

    - A Fixed Rate type has an interest rate that will not change.

    - An Adjustable Rate type has an interest rate that may change on a specified basis and allows the interest rate on the Note to change over the life of the loan. The following fields must be completed for Adjustable Rate transactions:

---

o ARM Qualifying PITI
o Qualifying Rate
o Per Change Maximum Increase Rate
o Ceiling Rate
o Index Source

o Index Rate
o Initial Fixed Period
o Per Change Rate Frequency Adjustment
o Margin Rate

Note: Refer to Guide Sections 4401.8 for information on qualifying the borrower based on the ARM type. Apply the guidelines set out in Sections 5401.1 and 5401.2 to calculate the borrower's housing expense-to-income ratio and the debt payment-to-income ratio.

Note: A message is returned to indicate the qualifying rate Loan Product Advisor used in its assessment.

1. Select "Other" for **Index Source**

2. **Other Index Source** displays. Manually enter data in the **Other Index Source** field, e.g., 30dayAverageSOFR.

Temporary Subsidy Buydown is money paid by the borrower or a third party to pay down the interest rate (reducing the borrower's monthly payment) for a specific period. A temporary subsidy buydown can be included with either a fixed-rate loan or an adjustable-rate loan. Complete the Buydown data fields and refer to Single-Family Seller/Servicer Guide Section 4204.4. The following fields must be completed for Temporary Subsidy Buydown Transactions:

- Buydown Duration Count

- Initial Interest Rate

- Increase Rate

- Funds Source Type

Note Rate *	Loan Term* (Months)	Projected Reserves Amount	Amortization Type *		Temporary Subsidy Buydown *
___ %	___	$ ___	● Fixed Rate ○ Adjustable Rate		● Yes ○ No

Buydown Duration Count* (Months)	Initial Interest Rate *	Increase Rate *	Funds Source Type *
___	___ %	___ %	Select ▽

FHA Loans

When you select FHA for the **Mortgage Type**, you then need to enter details specific to an FHA mortgage for an FHA TOTAL Mortgage Scorecard assessment. Complete the FHA data fields about your loan.

FHA

Non-FHA Lender Employer ID	FHA Lender ID	FHA Sponsor ID	Agency Case Number	FHA Upfront MIP Refund Amount
___	___	___	___	$ ___

Financed Discount Points	Buyer Closing Costs *	Construction Status	FHA Positive Rental History *	
$ ___	$ ___	○ Proposed ○ Under Construction ○ Not Applicable	○ Yes ● No	

Before entering information related to FHA mortgages, please verify with your lender that you are eligible to originate FHA mortgages, know your FHA Lender ID and FHA Sponsor ID, and have established a relationship with a credit reporting company or affiliate to obtain merged credit within Loan Product Advisor from a participating credit reporting company. FHA TOTAL requires the use of merged credit.

For FHA purchase transaction, the Minimum Required Investment is 3.5% of the sales price, and does not include any financed buyer-paid closing costs. For refinance transaction, there is no Minimum Required Investment.

For FHA refinance transaction – **FHA Upfront MIP Refund Amount** field displays. This is the dollar amount of the refund amount ono the FHA up-front Mortgage Insurance Premium that is financed as part of the loan amount.

REVISED LOAN
$ 0.00

FHA Upfront MIP Refund Amount
$

Leave the **Agency Case Number** field blank until you have a valid number. Do not enter fictitious data (i.e., 1234567890) or include dashes.

For brokers or lenders originating the mortgage and then assigning the mortgage to a wholesaler, enter your FHA-assigned number in the FHA Lender ID field, and the FHA-assigned number of the wholesaler in the FHA Sponsor ID field. Make sure the FHA Sponsor ID corresponds with the wholesaler selected when you are ready to assign the mortgage. If a different wholesaler is later chosen, change the FHA Sponsor ID in the FHA section and assign the mortgage to the new wholesaler.

Buyer Closing Costs enter the dollar amount of net closing costs paid by the borrower. Discount points, prepaid items and interested party contributions (interested party contributions from the property seller, lender and other parties to the transaction towards buyer's closing costs) should be excluded from this field and are subject to the limitations set forth in HUD Handbook 4000.1.

New construction loans can be assessed by FHA TOTAL Mortgage Scorecard through Loan Product Advisor. Select the **Construction Status**, if applicable, if the property is proposed construction or under construction. For latest updates and changes from FHA refer to their HUDCLIPS website. For tips and best practices refer to FHA New Construction Transactions job aid.

For purchase transactions select the applicable **FHA Positive Rental Income** indicator. Select "Yes" indicating a positive rental payment history provided that:

- The transaction is a purchase
- At least one borrower is identified as a first time homebuyer
- The Minimum Decision Credit Score (MDCS) is 620 or greater; and
- At least one borrower has a documented history of a positive rental payment history with monthly payments of $300 or more for the previous 12 months.

Note: **The field defaults to 'No'.**

VA Loans

When you select VA for the **Mortgage Type**, you then need to enter details specific to an VA mortgage. Before entering information related to VA loans, please verify with your lender that you are eligible to originate these loans. Complete the VA data fields.

The **VA Residual Income** field is the monthly balance of funds available for family support after meeting the borrowers' shelter expenses, debts, and taxes, per the VA Lender's Handbook.

Seller-paid closing costs (interested party contributions from Seller, lender and other parties to the transaction towards buyer's closing costs) should be excluded from this field and are subject to the limitations set forth in VA Lenders Handbook.

Note: The VA Household Size is a display only field. This field displays the number of borrowers plus the number of dependents. To edit this field, navigate to the Borrower Info Metro Stop.

Proposed Monthly Payment for Property

The **Proposed Monthly Payment for Property** is the monthly payment the borrower will pay for the subject property after the mortgage closing. The monthly payment amount is the sum of principal and interest (P&I) for the First Mortgage any subordinate liens (P&I), homeowner's and any supplemental property insurance, property taxes as well as mortgage insurance, association/project dues (for condominiums, cooperative, or Planned Unit Developments), and any other fees, as applicable.

PROPOSED MONTHLY PAYMENT FOR PROPERTY	
First Mortgage P&I	$
Subordinate Lien(s) (P&I)	$
Homeowners Insurance	$
Supplemental Property Insurance	$
Property Taxes	$
Mortgage Insurance	$
Association/Project dues (Condo, Co-Op, PUD)	$
Other Specify other with 80 characters (	$
Total	$ 0.00

Down Payments

The down payment amount is the difference between the purchase price and the original UPB of the mortgage (excluding any financed mortgage insurance premium amounts).

Note: **Down Payment Type** is only required if the mortgage is an FHA, Home Possible or HFA. Once you choose the **Down Payment Type**, you must also enter the **Down Payment Amount** that displays once you enter the type.

The down payment amount is the difference between the purchase price and the original UPB of the mortgage (excluding any financed mortgage insurance premium amounts).

Note: **Down Payment Type** is only required if the mortgage is an FHA, Home Possible or HFA. Once you choose the **Down Payment Type**, you must also enter the **Down Payment Amount** that displays once you enter the type.

Down Payments

Down Payment Type	Down Payment Source	0 / 24
⌄	⌄	ADD

Down Payments

Down Payment Type	Down Payment Amount *	Down Payment Source
Secured Loan ⌄	$ 5000.00	⌄

Identify a **Down Payment Type** for your loan transaction. Use this drop-down menu to select which option describes the type of funds your borrower will use to pay the down payment. Valid values are:

• Bridge Loan • Cash on Hand • Checking Savings • Deposit on Sales Contract • Equity on Pending Sale • Equity on Sold Property • Equity on Subject Property	• Gift Funds • Grant • Life Insurance Cash Value • Lot Equity • Rent with Option To Purchase • Retirement Funds • Sale of Chattel	• Secured Loan • Stocks and Bonds • Sweat Equity • Trade Equity • Trust Fund • Unsecured Borrowed Funds

Identify a **Down Payment Source**. Required on all FHA loans if an **Asset Type** of Gift of Cash, Gift of Equity or Grant is entered and if the **Funds Type** for the Down Payment is Gift or Cash or Grant. Once you choose a **Down Payment Type** and enter the **Down Payment Amount**, you must also choose the source of the borrower's down payment from the drop-down menu that displays. Valid values are:

• Borrower • Community Non-Profit • Employer • Federal Agency	• Local Agency • Property Seller • Relative • Religious Non-Profit	• State Agency • Unmarried Partner • Other

Down Payments

Down Payment Type	Down Payment Amount *	Down Payment Source	
Gift Funds ⌄	$ 5000.00	Relative ⌄	0 / 24 **ADD**

If you need to add additional **Down Payments**, use the **Add** button to the right. You can add up to 24. This will create a table to display your entry. You can edit or delete your entry from the table.

DOWN PAYMENT TYPE	DOWN PAYMENT AMOUNT	DOWN PAYMENT SOURCE	ACTIONS
Gift Funds	$5000.00	Relative	✏️ 🗑️

Purchase Credits

Purchase Credits are borrower costs or other credits such as Borrower Paid Fees, Earnest Money, Employer Assisted Housing, Lease Purchase Fund, Lot Equity, Relocation Funds, Sweat Equity, Trade Equity, or other fees.

Purchase Credits

Purchase Credit Type	Purchase Credit Amount *	Credit Source Type *	0 / 11
[dropdown]	$	[dropdown]	ADD

Purchase Credit Type – a drop-down menu that includes valid sources of borrower funds to close a mortgage loan transaction. This field includes the following types of credits that might apply:

- Earnest Money

  Note: The Earnest money can only be used as a credit once it has cleared the borrower's account. Also note, if the source of the earnest money deposit is gift funds, you must enter the amount as gift funds in the **Assets and Liabilities** Metro Stop under **Other Assets, Account Type**, and not as a **Purchase Credit Type.**

- Employer Assisted Housing

- Lease Purchase Fund

- Relocation Funds

- Sweat Equity

- Trade Equity From Property Swap

- Other: If you select **Other** in the **Purchase Credit Type** field, a new field for **Other Credit Type** displays. Select Closing Costs or Lot Equity, as applicable, using the **Other Credit Type** field, will include them in the transaction.

  Note: For FHA do not enter non-alpha/numeric values (e.g. @, #, $ etc) in the description fields.

Purchase Credit Amount – a field to add a dollar amount relevant to the **Purchase Credit Type**. When you select a **Purchase Credit Type** from the drop-down list, you will see another field display for **Purchase Credit Amount**.

Note: **Do not enter a property seller or lender credit in the Purchase Credit** section, enter the property seller credit in the **Seller Credit** field and the lender credit in the **Lender Credit** field under the **Total Credits** section.

Credit Source Type – a drop-down menu that includes the party contributing credits to the transaction. This field includes the following sources of any credits provided under **Purchase Credit Type**:

• Borrower Paid • Builder Developer • Employer • Federal Agency •	• Local Agency • Non-Parent Relative • Parent • Real Estate Agent • State Agency	• Unrelated Friend • Other **Note:** If Other is selected an **Other Source Type** field displays. Select, Closing Agent, Employer Affiliate or Lender Affiliate, as applicable.

If you need to add additional **Purchase Credits**, use the **Add** button to the right. You can add up to 24. This will create a table to display your entry. You can edit or delete your entry from the table.

PURCHASE CREDIT TYPE	CREDIT SOURCE TYPE	PURCHASE CREDIT AMOUNT	ACTIONS
Earnest Money	Borrower Paid	$2000.00	✎ 🗑

Qualifying the Borrower

The following sections display in the Qualifying the Borrower – Minimum Required Funds or Cash Back section. These sections help determine the funds required for the transaction by the borrower(s) or the amount of cash back the borrower will receive.

Due From The Borrower(s)

This section on amounts **Due From The Borrower(s)** contains a list of required funds (or cash back) that you can include that will help you qualify the borrower for a mortgage loan. Enter a cash amount for all fields that apply to this transaction.

Qualifying the Borrower - Minimum Required Funds or Cash Back

DUE FROM BORROWER(S)	
Sales Contract Price	$
Total Sales Concessions Amount	$
Net Contract Price	--
Improvements, Renovations, and Repairs	$
Land (if acquired separately)	--
Borrower Closing Costs *	$
Total Discount Points	$
Refinance: Mortgage Property to be Paid Off	$
Total MI and Funding Fee Amount	$
Prepaid/Initial Escrow Payments	$
Total Due From Borrowers	$ 0.00

Some fields will display only as you fill in other amounts, such as **Net Contract Price**. The **Total Due From Borrowers** field displays the final dollar amount from all of the fields you have entered on the list. Use the following table to obtain information on the fields listed under this section to help understand what to enter in these fields.

Field	Description
Sales Contract Price	Purchase price of the subject property.
Total Sales Concessions Amount	Should contain the total amount of financing concessions above the allowable limitation and/or any inducements to purchase provided by an interested party.
Net Contract Price	Display only with dollar amount obtained from the sales contract price minus any Sales Concessions.
Improvements, Renovations, and Repairs	The cost of alterations, improvements, repairs and rehabilitation to be made on the subject property. Note: If you select "CHOICERenovations" Program Identifier you must enter the amount of the renovation costs in this field for LPA to calculate the LTV/TLTV/HTLTV ratios. Refer to the CHOICERenovation Offering job aid for more information.
Land (if acquired separately)	The estimated present value of the land if acquired separately. Field will be auto-populated from values entered in Original Cost of Lot.

Field	Description
Borrower Closing Costs	The amount of closing costs that are used in qualifying the borrower(s), including: closing costs, prepaid items and initial escrow deposits, and the costs for private mortgage insurance (PMI) or equivalent (FHA Upfront Mortgage Insurance Premium (MIP), VA Funding Fee, and USDA-RD Guarantee Fee).
Total Discount Points	Field includes the total dollar amount of discount points (a fee paid directly to the lender at closing in exchange for a reduced interest rate) being paid on the loan transaction. If discount points will be paid by someone other than the borrower, enter the amount in the Seller Credits or Other Credits fields.
Refinance: Mortgage Property to be Paid Off	The total amount of all mortgage debt to be repaid with funds from refinancing the mortgage loan on the subject property.
Total MI and Funding Fee Amount	Dollar amount paid for Private Mortgage Insurance, FHA up-front Mortgage Insurance Premium or VA Funding Fee.
Prepaid/Initial Escrow Payments	The dollar amount of the escrow/impound that is to be held by the lender and is to be collected at closing for future payment of taxes, insurance or other obligations on the subject property.
Total Due From Borrowers	Display only and indicates the sum of the amount due from the borrower(s) from the above fields.

Total Mortgage Loans

This section for **Total Mortgage Loans** contains fields indicating the sum of the loan amount and other new mortgage loans being obtained by the borrower for the transaction.

The fields in this section include:

- **Loan Amount Excluding Financed Mortgage Insurance (or Mortgage Insurance Equivalent)** – Dollar amount of the loan without financed or equivalent mortgage insurance

- **Financed Mortgage Insurance (or Mortgage Insurance Equivalent) Amount** – Dollar amount if the borrower needs mortgage insurance, financed or equivalent

- **Total Mortgage Loans** – Display only and indicates the sum of the amount from both the loan amount and any financed or equivalent amounts

Total Credits

This section for **Total Credits** contains fields you may use to enter property seller credits for the borrower and displays the **Other Credits** from the **Purchase Credit** section.

TOTAL CREDITS	
Lender Credits (Enter the total amount of Borrower(s) costs paid by the lender)	$
Seller Credits (Enter the total amount of Borrower(s) costs paid by the property seller)	$
Other Credits	--
Total Credits	$ 0.00

The following fields in this section include:

- **Lender Credits – Enter the amount of the borrower's costs paid by the lender, if applicable.**

- **Seller Credits** – Enter the amount of the borrower's costs paid by the property seller, if applicable.

- **Other Credits** – The sum of all other credits. These credits may include Borrower Paid Fees, Earnest Money, Employer Assisted Housing, Lease Purchase Fund, Lot Equity, Relocation Funds, Sweat Equity, Trade Equity, Other.

- **Total Credits** – Display only and indicates the sum of the amount for lender credits, property seller credits and other credits.

Note: For resubmissions you must remove any amounts entered as Purchase Credit Source Type as Lender and enter the amounts into Lender Credits under the Total Credits in the Qualifying the Borrower – Minimum Required Funds or Cash Back section on the Lender Loan Metro Stop.

Refer to the following table for a description of each field in Lender Loan Information Metro Stop.

Field	Description
Agency Case Number	The FHA-assigned case number for FHA mortgages. FHA uses the number to identify the mortgage. It must be entered on or before the last submission to be included on the Feedback Certificate and accepted by FHA.
Amortization Type	Indicates whether the interest rate payable under the Note is subject to change over the life of the loan.
ARM Qualifying PITI	For adjustable rate mortgage (ARM) products, this is the monthly housing expense based on the interest rate that must be used for qualifying the borrower. Refer to Guide Section 4401.8 for information on qualifying the borrower based on the ARM type. Apply the guidelines set out in Guide Sections 5401.1 and 5401.2

Field	Description
	to calculate the borrower's housing expense-to-income ratio and the debt payment-to-income ratio.
Attachment Type	Specifies the type of physical attachment, if any, between the subject property and adjacent dwelling units.
Base Loan Amount	Amount to be financed by the borrower excluding financed PMI, FHA MIP or VA Funding Fee.
Buydown Duration Count	Total number of months over which the buydown applies.
Buyer Closing Costs	Dollar amount of net closing costs paid by the borrower on the subject property excluding discount points, prepaid items and interested party contributions. Identifies buyer-paid closing costs that will be counted in addition to the Minimum Required Investment.
Cashout Amount	The amount of cash the borrower is receiving paid out at closing for a Cashout Refinance transaction.
Ceiling Rate	For adjustable-rate mortgages (ARMs), the Ceiling Rate is the number of percentage points, which when added to the initial Note Rate yields the lifetime ceiling.
Construction Closing Type	Specifies the type of closing process for the construction-to-permanent financing of a loan.
Construction/Improvement Costs	The total cost of any improvements to be made on the subject property.
Construction Loan	Indicates if the transaction is a Construction Loan.
Construction Status	Indicates the construction status for an FHA or VA loan.
Conversion of Contract for Deed	Indicates the mortgage loan proceeds will be used to pay off the balance due on a contract for deed, whether the loan is a purchase or refinance transaction.
Credit Source Type	Specifies the party contributing credits to the transaction exclusive of the mortgage financing.
Down Payment Amount	The dollar amount of funds supplied by a borrower for a down payment.
Down Payment Source	Identifies the source of the Down Payment.

Field	Description
Down Payment Type	Cash paid at the time of purchase towards the full purchase price of the property.
Energy Improvement	Indicates the loan will include an amount for energy-related improvements or if the property is subject to a property clean energy lien that could take precedence over the first mortgage lien including PACE loan or other similar liens.
Energy Improvements Amount	For GreenCHOICE mortgages when the Program identifier has been selected and the Energy Improvements indicator is "Yes" enter the amount of the energy improvements that will be financed into the loan.
Estate Will be Held in	Specifies the intended property ownership rights for the subject property.
FHA Lender ID	Number assigned by FHA to lender or broker when approved to originate FHA mortgages. Required on all FHA mortgages that are not sponsored.
FHA Positive Rental History	Purchase Transaction for first-time homebuyer. Indicator whether or not the borrower has on-time payments of all rental payments in the previous 12 months and meets certain criteria. (A rental payment is considered to be on time when it is paid within the month due.) Refer to Mortgagee Letter 2022-17.
FHA Sponsor ID	The FHA Lender ID of the lender who is acting as the sponsoring wholesaler of the mortgage.
Financed Discount Points	The dollar amount of discount points to be financed on an FHA no cash-out refinance.
Funds Source Type	Specifies the source of the temporary subsidy buydown funds.
Government Refinance Program	Specifies which type of FHA or VA refinance program is being used for the submission.
Increase Rate	The amount by which the interest rate can increase at each adjustment period within the buydown duration when a temporary subsidy buydown is selected.
Index Rate	Value of the applicable index as of the Note Date or as of the submission date if loan is not yet closed.

Field	Description
Index Source	For adjustable-rate mortgages, a fluctuating economic indicator specified in the Note, and the value of which is used to adjust the Note Rate periodically.
Initial Fixed Period	For adjustable-rate mortgages (ARMs), the number of months from the Note Date until the first interest change date.
Initial Interest Rate	Reflects the final bought down interest rate. The rate that the applicant will pay after the buydown is applied when a temporary subsidy buydown is selected.
Lender Credit	Enter the amount of the borrowers closing costs paid by the lender, if applicable.
Loan Term	Term of the loan in months. *Note:* For the 10-year program, enter a term greater than 84 months to a maximum of 120 months. For the 15-year program, enter a term greater than 120 months to a maximum of 180 months. For the 20-year program, enter a term greater than 180 months to a maximum of 240 months. For a 30-year program, enter a term greater than 240 months to a maximum of 360 months.
Margin Rate	The number of percentage points added to the current index value to establish the new Note Rate at each interest change date. Refer to Guide Section 4401.5 for more information.
MI and Funding Fee Financed	Dollar amount of the Private Mortgage Insurance, FHA up-front Mortgage Insurance Premium or VA Funding Fee that is financed as part of the loan amount.
Mortgage Type	Indicates if the loan is conventional, FHA or VA.
Non-FHA Lender Employer ID	The Employer Identification Number of the lender if the lender is a non-FHA approved lender.
Note Rate	The initial interest rate payable under the Note.
Original Cost of Lot	Original cost of the property (land and improvements) at the time of acquisition, or original cost of the land if a Construction Conversion Mortgage and no improvements exist.
Other Type	Used to collect additional information for FHA Refinance programs when Other is selected for Government Refinance Program.

Field	Description
Per Change Maximum Increase Rate	Indicates the maximum number of percentage points by which the rate can increase from the previous interest rate.
Per Change Rate Adjustment Frequency	Number of months between subsequent rate adjustments after the first initial change date.
Planned Unit Development	Indicates whether the subject property is in a Planned Unit Development (PUD).
Project Design Type	Specifies the type of design for projects with multiple units.
Projected Reserves Amount	The amount of verified assets remaining after the mortgage closing.
Project Structure Type	Specifies the form of ownership of a project. The Project Structure Type defines the quality and quantity of project ownership and rights accruing to the individual unit owner.
Property is located	Indicates if the property is located within a Condominium, Cooperative or Planned Unit Development (PUD) project.
Purchase Credit Amount	The dollar amount of the Purchase Credit Type related to the application.
Purchase Credit Type	Specifies monetary credits commonly accepted as valid sources of borrower funds to close a mortgage loan transaction excluding adding amounts to the note amount.
Qualifying Rate	The interest rate used in calculating the borrower's Principal, Interest, Taxes and Insurance (PITI) to qualify the borrower for the subject property mortgage as indicated in Guide Section 4401.8.
Refinance Type	Identifies the type of refinance mortgage.
Seller Credits	The amount of borrower(s) costs paid by the property seller.
Title to the Property Will be held by Property Owner	Indicates if the title to the property will be held by the property owner.
VA Residual Income	Monthly balance of funds available for family support after meeting the borrowers' shelter expenses, debts, and taxes, per the VA Lender's Handbook.

Click the **Previous** button to return to the Demographic Information Metro Stop, or **Next** to move on to the Request Services Metro Stop.

Request Services Metro Stop

The Request Services Metro Stop is where you would request a merged credit report, automated underwriting assessment, reorder credit or verification report. You can view the credit reporting companies available through Loan Product Advisor on this Metro Stop.

On the Request Services page, you may order additional services beyond the basic automated underwriting service. These services include:

- Ordering Merged Credit, an optional service that allows you to order merged credit reports from participating credit providers through Loan Product Advisor **with automated underwriting**. Credit providers are either credit reporting companies (CRCs) or technical affiliates (TAs) of a CRC. Refer to the Credit Reporting Companies and Technical Affiliates page for more information.

- Requesting Reorder Credit Service, an optional service that allows you to order new credit repositories or credit reporting companies. Merged credit can be reordered at a Single Merged or Joint Merged report level.

- Order Verification, an optional service that can help you determine if borrower asset and income verification requirements are met on conventional loans. It also allows for potential relief from Freddie Mac's enforcement of certain selling representations and warranties related to assets and income. Refer to the AIM (Asset and Income Modeler) page for more information.

    Note: You must first have a signed agreement for service with a CRC or TA prior to using Order Merged Credit service.

    Note: You must first be set up with a service provider prior to using the Order Verification service.

Order Merged Credit

When you select Request a Merged Credit Report, you must select the **Credit Reporting Company** and have the option to select the **Technical Affiliate**. You will also need to select Single Merged or Joint Merged with. You have the option of entering the **Reference Number** to access credit previously ordered merged credit reports.

A merged credit report is issued by a credit repository or a consumer reporting agency or bureau and must include the credit information from at least two credit repositories.

A merged credit report includes all credit repository credit data for an individual borrower. A joint merged credit report includes all credit repository credit data on two individual borrowers. To request merged credit through Loan Product Advisor, you must first have current agreements with participating Credit Reporting Companies.

Merged credit reports are produced when a CRC or technical affiliate merges the infile credit reports received from the three credit repositories (TransUnion, Equifax, and Experian) into a single report. You must either request a merged credit report through Loan Product Advisor with the automated underwriting assessment or use Reference Numbers to access previously requested merged credit reports. Loan Product Advisor always bases its assessment on infile credit reports for Conventional and VA mortgages. For FHA mortgages, infiles are not requested from the repositories and are not used in the assessment performed by FHA TOTAL.

Note: If the CRC selected has technical affiliate associations, an additional Technical Affiliate field displays with a drop-down list of those associations (currently, only Equifax Mortgage Solutions®, MeridianLink® and SharperLending™ support technical affiliate associations and require you to select a technical affiliate and MCRN upon resubmission).

The format of the merged credit reports is selected when you enter into your agreement with a CRC (and, if applicable, technical affiliate). Freddie Mac does not require a standard format for merged credit reports. When you request merged credit data, a credit inquiry may be posted to the borrower's records because the CRC or technical affiliate retrieves the credit information from the repositories.

The following data is required on the Request Services page to request a merged credit report:

- Merged Credit – Specifies that merged credit is requested.
- Credit Reporting Company Code (and if applicable, technical affiliate code) – Specifies company from which to request the merged credit report.
- Single or Joint Merged – Specifies to merge credit for an individual borrower (Single), or to merge credit for two borrowers (Joint Merged).

Note: Option – Use a Reference Number from a merged credit report that was previously requested from a CRC. This will display that merged credit report through Loan Product Advisor, whether it was originally requested through Loan Product Advisor.

The Reference Number must be from a participating Loan Product Advisor CRC or member of the technical affiliate program. If using a technical affiliate, follow their instructions on the correct reference number value to enter into Loan Product Advisor.

If critical borrower data changes, you should request a new merged credit report. You are charged a fee by the CRC for each new merged credit request.

Note: The merged credit reports printed by Loan Product Advisor are not part of the Feedback Certificate.

Reorder Credit

When you select **Reorder Credit**, you need to select the appropriate borrower for whom you would like to reorder credit.

Loan Product Advisor's optional Reorder Credit Service allows you to request new credit to be used in Loan Product Advisor for its assessment before the existing credit report expires. This option gives you the ability to request that a transaction be assessed with the new credit for an individual or joint borrower pair for merged credit requests. It may be beneficial to use this service when credit has been corrected at the repositories. Existing credit will be used in the assessment for borrowers not using the Reorder Credit Service. See the Request Services page for additional details

When you submit a request to view credit for a loan transaction, Loan Product Advisor will:

- Identify all entities that view a borrower's credit data in Loan Product Advisor and provide that information to the credit repositories and CRCs so the credit viewing entity can be specified on the borrower's credit report.
- Identify requests for previously viewed credit data for the same loan application by secondary parties, referred to as secondary use submissions by the repositories, when a loan is assigned or released and resubmitted.
  Note: The secondary requesting party must have a CRC and/or TA relationship with the CRC or TA of the report previously used in Loan Product Advisor.

Your credit provider may charge a fee for each request of fresh credit, and the credit repositories will identify your inquiry on the borrower's credit report. Check with your selected credit provider for the price and applicability of its merged credit fees.

When requesting the Reorder Credit Service for merged credit, you need to be aware of the following factors:

- If Reorder Credit is selected for only one borrower of a joint merged pair, merged credit will be requested for the joint merged pair. If you select a joint merged credit file for your borrowers and then change your request to use the Reorder Credit Service for a single merged credit file, then new credit will still be reordered for each borrower.
- A Reference Number cannot be used for borrower(s) for whom you are requesting the order of credit. If you receive an error with a Reference Number message being used in the Reorder Credit Service, remove the Reference Number(s) and resubmit.

Note: A change in service is when the loan that was originally submitted with a request for Automated Underwriting with an MCRN is then resubmitted as a request for Automated Underwriting with an MCRN and an XML.

Note: For information on documenting the loan file with credit used, refer to Guide Section 5203.1(h) and 5203.1(i).

Order Verification

When you select **Order Verification**, you need to **Select the Borrowers** you would like to order verification for, **Select a Verification company with whom you have an Establishment Relationship** and **Enter Report ID**.

Loan Product Advisor's optional Order Verification service is part of the AIM (Asset and Income Modeler) offering. AIM automates the assessment of borrower assets and income for lenders. To benefit from this service, you must first be set up with a designated third-party service provider prior to using the Order Verification service. Once the setup is complete, you may request a verification report of the borrower's asset or income information from the designated service provider and provide Loan Product Advisor the Verification company and Report ID. Loan Product Advisor retrieves the verification report and performs an assessment in order to facilitate representation and warranty relief eligibility.

Click on **Add Request** to initiate the **Order Summary**. You have the option to click on the trash icon if you choose to remove this order from the transaction.

Refer to the following table for a description of each field in the Request Services Metro Stop.

Field	Description
Credit Reporting Company	Automated Underwriting with Merged Credit – Select to request a merged credit report. If merged credit is requested, the credit reporting company (CRC) field must be entered and the applicable borrowers. Technical Affiliate is optional. An AUS assessment will automatically be selected with this request. Automated Underwriting with Reference Number – Select to request a Loan Product Advisor assessment using a Reference Number. Credit previously requested will be used in the assessment. An AUS assessment will automatically be selected with this request.
Please Enter Report ID	An identification reference assigned by the verification service provider to a specific verification.
Please select the appropriate borrower(s) to reorder credit for:	Select to request new credit for a specific borrower.
Select a Verification company with whom you have an Establishment Relationship	Available verification companies through Loan Product Advisor.
Select Borrowers	Select a borrower name from the drop-down menu to request or reissue a verification.

Submitting and Resubmitting a Loan

Submitting a Loan

Once all data entry pages are completed, you are ready to submit the loan, or resubmit the loan as needed.

Loan Product Advisor automatically saves data after you submit a loan for assessment. If you return to the Loan Product Advisor Main page, the system will prompt you to save your data. If you are not ready to submit your loan request, select the Save option to save loan data before closing your web browser.

When you are ready to submit a Loan:

1. Click the **Submit** button from any of the data entry pages. The loan data is automatically saved.

2. If errors are detected, correct the errors.
3. If no errors are detected, confirmation pop-up will be displayed confirming your loan has been submitted to Loan Product Advisor for assessment. If you wait on the page, your assessment results will be displayed on the page. If you do not wish to wait for your results, you can search for your results at any time from the Loan Product Advisor Main Page.

Note: Prior to submitting, errors will be noted with red displayed in Metro Stop navigation at the top of the screen. To correct errors, click on the applicable Metro Stop. Field errors will be highlighted in red.

Note: When you submit a request to view credit for a loan transaction, the credit repositories will identify all entities that view a borrower's credit data in Loan Product Advisor on the borrower's credit report. Though the first submission has an impact on the borrower's credit request, a secondary use submission, whereby secondary parties can view the credit data for the loan, does not impact the credit score.

Resubmitting a Loan

If you are importing a loan to resubmit, enter the **LP AUS Key** in the applicable field in your LOS prior to resubmitting the transaction. If you are resubmitting the loan after the loan has closed for Quality Control purposes, select Post Closing Quality Control.

Note: For more information on reminders for resubmitting a mortgage to Loan Product Advisor after the Note Date, refer to the Reminders for Loan Product Advisor Resubmissions after the Note Date job aid.

If any changes are made to loan data after submission, the loan data must be resubmitted to Loan Product Advisor to receive updated results. If the loan data was originally imported into Loan Product Advisor, we recommend that edits first be made in the verified LOS, then re-imported into Loan Product Advisor. This process helps make sure there is consistent data between the two applications. When the loan data is re-imported, Loan Product Advisor guides you through the submission process.

If any changes are made to data after submission, you must resubmit the loan to receive updated results.

Note: For requirements on resubmissions, refer to Guide Section 5101.6 for submission/resubmission requirements of Loan Product Advisor loans and Guide Section 4602 for Construction Conversion and Renovation Mortgages.

Note: Refer to the credit report date requirements and loan file documentation requirements in Guide Sections 5203.1(h) and 5203.1(i).

Correcting Data Errors

Loan Product Advisor looks for data entry errors. Immediately after you click Submit, the system checks to make sure that data fields contain valid values. To correct errors:

- If you exit Loan Product Advisor and choose not to correct errors when they are first displayed, you must resubmit the loan data to view the errors later.

- If importing manually, you can correct the errors in your system and then re-import the file.

- If you need assistance in making a correction, click on the field name to view its definition and valid values.

Note: Errors on Borrower tabs are displayed with a red numbered square next to the borrower name. The number indicates the number of errors on each tab. The number will decrease as errors are corrected or increase if additional errors are detected.
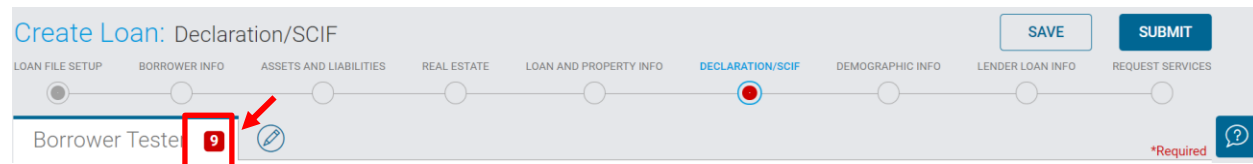
Resolving Error Messages
What does an Invalid AUS Status mean?

These errors usually appear when incorrect or invalid information is entered on one or more of the data pages. The error message gives specific information about which fields require updating.

To correct the errors, locate the incorrect field or fields in Loan Product Advisor and verify the entered information.

Why am I getting a message saying that one or more borrowers must occupy the property?

The answer to the question **"Does the borrower intend to occupy the property as his/her primary residence?"** in the Declarations section of the Loan Application Data page indicates if a borrower intends to occupy the subject property.

If the borrower intends to occupy the property as his/her primary residence, make sure that the value for this question is **Yes** for at least one borrower, or resubmit the loan as an investment property.

Determining Error Types

The following types of errors may occur after submitting a loan for an assessment:

- Data errors
- Processing errors
- Transmission errors
- URL errors

Data Errors

Data errors are the most frequent type of processing error. They result from submitting a loan with unexpected blanks or invalid characters in key fields. An example of a data error in a key field is an unexpected blank in the borrower's Social Security Number (SSN).

Resolve problems by checking the format and content of each field identified in the Data Quality and System Message section of the Loan Product Advisor Feedback Certificate. Once you correct the errors, simply resubmit the loan to Loan Product Advisor.

Processing Errors

Processing errors occur when Loan Product Advisor or any of its services is temporarily unavailable. Such occurrences may be due to technical issues beyond Loan Product Advisor's immediate control and are infrequent. If you experience processing errors, call Customer Support (1-800-FREDDIE) and access the 24-hour automated status line option to determine if the problem is due to a temporary disruption in service. After listening to the message, you may select option 0# on your telephone keypad to speak with the next Customer Service Representative, during business hours.

Transmission Errors

Transmission errors occur when Loan Product Advisor cannot complete your loan submission request due to static or other interference. These errors not only prevent Loan Product Advisor from receiving the request, but they also prevent Loan Product Advisor from sending the Feedback Certificate back to you. In most cases, the problem is resolved by resubmitting the loan.

If the loan does not process correctly after resubmitting, call Customer Support (1-800-FREDDIE). Customer Service will assist you in determining if a more global problem exists. Access the 24-hour automated status line option. After listening to the message, you may select option 0# on your telephone keypad to speak with the next Customer Service Representative, during business hours.

URL Errors

URL errors could be due to typing invalid parameters in the URL, problems with the database or a problem with the program.

Resolve this problem by making sure you enter the correct URL. Check for spelling errors, spacing and the correct punctuation. If the problem persists, call Customer Service (1-800-FREDDIE) for additional assistance. Refer to, Data Quality and System Messages: Tips and Best Practices, for additional resources.

Introduction

This chapter provides information to help guide you through the process for assigning and releasing a loan in Loan Product Advisor. The following topics are included:

- Assigning a Loan Based on User Role
- Steps to Complete the Assign Loan Page (Third-Party Originator)
- Steps to Complete the Assign Loan Page (Lender)
- View and/or Modify Assigned Loan
- Recall an Assigned Loan
- Releasing a Loan
- User Role: Lender Overview
- User Role: Third-Party Originator Overview
- User Role: Mortgage Service Provider Overview

For more information and step-by-step guidance on assigning, retrieving an assigned loan and/or releasing a loan in Loan Product Advisor refer to, How to Assign, Retrieve, and Release a Loan in Loan Product Advisor.

Assignment Relationships

Third-Party Originators (TPOs), lenders/wholesalers and housing counselors may assign loans to participating lenders and mortgage service providers (MSPs). To clarify assignment relationships, see the following table:

Organization	Can Assign Loans to…
Third-Party Originators (e.g., Brokers)	- Wholesalers - Wholesaler/MSP pairs
Lenders	- Wholesalers - Wholesaler/MSP pairs - MSPs
Housing Counselor	- Third-Party Originators - Wholesalers - Wholesaler/MSP pairs

Assignment Overview

Assigning a loan that has been submitted to Loan Product Advisor and provided feedback gives someone other than you instant access to **View** the Feedback Certificate, including credit data, and **Modify** loan data and resubmit to Loan Product Advisor.

Note: If the loan is resubmitted, the wholesaler, or MSP if applicable, may be charged a secondary use fee by the CRC for merged credit file requests. If you need to resubmit, keep the same credit reporting company (CRC) (and if applicable, technical affiliate), critical data, and submitting entity after the first 120 days to maintain the same credit data.

Note: New credit may be ordered if:

- Critical borrower data changes
- A borrower is added
- A new CRC (or if applicable, technical affiliate) is selected

- Single or joint merged indicator changes
- Change in service
- Change in primary borrower on Joint Merged credit request

- Date of credit report exceeds 120 days, or 180 days for VA new construction loans

Steps to Assign a Loan

1. Search for your loan.

2. Select the loan to assign and the right-side slider appears. Click the **Assign Loan** icon.

3. The **Assign Loan Page** displays. Refer to the below steps, as applicable, for completing the **Assign Loan Page** based on User Role.

   Note: If the **Assign Loan** icon does not display in the right-side slider, simply resubmit the loan and the **Assign Loan** icon will display.

Assigning a Loan Based on User Role

Third-Party Originators

TPO's are not required to assign a loan to a wholesaler or wholesaler/mortgage service provider (MSP) pair before submitting it for a Loan Product Advisor assessment. Until the TPO completes the assignment, the TPO maintains sole access to modify and submit loan data to Loan Product Advisor.

Once the TPO's work on the loan is complete, an assignment is made to a participating wholesaler (or wholesaler/MSP pair). The wholesaler or MSP can then view the Feedback Certificate and credit data, or modify and resubmit loan data. The TPO maintains the ability to view its transaction but cannot modify the loan or view any new results after the loan has been resubmitted.

Steps for Completing the Assign Loan Page (Third-Party Originator)

Once you have selected your loan to assign the Assign Loan page displays.

1. **Select User/Role Type** from the drop-down box. The drop down reflects the User/Role Types available for your assignment.

2. Once you select the **User/Role Type**, the **Company Name** field will display. This drop down dynamically displays company names available for assignment based on your User/Role Type selection. Select the company you wish to assign the transaction to.

   Note: You can find a company name by typing the first letters of the company's name in the field.

3. If you are assigning a loan to a wholesaler/MSP pair, select **Seller** in the **Select User/Role Type** drop-down box and a mortgage service provider from the **Mortgage Service Provider** drop-down box. You must select a wholesaler prior to selecting an MSP. You do not need to select an MSP if not applicable.

   Note: By assigning a loan transaction to an MSP, you are requesting contract underwriting services from the MSP that has a relationship with the wholesaler you selected. You are not requesting mortgage insurance.

4. Click the **Assign** button to complete the assignment or **Cancel** to stop the assignment. You also have the option to recall the assignment without the need for an assigned aggregator to "release" the transaction. Refer to Recall an Assigned Loan.

   Note: The assignee will be able to view results and credit data. Contact your selected CRC for more details regarding secondary use submissions if the loan is resubmitted by the MSP.

Lenders

A lender has the option to assign the loan to another wholesaler, wholesaler/MSP pair, or an MSP at any point in its process. Once the loan is assigned the wholesaler, wholesaler/MSP pair, or an MSP can access data and the results, including credit data.

Steps for Completing the Assign Loan Page (Lender)

Once you have selected your loan to assign the Assign Loan page displays.

1. Select a **Select User/Role Type** from the drop-down box. The drop down reflects the User/Role Types available for your assignment.

2. Once you select the User/Role Type, the **Company Name** field will display. This drop down dynamically displays company names available for assignment based on your User/Role Type selection. Select the company you wish to assign the transaction to.

   Note: You can find a company name by typing the first letters of the company's name in the field.

3. If you are assigning a loan to a wholesaler/MSP pair, select **Seller** in the **Select User/Role Type** drop-down box and a mortgage service provider from the Mortgage Service Provider drop-down box. You must select a wholesaler prior to selecting an MSP. You do not need to select an MSP if not applicable.

4. If you selected MSP Only Assignment, select a mortgage service provider from the **Mortgage Service Provider** drop-down box. You will then share Modify Access with the MSP.

   Note: By assigning a loan transaction to an MSP, you are requesting contract underwriting services from the MSP that has a relationship with your selected wholesaler. You are not requesting mortgage insurance.

5. Click the **Assign** button to complete the assignment or **Cancel** to stop the assignment. You also have the option to recall the assignment without the need for an assigned aggregator to "release" the transaction. Refer to Recall an Assigned Loan.

   Note: The assignee will be able to view results, including credit data, and modify data and resubmit to Loan Product Advisor. If the loan is resubmitted, contact your selected CRC for more details regarding secondary use submissions.

View and/or Modify an Assigned Loan

Using the Assignment Log

The **Assignment Log** displays the loans **Assigned To Me** and **Assigned By Me**. The entries in the **Assignment Log** are listed in chronological order, with the most recent loan file submission listed first. You have the option to select **Filter By** and enter search criteria, however, we recommend entering the LP Key Number to identify the assigned loan.
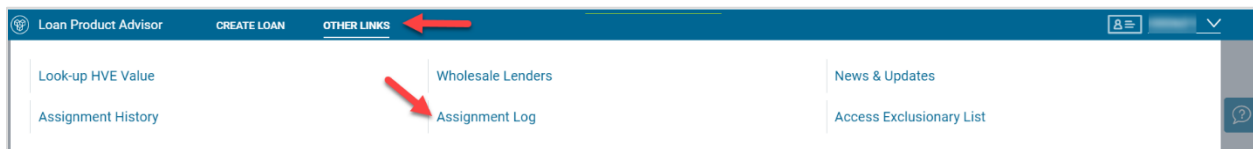

As applicable, for each loan file transaction that has been assigned to you or by you, you will see assignment information regarding:

- Company Name
- Assignment Date/Time
- LP Key #
- AUS Transaction #
- Risk Class
- Assigned MSP
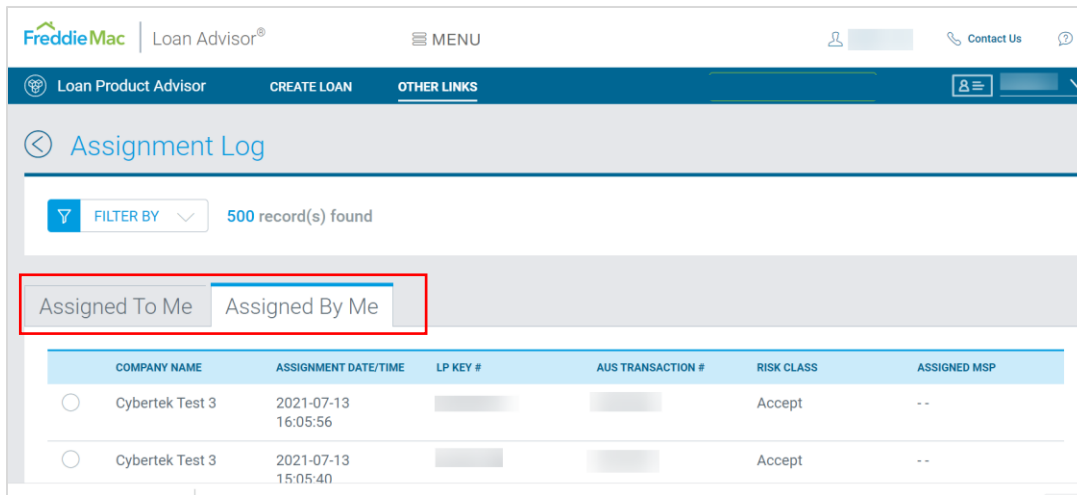
Note: You have the option to sort the search results by any column. Simply click the column header.

For the selected loan use the slider on the right-side of the screen to perform the following functions:

| Assigned To Me tab	Assigned By Me tab
Modify Loan	View Results
View Results	Assignment History
Assign Loan	
Release Loan	
Assignment History	
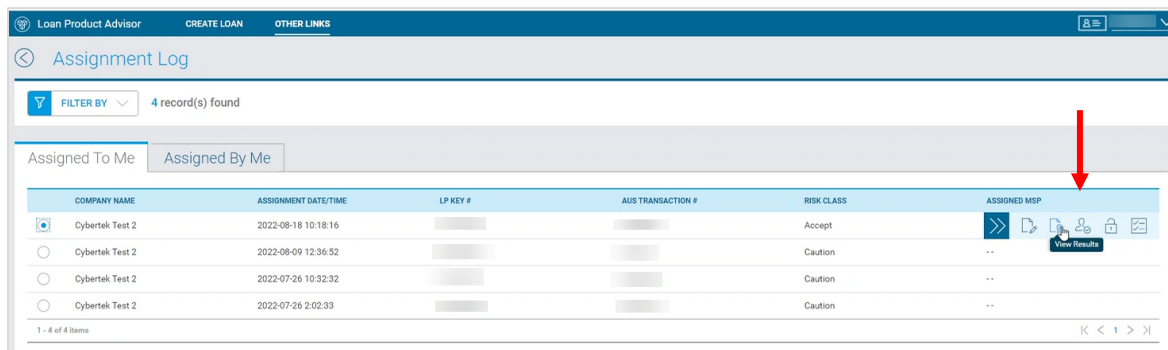
Once a loan is assigned, it can either be viewed or modified by the assigned organization. The assigning organization can no longer modify and can only view transactions previously submitted under their organization. There is always just one version of the loan with current data and Loan Product Advisor results.
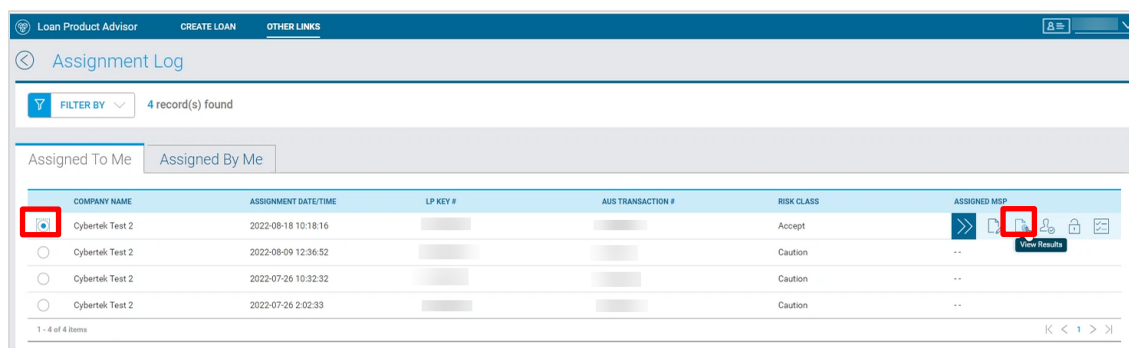
Steps to View a Loan Assigned to You Using the "Assigned To Me" tab:

1. Select **Other Links** (top Navigation bar). Click **Assignment Log**.

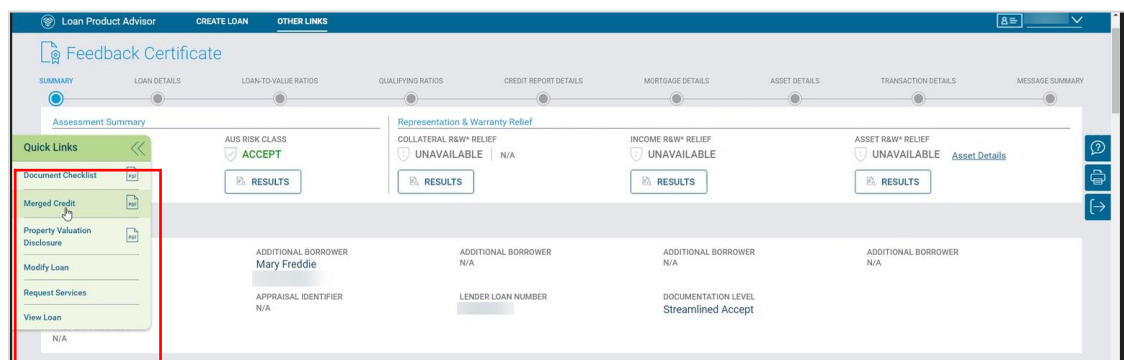2. Select the **Assigned To Me** tab, or use **Filter By** to search.
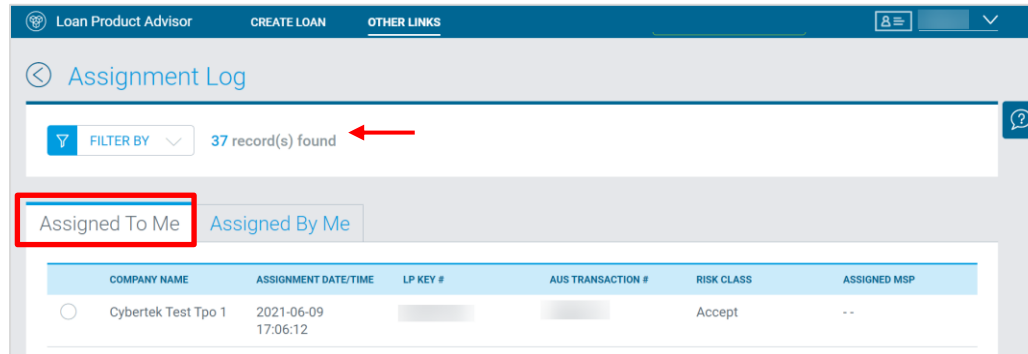
Note: You have the option to sort the search results by any column. Simply click the column header.

3. Click the radio button next to the selected loan to view.

4. Click the **View Results** icon on the right-side slider.

5. Review the Feedback Certificate. To view the Merged Credit Report or modify loan data, select the **Quick Links** slider to the left of the screen. To print the Feedback Certificate select the **Print** icon or the option to **Export** results.

Steps to View a Loan Assigned By You Using the "Assigned By Me" tab:

1. Select **Other Links** (top Navigation bar). Click **Assignment Log**.
2. Select the **Assigned By Me** tab, or use **Filter By** to search.
3. Click the radio button next to the loan to be viewed.
4. Click either the **View Results** icon or **Assignment History** icon on the right-side slider.
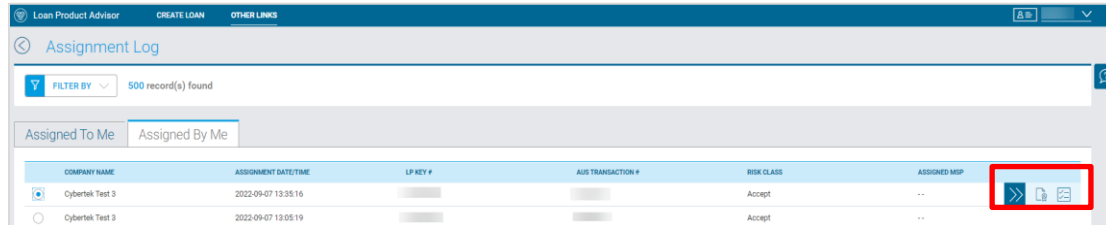
Reminder: Once the loan has been assigned you only have the ability to view the transaction but cannot modify the loan or view any new results.

Steps to Assign a Loan Already Assigned to You Using the "Assigned To Me" tab:

From the **Other Links/Assignment Log** page:

1. Select the **Assigned To Me** tab.
2. Click the radio button next to the loan to be assigned.

    Note: You have the option to select **Filter By** and add search criteria.
3. Click the **Assign** Loan icon on the right-side slider.
4. Complete the Assign Loan page.
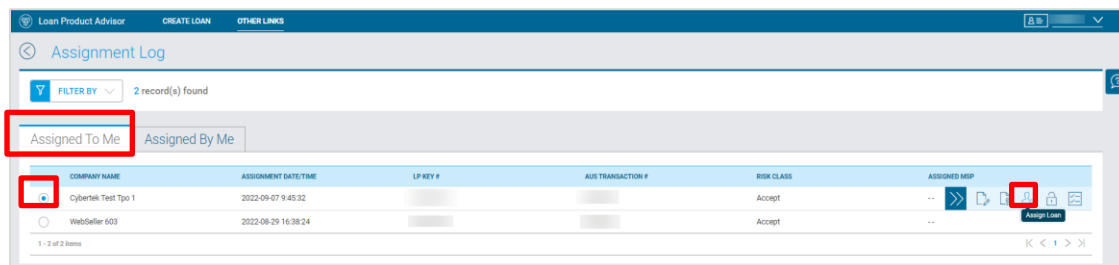
View the Assignment History

To help keep track of assignments and releases, the **Assignment History** page displays a list of all assignments and releases for each loan. The entries in the assignment history are listed in chronological order, with the most recent loan file submission listed first.


As applicable, for each loan file transaction that has been assigned or released by or to you, you will see assignment information regarding:

- LP AUS Key
- AUS Transaction #
- Status:
  - Who the transaction was assigned or released by
  - Who the transaction was assigned or released to
- Company Name
- Date/Time
- Risk Class
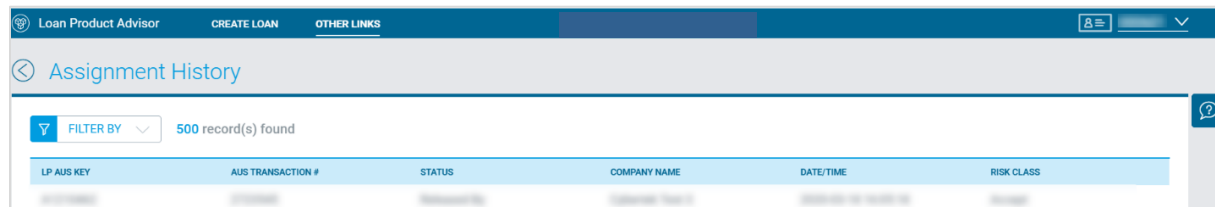
Note: When you click the **Filter By** option, you can add search criteria and **Apply Filter** to see updated results.
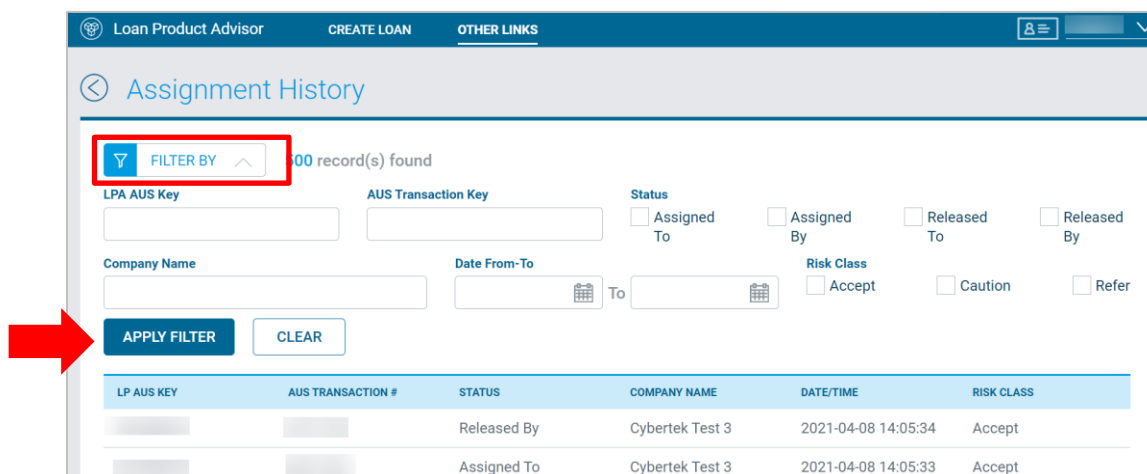
Note: You have the option to sort the search results by any column. Simply click the column header.
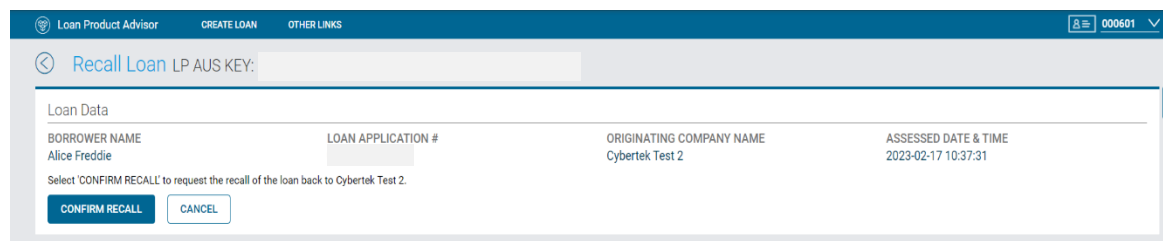
Recall an Assigned Loan

Steps to Recall an Assigned Loan

The Loan Assignment Recall feature allows an assignee lender to recall the assignment without the need for an assigned aggregator to "release" the transaction. Use the following steps to guide you through how to recall an assigned loan.
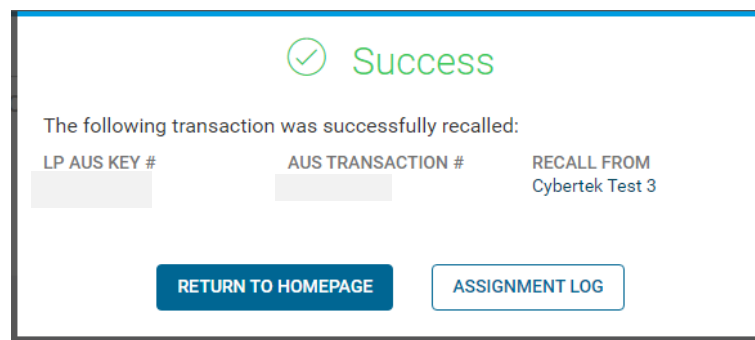
1. From the **Assignment Log** page select the **Assigned By Me** tab. Select the loan to recall the assignment, the right-side slider appears. Click the **Recall Loan** icon on the slider.
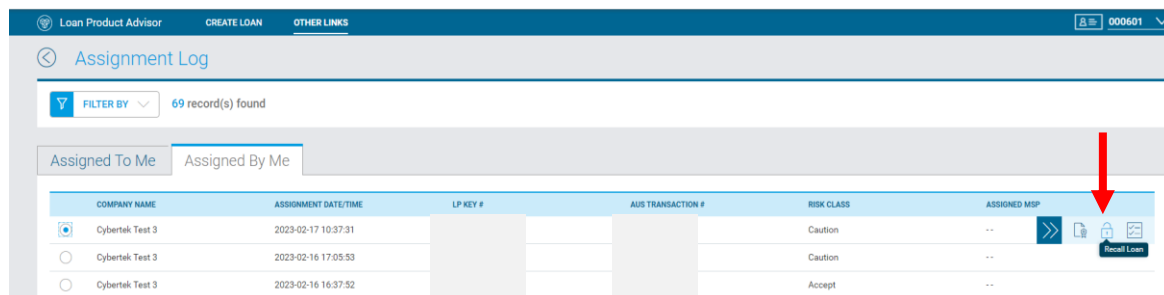
2. The **Recall Loan** page displays, select **Confirm Recall**.

3. Once you recall the loan a "Success" confirmation message appears. The transaction was successfully recalled.

Releasing a Loan

Steps to Release a Loan

The Release Loan feature allows any party that has been assigned a loan the flexibility to release the loan back to the party who assigned the loan. When the loan is released, the party who assigned the loan regains the ability to modify loan data and/or resubmit the loan as needed.
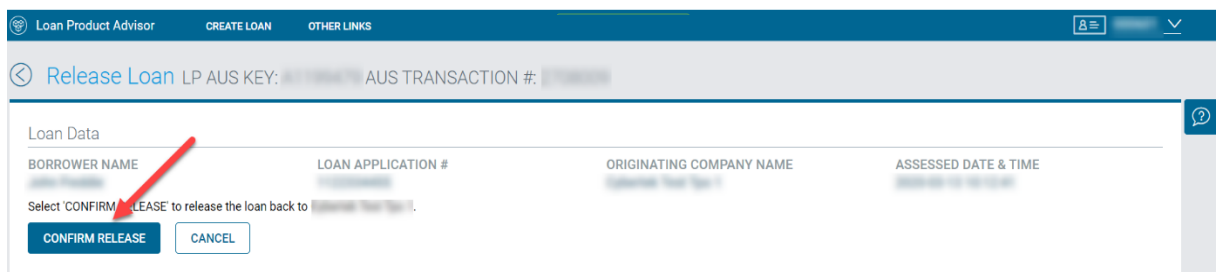
To regain the ability to modify or resubmit data after the assignment, any party currently assigned to that loan must release the loan back.

After selecting the loan, perform the following steps:

1. Select **Release Loan** from the right-side slider bar.
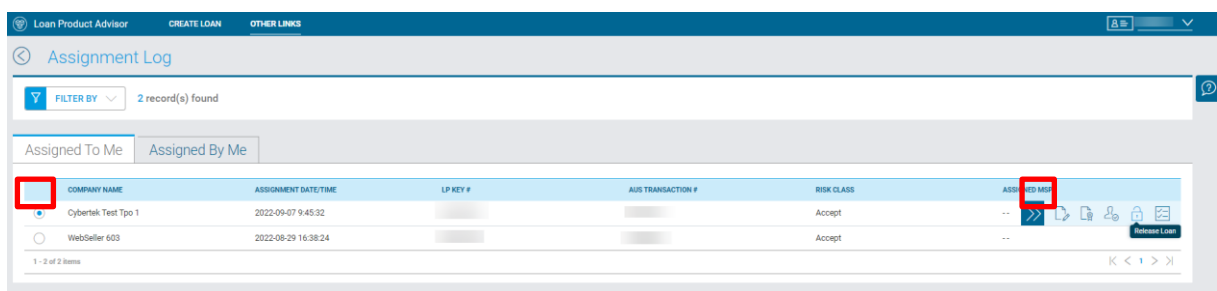
2. Click on **Confirm Release**.

Overview - User Roles

Lender Overview

A lender is a Freddie Mac seller/servicer. A participating wholesaler is a Freddie Mac seller/servicer who uses Loan Product Advisor to originate loans or access loans originated by mortgage brokers. As a lender (participating wholesaler), you can use Loan Product Advisor to review and edit loan data for loans assigned to you by a broker or another lender. You may also use Loan Product Advisor to enter loan data for an assessment.

Use Loan Product Advisor to:

- Start a New Loan

- Order a merged credit report from a credit reporting company (CRC) through Loan Product Advisor as part of Automated Underwriting Service assessment

- Order Asset or Income Verifications

- Request Reorder Credit Service

- Resubmit a Loan for an assessment

- Assign a Loan to a wholesaler, wholesaler/mortgage service provider (MSP) pair, or MSP

- Release a Loan

Third-Party Originator Overview

As a TPO, you have two ways to enter loan data into Freddie Mac's Loan Product Advisor. You can import the loan data from your verified system, or you can enter your data directly into Loan Product Advisor.

Use Loan Product Advisor to:

- Start a new loan and submit for assessment

- Order a merged credit report from a credit reporting company (CRC) through Loan Product Advisor as part of Automated Underwriting Service assessment

- Order Asset or Income Verifications

- Request Reorder Credit Service

- Resubmit a loan for an assessment

- Assign a loan to a wholesaler or wholesaler/mortgage service provider (MSP) pair

- Release a loan

Mortgage Service Provider Overview

As a mortgage service provider, your work in Loan Product Advisor Automated Underwriting Service (AUS) typically begins after a TPO or lender (wholesaler) assigns you a loan. When you receive the loan from its originator, you can access the existing loan data through Loan Product Advisor.

In some cases, you may receive loans where you will initially enter the loan data into Loan Product Advisor directly. Therefore, you may use Loan Product Advisor to:

- Order a merged credit report from a credit reporting company (CRC) through Loan Product Advisor as part of Automated Underwriting Service assessment

- Request Reorder Credit Service

- Resubmit a loan for an assessment

- Release a loan

Note: MSPs cannot assign a loan.

Introduction

This chapter provides information to help understand the process of viewing results in Loan Product Advisor®. The following topics are included:
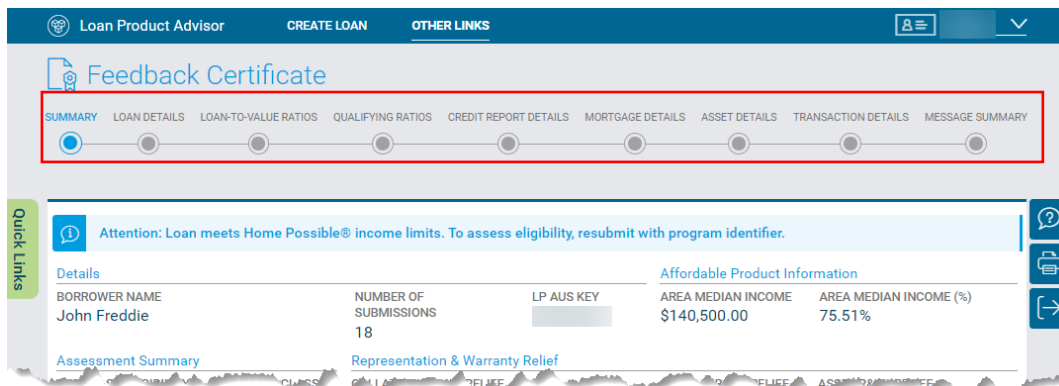
- [View Results Overview](#)

- [Read the Feedback Certificate](#)

- [Read the Document Checklist](#)

- [Read Merged Credit Report](#)

- [Read Property Valuation Disclosure Form](#)

- [Print Results](#)

- [Export Results](#)

- [Documenting a Loan](#)

View Results Overview

Loan Product Advisor returns results within seconds on each submission. The results are applicable only to the transaction selected, and specify what documentation is necessary to complete the transaction. This information is saved for a period of time then eventually archived, with the exception of the merged credit data.

Merged credit data is available to view and print for a period of 7 calendar days. After 7 days, you must resubmit to obtain another copy, and you may be subject to fees from the Credit Reporting Company (CRC) for the merged credit files.

Metro Stops are available as links that navigate to the corresponding section on the Feedback Certificate.
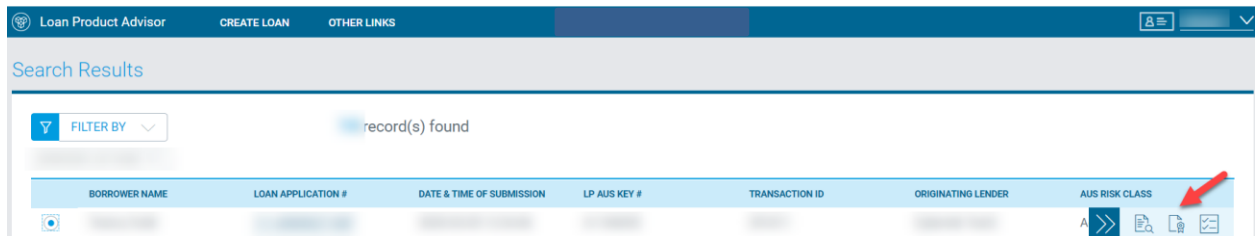
To View Results from the Search Results page:

1. Search for the loan.

2. Select the loan.

3. Click the **View Results** button on the right-side slider to view the Feedback Certificate.


Loan Product Advisor results are dynamically displayed based on each transaction and may include:

- Feedback Certificate

- Document Checklist

- Merged Credit Report

- Property Valuation Disclosure Form

If the assessment was unsuccessful, an Error Feedback page with Processing Error and/or Data Quality messages will display. These messages will assist you in identifying why the assessment was unsuccessful, and what you may be able to do to submit the transaction successfully. Refer to the Data Quality and System Messages – Cause and Resolution job aid to assist you in troubleshooting.

Once complete, the originator (and assigned wholesaler and MSP, if applicable) can view the Feedback Certificate. By clicking on the Quick Links slider on the left side of the Feedback Certificate page, you can view the Document Checklist, Merged Credit Report, and Property Valuation Disclosure Form. You also have the option to print to PDF and export the Feedback Certificate using the icons to the right.
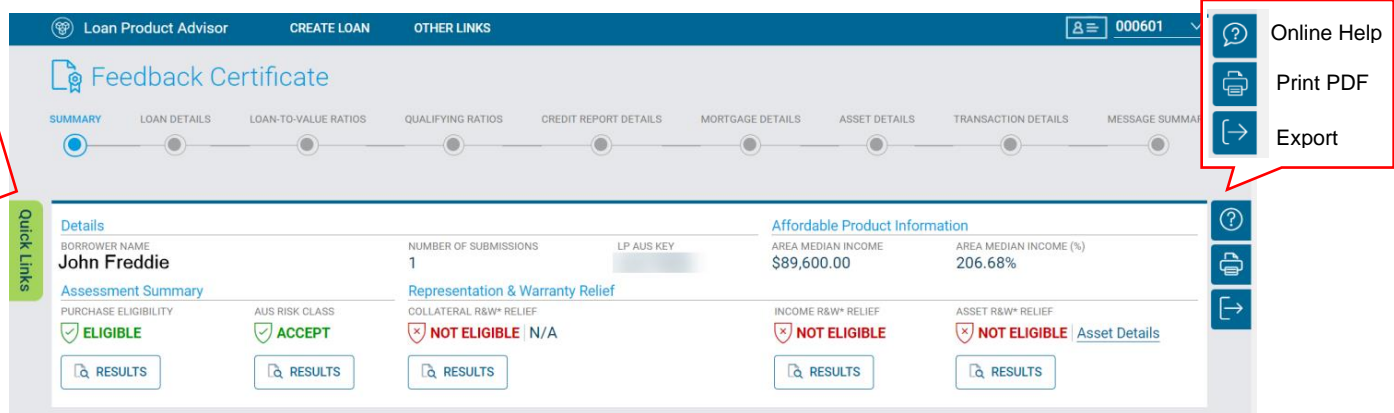
Read the Feedback Certificate

Loan Product Advisor returns a Feedback Certificate for each loan submission assessed.

Three types of information appear on the Feedback Certificate:

- Selected data entered for the transaction

- Results generated by Loan Product Advisor

- Responses from Freddie Mac may include data integrity messages, status information, risk class results, and underwriting guidelines. If automating income/employment and asset verifications using third-party service providers with asset and income modeler (AIM) additional representation and warranty relief eligibility responses will be returned.

You can use the Feedback Certificate to:

- Determine the next steps required to underwrite and document the loan for sale to Freddie Mac

- Track the status of your assessment and/or third-party service request (such as income or asset verification)

- Confirm transaction terms or assessment results

- Identify potential data entry errors

Data Sections

Based on the services you request through Loan Product Advisor, the Feedback Certificate includes various sections of information that will guide you in processing the loan. The following is a list of sections and the associated subsections on the Feedback Certificate you will receive, depending on your requests:

Assessment Summary Section

The **Assessment Summary** section summarizes the Loan Product Advisor results for the transaction. At a glance, you can see affordable product information, including a Home Possible eligibility banner-when applicable, purchase eligibility, risk class, and whether the transaction is eligible for collateral, income and/or asset representation and warranty relief. The Affordable Product Information section provides the AMI and the borrowers' total qualifying income as an AMI percentage to help you better understand the loan's affordable product eligibility. The Representation & Warranty Relief section displays a value of representation and warranty relief that could be returned in the assessment of Eligible, Partial, Not Eligible or N/A. Refer to the specific feedback message sections for detail messages. The Collateral R&W Relief section also returns the collateral valuation method, such as, ACE, ACE+ Property Data Report (PDR), Desktop Appraisal, or a Traditional Appraisal. Also refer to the Property And Appraisal Messages section for collateral specific messages based on the result returned. For more information on appraisal report forms by property type and inspection type refer to Guide Section 5604.1. This section also displays the LP Key Number which is the unique identifier for the loan. The LP Key number is required at delivery to Loan Selling Advisor® to identify the mortgage as a Loan Product Advisor mortgage. The **Results** buttons are links to the corresponding messages on the Feedback Certificate. Each message section identifies specific documentation requirements and/or special underwriting provisions appropriate to the specific risk class.

Loan Details Section

The **Loan Details** section provides borrower(s) name, loan identification information, mortgage type, documentation level and displays the program identifier, if applicable..

Loan-to-Value Ratios Section

The **Loan-to-Value Ratios** section provides a display of the loan-to-value (**LTV**), total loan-to-value (**TLTV**) and HELOC total loan-to-value (**HTLTV**) percentage results based on Loan Product Advisor's calculations for your loan. Confirm for accuracy.
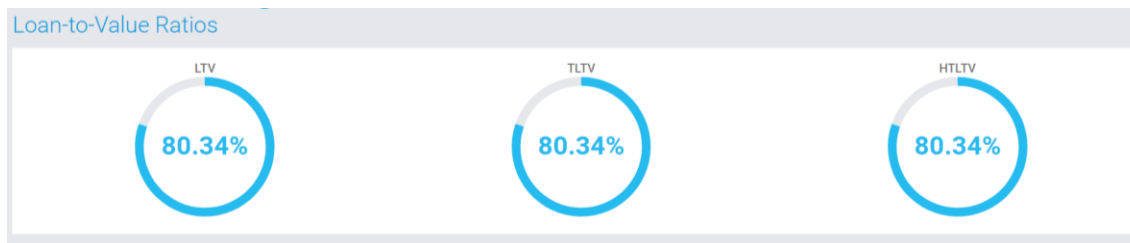
Qualifying Ratios section

The **Qualifying Ratios** section display includes borrower(s) income and debt information, present housing expense, proposed housing PITI and qualifying ratios. Loan Product Advisor uses this information to assess the borrower(s) capacity to repay the mortgage loan. Confirm for accuracy. The Max Mortgage Limit field will display for Conventional and FHA.

Qualifying Ratios

PROPOSED HOUSING (PITI)	PRESENT HOUSING EXPENSE	TOTAL MONTHLY INCOME AMOUNT	TOTAL MONTHLY DEBT
$431.99	$3,000.00	$15,432.00	$2,831.99
HOUSING RATIO	DEBT RATIO	OCCUPANT HOUSING RATIO	OCCUPANT DEBT RATIO
22%	25%	17%	34%

Updated field to display the Max Mortgage Limit for conventional loans.

Credit Report Details Section

The **Credit Report Details** section provides details on credit scoring provided by the Credit Repositories. This section will also indicate if credit has been reordered or reassessed for this transaction.

Credit Report Details

SELECTED BORROWER	SELECTED REPOSITORY	INDICATOR SCORE	CREDIT REORDERED	CREDIT REACCESSED
MARY FREDDIE	Experian	771	N/A	N/A

BORROWER	REPOSITORY AND CREDIT SCORE			CREDIT REFERENCE #
JOHN FREDDIE	Experian 785	**Trans Union 779**	Equifax 760	
MARY FREDDIE	**Experian 771**	Trans Union 768	Equifax 783	

Mortgage Details Section

The **Mortgage Details** section provides a summary of the information used for the assessment, based on information you entered. Confirm for accuracy.

Mortgage Details

PRODUCT TYPE	AMORTIZATION TYPE	AMORTIZATION MONTHS	LOAN AMOUNT	INTEREST RATE
30 Year Fixed	Fixed	360	$163,500.00	3.0000%
LOAN PURPOSE	PURCHASE PRICE	ESTIMATED PROPERTY VALUE	APPRAISED PROPERTY VALUE	NUMBER OF UNITS
Purchase	$215,000.00	$203,500.00	N/A	1
PROPERTY TYPE	OCCUPANCY	REFINANCE TYPE	CASH OUT AMOUNT	NEW CONSTRUCTION
Site Built Detached	Primary Residence	N/A	N/A	N/A
INTEREST RATE BUYDOWN	SALES CONCESSIONS	ARM QUALIFYING RATE	ARM QUALIFYING PITI	LENDER SUBMITTED RESERVES
No	$500.00	N/A	N/A	$100,000.00
AFFORDABLE SECOND	TOTAL SUBORDINATE FINANCING	HELOC BALANCE	HELOC LIMIT AMOUNT	
N/A	N/A	$0.00	$0.00	

Asset Details Section

The **Asset Details** section provides the Total Eligible Assets the borrower has available for closing, the Total Funds to be Verified (this includes Required Borrower Funds, Required Reserves, Paid Down Debt and/or Paid Off Debts, if applicable). Confirm sufficient funds to close. The Third Party Asset Validation field only displays if an asset verification report was requested. See below.

> *Note:* For Paid Down Debt, refer to, [How to Enter Data for Paid Down Debt](#) job aid.

Asset Details

TOTAL ELIGIBLE ASSETS	TOTAL FUNDS TO BE VERIFIED	THIRD PARTY ASSET VALIDATION
$356,310.50	$61,726.00	

REQUIRED BORROWER FUNDS		REQUIRED RESERVES		PAID DOWN DEBTS		PAID OFF DEBTS
$60,626.00	+	$0.00	+	$0.00	+	$1,100.00

If an Asset Verification was requested, the Third Party Asset Validation amount will indicate if Loan Product Advisor was able to verify and validate assets using a third-party service provider and display the verified amount. An additional section displays to provide the asset account information verified using an asset verification report.

John Freddie

ACCOUNT OWNER(S)	FINANCIAL INSTITUTION	VENDOR NAME REISSUE ID/ REPORT ID	ACCOUNT NUMBER AND TYPE	BALANCE	STATEMENT DATE/ EXPIRATION DATE	DUPLICATE
John Freddie			1523421245 Checking Account	$85,000.00	11/30/2022 / 03/30/2023	No

MARY FREDDIE

ACCOUNT OWNER(S)	FINANCIAL INSTITUTION	VENDOR NAME REISSUE ID/ REPORT ID	ACCOUNT NUMBER AND TYPE	BALANCE	STATEMENT DATE/ EXPIRATION DATE	DUPLICATE
MARY FREDDIE			XXX9861401 Checking Account	$78,110.00	12/30/2021 / 04/29/2022	No

Transaction Details Section

The **Transaction Details** section provides the transaction identification information and confirms the counterparty information, provides the LPA version and the assessment expiration date.

Transaction Details

AUS STATUS	LOAN PROCESSING STAGE	ASSESSMENT EXP. DATE	ASSESSMENT TYPE	LPA VERSION
Complete	Application	2024-06-13	Credit	S5.4.00

LOAN PRODUCT ADVISOR ID	TRANSACTION ID	AUS TRANSACTION #	DATE INITIAL SUBMISSION	DATE/TIME ASSESSED
			2024-03-13	2024-03-13T19:27:10

| SELLER NUMBER | BROKER NUMBER N/A | CORRESPONDENT NUMBER N/A | MSP NUMBER N/A | |

| ORIGINATING COMPANY | | SUBMITTING COMPANY | | |
| Cybertek Test2 | | Cybertek Test2 | | |

New Date Initial Submission field with LPA version 5.4.00

![Freddie Mac Single-Family | Learning]

Message Summary Section

The **Message Summary** section displays a list and the number of the message results for the loan by category, along with a **Results** button to navigate to the messages for any category. By clicking the **Results** button, you are taken directly to the section, no scrolling required.

Message Summary 47								
PURCHASE RESTRICTION MESSAGES	DATA QUALITY AND SYSTEM MESSAGES	AFFORDABLE LENDING AND ACCESS TO CREDIT MESSAGES	EMPLOYMENT AND INCOME MESSAGES	ASSETS AND RESERVES MESSAGES	CREDIT AND LIABILITIES MESSAGES	PROPERTY AND APPRAISAL MESSAGES	GENERAL MESSAGES	MORTGAGE INSURANCE MESSAGES
0	0	3	13	8	5	10	6	2
RESULTS	RESULTS	RESULTS	RESULTS	RESULTS	RESULTS	RESULTS	RESULTS	RESULTS

Message Sections

Each message section identifies specific documentation requirements and/or special underwriting provisions appropriate to the specific risk class for employment and income, assets and reserves, credit and liabilities and property and appraisal type. Additional sections are dynamic, such as, the Purchase Restriction Messages, Data Quality and System Messages, Affordable Lending and Access to Credit Messages and Mortgage Insurance Messages and only display if applicable.

Employment and Income Messages Section Example

Employment and Income Messages

CODE	MESSAGE
FEI0034	Mary Freddie is required to sign IRS Form 4506 no later than the Note Date. The form must be retained in the loan file.
FEI0034	John Freddie is required to sign IRS Form 4506 no later than the Note Date. The form must be retained in the loan file.
FEI0102	A 10-day pre-closing verification (10-day PCV) is required for Mary Freddie's Enterprise One employment income. The 10-day PCV must be dated no more than 10 Business Days prior to the Note Date or after the Note Date but prior to the Delivery Date. The verification must be retained in the loan file.
FEI0102	A 10-day pre-closing verification (10-day PCV) is required for John Freddie's Enterprise One employment income. The 10-day PCV must be dated no more than 10 Business Days prior to the Note Date or after the Note Date but prior to the Delivery Date. The verification must be retained in the loan file.
FEI0069	Base non-fluctuating earnings or fluctuating hourly earnings for John Freddie must be supported by either a YTD paystub documenting all YTD earnings and W-2(s) for the most recent calendar year, or a written VOE documenting all YTD earnings and earnings for the most recent calendar year.
FEI0069	Base non-fluctuating earnings or fluctuating hourly earnings for Mary Freddie must be supported by either a YTD paystub documenting all YTD earnings and W-2(s) for the most recent calendar year, or a written VOE documenting all YTD earnings and earnings for the most recent calendar year.
FEI0090	Commission income for Mary Freddie must be supported by YTD paystub(s) documenting all YTD earnings and W-2s for most recent two calendar years OR a written VOE documenting all YTD and most recent two calendar year earnings.

Asset and Reserves Messages Example

Assets and Reserves Messages

CODE	MESSAGE
FAR0049	The loan is eligible for asset representation and warranty relief for the sufficiency of assets to cover the 'Total Funds to be Verified' amount, and the accuracy and integrity of the data on the asset verification report.
FAR0042	Duplicate accounts are not included in the calculation of Third Party Asset Validation amount.
FAR0032	Third Party Asset Validation has been calculated as $155,000.00. This includes eligible asset types of Checking, Savings and Money Market and excludes large deposits. The third-party report dated 12/30/2021 expires 04/29/2022.
FAR0121	The total funds to be verified are no less than $61,726.00. This amount includes required Borrower Funds ($60,626.00), required reserves ($0.00), any debts to be paid off at or before closing ($1,100.00) and any debts to be paid down at or before closing ($0.00).

Credit and Liabilities Message Example

Credit and Liabilities Messages

CODE	MESSAGE
FCL0175	Caution Factor: Credit History. Based on the credit report(s), a combination of credit history factors impacted the risk class.
FCL0366	Caution Factor: Foreclosure. Based on the application, JOHN FREDDIE indicated a foreclosure in the past 7 years that impacted the risk class.
FCL0374	Caution Factor: Loan-To-Value/Total Loan-To-Value. Based on the application, the LTV/TLTV impacted the risk class.
FCL0375	Caution Factor: Utilization of credit. Based on the credit report(s), utilization of credit impacted the risk class.

Property & Appraisal Messages Example

Property & Appraisal Messages

CODE	MESSAGE
FPA0014	Loan is not eligible for collateral representation and warranty relief based on the overall assessment of loan and collateral risk, including appraisal quality, collateral quality and loan characteristics.
FPA0037	The Appraisal Identifier must be provided in order to be eligible for collateral representation and warranty relief.
FPA0072	1,089,300.00 is the maximum loan limit allowed for a 1-unit property located in FAIRFAX County, VA.
FPA0001	Address information provided was insufficient to return county loan limit.
FPA0082	Unable to match address entered. Please confirm accuracy and resubmit if necessary.
FPA0146	A Uniform Residential Appraisal Report desktop appraisal (Form 70D) is the minimum assessment required.

General Messages Example

General Messages

CODE	MESSAGE
FGM0048	Assessment Expiration Date for this loan is 05/26/2023.
FGM0020	Loan Product Advisor Assessment Expiration Date for JOHN FREDDIE is 05/26/2023.
FGM0021	Loan Product Advisor Assessment Expiration Date for MARY FREDDIE is 05/26/2023.
FGM0149	_____ is in a designated high-cost area.
FGM0143	This Feedback Certificate (i) is not a consumer report; (ii) does not constitute an approval or denial by Loan Product Advisor or Freddie Mac of any consumer loan application; (iii) may only be shared or distributed by the Loan Product Advisor licensee, including the Seller/Servicer, as permitted in Freddie Mac Single-Family Seller/Servicer Guide

The following sections are <u>dynamic</u> and display as applicable.

If applicable, Purchase Restriction Messages Example

The Purchase Restriction section displays with a Purchase Eligibility result of 'Ineligible' returned in the Assessment Summary section and provides feedback messages to indicate the loan is not eligible for sale to Freddie Mac as submitted. Review the feedback messages to determine next steps to correct and resubmit.

Note: FHA/VA loans always return a 'N/A' result.

> **Note:** Effective February 26, 2024 when the Project Legal Structure Type is "Condominium" Loan Product Advisor has been updated to identify whether the condominium project is one that has a Not Eligible status in Condo Project Advisor®. If the project has this status Loan Product Advisor will return a Purchase Eligibility of 'Ineligible' and a Purchase Restriction message identifying the reason for the ineligibility and indicating that Freddie Mac will not purchase the loan secured by the condo unit in the condo project. For more information and next steps refer to the February 2024 Release Notes and the Condominium Unit Mortgage webpage.

If applicable, Data Quality and System Messages Example

Because Loan Product Advisor is an automated system, it relies heavily on information from other sources. Consequently, accurate and complete data submission is critical. You are responsible for the accuracy and completeness of the data submitted. Warning error messages returned in this section do not impact Loan Product Advisor's ability to complete an assessment. Resolve errors by checking the format, content and reason for the error of each field identified in the applicable feedback message(s). Correct value and resubmit.

Data Quality and System Messages

CODE	MESSAGE
DQC0682	Review for accuracy: Project Design Type was not submitted and has been defaulted to Garden Project. If this value is not accurate, update the field with the correct value and resubmit.

If applicable, Affordable Lending and Access to Credit Messages Example

This section provides area median income results based on the property location and will identify affordable lending product eligibility.

Affordable Lending and Access to Credit Messages

CODE	MESSAGE
FAL0002	Based on the annual qualifying income ($106,080.00) and the Area Median Income (AMI) ($140,500.00) where the property is located, the loan meets the housing goal qualifications for a Low-Income Purchase (LIP) since the income is at or below 80% AMI ($112,400.00).
FAL0011	The area median income (AMI) is $140,500.00 for the address submitted. The submitted annual qualifying income of $106,080.00 is 75.51% of the AMI.
FAL0037	This loan meets Home Possible income limits. To assess the loan as a Home Possible mortgage, resubmit as Home Possible.

If applicable, Mortgage Insurance Messages Example

This section identifies the mortgage coverage required to sell the mortgage to Freddie Mac and eligibility for custom mortgage insurance, if applicable.

Mortgage Insurance Messages

CODE	MESSAGE
FMI0032	Loan is eligible for 6% custom mortgage insurance coverage.
FMI0053	Loan requires 12% standard mortgage insurance coverage.

FOOTNOTE * Representation and Warranty

Read the Document Checklist

The Document Checklist provides easy-to-read, specific information for determining Loan Product Advisor documentation requirements. The Document Checklist can be used at point of sale and provides the minimum Freddie Mac documentation requirements for a Loan Product Advisor-assessed loan.

For Third-Party Originators (TPOs), confirm documentation requirements with your Lender. Your lender may have additional, or different requirements for certain loans.

Note: Also refer to AIM that automates the manual processes for the assessment of borrower assets and income.

Freddie Mac　　　　　　　　　　　　　**Loan Product Advisor® Documentation Checklist**

Assessment Summary

PURCHASE ELIGIBILITY	RISK CLASS	COLLATERAL R&W* RELIEF
✓ ELIGIBLE	✓ ACCEPT	✗ NOT ELIGIBLE

INCOME R&W* RELIEF	ASSET R&W* RELIEF	
✗ NOT ELIGIBLE	✗ NOT ELIGIBLE	

Loan Data

BORROWER NAME	BORROWER NAME	APPRAISAL IDENTIFIER
JOHN FREDDIE	MARY FREDDIE	N/A

LP AUS KEY	LENDER LOAN NUMBER	AUS TRANSACTION NUMBER

LOAN PRODUCT ADVISOR IDENTIFIER	TRANSACTION ID	PROPERTY ADDRESS

MORTGAGE TYPE	DOCUMENTATION LEVEL	
Conventional	Streamlined Accept	

Received

This checklist reflects those item required for Lender Loan Number: _____ Submitting Company Name: Cybertek Test2.

Please Note:

Any change to loan data could change the Documentation Checklist requirements, If you would like more details on these guidelines, please consult the Full Feedback Certificate.

☐ A 10-day pre-closing verification (10-day PCV) is required for MARY FREDDIE's The Big Company employment income. The 10-day PCV must be dated no more than 10 Business Days prior to the Note Date or after the Note Date but prior to the Delivery Date. The verification must be retained in the loan file.

☐ A 10-day pre-closing verification (10-day PCV) is required for JOHN FREDDIE's The Big Company employment income. The 10-day PCV must be dated no more than 10 Business Days prior to the Note Date or after the Note Date but prior to the Delivery Date. The verification must be retained in the loan file.

☐ Base non-fluctuating earnings or fluctuating hourly earnings for JOHN FREDDIE must be supported by either a YTD paystub documenting all YTD earnings and W-2(s) for the most recent calendar year, or a written VOE documenting all YTD earnings and earnings for the most recent calendar year.

☐ Base non-fluctuating earnings or fluctuating hourly earnings for MARY FREDDIE must be supported by either a YTD paystub documenting all YTD earnings and W-2(s) for the most recent calendar year, or a written VOE documenting all YTD earnings and earnings for the most recent calendar year.

☐ No reserves are required.

☐ Uniform Residential Appraisal Report (Form 70) is required.

☐ JOHN FREDDIE is required to sign IRS Form 4506 no later than the Note Date. The form must be retained in the loan file.

☐ MARY FREDDIE is required to sign IRS Form 4506 no later than the Note Date. The form must be retained in the loan file.
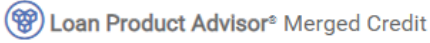
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Read Merged Credit Report

A merged credit report is issued by a Credit Reporting Company (CRC) and must include credit information from at least two credit repositories. An individual merged credit report includes all credit repository credit data for one individual borrower. A joint merged credit report includes all credit repository credit data on two individual borrowers.

Merged credit reports are produced when CRC or technical affiliate merges the infile credit reports received from the three credit repositories (TransUnion, Equifax, and Experian) into a single report. If you want to use a merged credit report to verify information on the loan application, you may request a merged credit report through Loan Product Advisor, or you may use Reference Numbers to access previously requested merged credit reports. Loan Product Advisor always bases its assessment on infile credit reports for Conventional and VA mortgages.

Read Property Valuation Disclosure Form

Displays Home Value Explorer (HVE) results pertaining to the loan transaction for approved Seller/Servicers.

Print Results

With Loan Product Advisor, you can print the assessment results. The results are saved for each transaction and can be viewed and printed at any time after the loan has been submitted.

Perform the following steps to print the results:

1. Select the **Print** icon from the right margin.

2. A window displays a **Save or Save As** prompt. Click **Save** to save the Feedback Certificate on your computer.

3. Upon selection of the printer icon, the feedback certificate will continue to be displayed in one tab and the PDF print preview version displays in another tab.

4. Select the **Print** option to print within the browser you are using to access Loan Product Advisor.

Export Results

Loan Product Advisor provides the ability to export the loan results in an XML format that can be uploaded.

To export the results, perform the following steps:
1. Select the Export icon from the right margin.
2. A window displays a Save or Save As prompt. Click Save to save the XML loan results on your own computer.
   Open the XML result file displayed at the bottom of your computer screen to view the XML.

Documenting a Loan

Loan Product Advisor assesses mortgages based on the data you provide, as well as on data from the credit repositories and Home Value Explorer® (HVE®), if applicable. In order to obtain the appropriate documentation and underwriting requirements, it is critical that data is entered accurately. You are responsible for representations and warranties regarding the accuracy of the data you submit to Loan Product Advisor for assessment.

Review the following sections to help understand the requirements to follow for documenting your mortgage transactions:

- Eligibility Requirements

- Documentation and Underwriting Requirements

- Your Lending Decision

- Delivering the Loan

Eligibility Requirements

Most mortgages assessed by Loan Product Advisor, and all mortgages purchased by Freddie Mac must meet certain criteria. The Loan Product Advisor Documentation Matrix provides guidance on documentation and requirements for eligibility.

Also, review Chapters 5101 through 5500 in the Freddie Mac Single-Family Seller/Servicer Guide and the terms of your Master Agreement and/or other Pricing Identifier Terms for all eligibility when documenting and underwriting Loan Product Advisor loans.

Documentation and Underwriting Requirements

Refer to Loan Product Advisor results (Feedback Certificate and Document Checklist) for initial guidance on the documentation and underwriting requirements for each loan file. You may also want to refer to the Loan Product Advisor Documentation Matrix for more detailed information based on the loan file's credit risk class and documentation level.

If certain information is not specified in the results Loan Product Advisor provides or the Loan Product Advisor Documentation Matrix, review Chapters 5101 through 5500 in the Guide and the terms of your Master Agreement and/or other Pricing Identifier Terms for requirements on what information to obtain when documenting and underwriting Loan Product Advisor loan files.

Your Lending Decision

The Lender retains all authority to make any lending decision. Any issues or questions regarding granting or denying credit or adverse actions notices should be directed to the Lender.

Delivering the Loan

If data pertinent to the Loan Product Advisor assessment of the loan file changes prior to closing, resubmit the loan file prior to closing to make sure the final transaction prior to closing reflects accurate data.

Note: Loan Product Advisor mortgages must have a Settlement Date that is not more than 12 months after the Note Date, or for Construction Conversion and Renovation Mortgages, the Effective Date of Permanent Financing.