

Cancelling a Trial or Official Modification for a Government Loan*

Description & Purpose

If a FHA-HAMP or RD-HAMP loan is entered into the HAMP® Reporting Tool by the servicer in error or if the loan number is entered incorrectly, the loan data must be canceled in the reporting tool.

The [HAMP Reporting Tool](#) is available to participating servicers on the secure area (using the Participating Servicer Login) of [HMPAdmin.com](#).

This job aid describes how and when to cancel previously reported FHA-HAMP or RD-HAMP trial and official modifications.

Trial cancellations can be completed at any time during the month. Cancellations of official modifications can only be reported during the first four days of the month.

Contents

This job aid describes how and when to cancel previously reported FHA-HAMP or RD-HAMP trial and official modifications.

List of References

Reference	Location	When Needed
HAMP Reporting Tool direct link	https://hamp.blackknightdna.com	Direct access to the HAMP Reporting Tool.
LPS HAMP User's Guide	A downloadable version of the Black Knight HAMP User's guide is found in the Support section of the HAMP Reporting Tool.	Contains information for using the Tool, including viewing reports.
HAMP Solutions Center/ LPS Technical Support	(866) 939-4469 Select Option 1, then Option 5.	Call if you need further assistance.
How to Check Web Data Submissions	Page 3 of this Job Aid	Once data is submitted check this report to see if the submission was successful.

* The reporting requirements explained in this document are in addition to any contractual reporting requirements you may have as a servicer of mortgage loans.

Cancelling a FHA-HAMP Trial or Official Modification

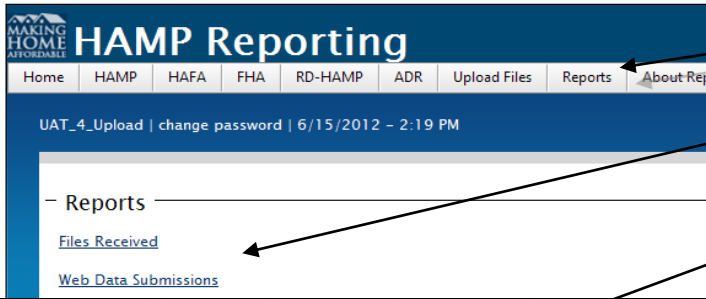
The system will automatically convert a modification to an Official Disqualified (DQ) state after receiving 90 days of non-payment OMRs for a borrower. No further reporting is required or accepted after the loan is in a DQ state.

To cancel a **FHA-HAMP** or **RD-HAMP Trial or Official Modification**, follow the steps below.

✓ #	Step Description
1	<p>Log in to the HAMP Reporting Tool: https://hamp.Blackknightdna.com</p> <p>Use the Login Name and Password assigned when registering for the tool. Select the FHA or RD-HAMP Tab and select the FHA Cancel or RD-HAMP Cancel option from the drop-down menu.</p>
2	<p>Populate the Cancel Data. All fields are required.</p> <p><i>Note: Submitted data can be saved for up to 45 days. If your previous submission was saved, click on the "Load Saved Data" link to populate the previously submitted data.</i></p> <div data-bbox="284 674 1360 1024" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>- Cancel Data -</p> <p>? Hover your mouse pointer over field names to view context help for that field's associated business rule.</p> <p>Loan Modification Fallout Reason Code <input type="text"/></p> <p>HAMP Servicer Number <input type="text"/></p> <p>Servicer Loan Number <input type="text"/></p> <p>Submission Status <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Add Activity"/> <input type="button" value="Clear Form"/></p> </div> <p>Loan Modification Fallout Reason Code: Only the following six Reason Codes are allowable to select from for cancelling a FHA-HAMP or RD-HAMP even though more reasons are listed in the drop down field:</p> <ul style="list-style-type: none"> • Ineligible Mortgage • Trial Plan Default (Not permitted for Official Cancel) • Data Correction (Incorrect data) • Payor Request • Compliance Request • Submission Error Correction (Incorrect transaction type) <p>Submission Status: Select Trial Cancel or Official Cancel</p> <p><i>Note: Cancelling an official will impact compensation incentives. Contact MHA_Comp@fanniemae.com for more details.</i></p>
3	<p>Click Add Activity.</p> <p>Initial validation results are shown directly on the screen. The data entered is validated to see if any fields are incorrectly populated.</p>
4	<p>Check the Web Data Submissions Results. Go to Page 3 for instructions.</p>

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How to Check Web Data Submissions



To review second validation, follow these steps:

1. Go to the Reports Tab
2. Select Web Data Submissions
3. The Web Data Submissions Report lists the transactions that you submitted and provides a transaction processing status.

Reports- Data submitted through the website

Transaction Type	Entered On	Fannie Mae Response File Received	Fannie Mae Response Message
TrialPeriod	3/23/2010 1:02:00 PM	3/23/2010 6:42 PM	The file has 1 loan(s). [Download ResponseFile]
LoanAc	3/23/2010 1:00:00 PM	3/23/2010 6:42 PM	The file has 1 loan(s). [Download ResponseFile]
LoanAc	3/23/2010 1:00:00 PM	3/23/2010 6:42 PM	The file has 1 loan(s). [Download ResponseFile]
TrialPeriod	3/23/2010 12:59:00 PM	3/23/2010 6:42 PM	The file has 2 loan(s). [Download ResponseFile]
TrialLoanSetup	3/23/2010 12:59:00 PM	3/23/2010 6:42 PM	The file has 1 loan(s). [Download ResponseFile]
TrialLoanSetup	3/23/2010 12:59:00 PM	3/23/2010 6:40 PM	The file has 1 loan(s). [Download ResponseFile]
HMDA	3/23/2010 11:57:16 AM	3/23/2010 12:06:42 PM	The file has 1 loan(s). [Download ResponseFile]

Transaction Type
Type of transaction i.e. TrialLoanSetup, OfficialLoanSetup, etc.

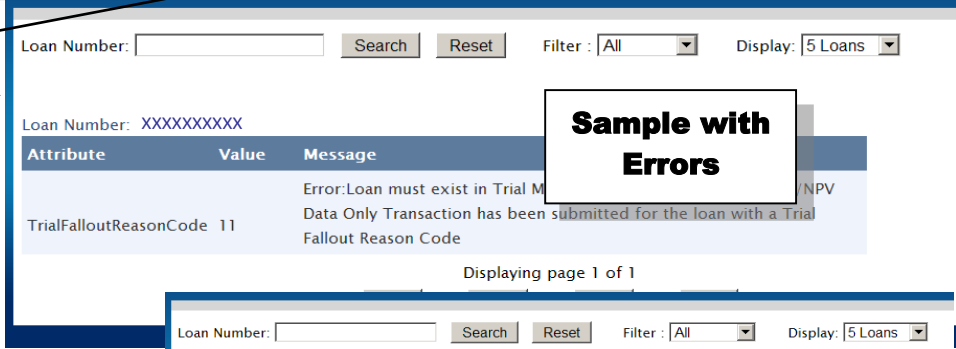
Entered On
The time stamp of each submittal. This confirms that the data was submitted to the HAMP Reporting Tool for processing. A transaction should not be considered successfully processed until you have received confirmation by viewing the Fannie Mae Responses report.

Response File Received
This column will display the date and time the file was received (but not processed).

Response File Message
Initially, this column will indicate that the HAMP Reporting Tool Response is pending. After successful processing, the response file will list a summary of errors and warnings that occurred for each individual transaction in the file.

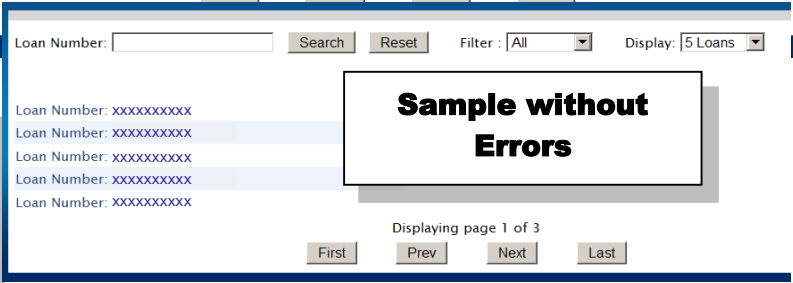
4. Click on the message link to open the response file.

- Use the First, Prev, Next and Last buttons to scroll through the messages.
- To locate a specific loan number, enter the appropriate number in the Loan Number field and click Search.



Sample with Errors

- In addition, the number of displayed loans per page can be set and the user can filter by loans with errors or warnings to make searching faster.



Sample without Errors

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