

Reporting a 2MP Partial or Full Extinguishment*

Description & Purpose

Under the Second Lien Modification ProgramSM (2MPSM), when a borrower's first lien is modified under the Home Affordable Modification ProgramSM (HAMP[®]), and you are a participating 2MP servicer, in accordance with any applicable pooling and servicing agreement or other investor servicing agreement, you may elect to partially or fully extinguish a second lien. When the partial or full extinguishment option is used, the extinguishment of the second lien may not become effective unless and until the modification of the first lien becomes effective under HAMP.

Following a partial extinguishment of the second lien, you must take all necessary action to reflect the new unpaid principal balance of the second lien in the modification documents.

You are required to report the extinguishment using the HAMP Reporting Tool no later than the 4th business day of the month in which the second lien extinguishment is effective.

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

Contents

This job aid contains step-by-step instructions to report 2MP Full or Partial Extinguishment Data one record at a time.

Note: To upload multiple records at one time, refer to the [Uploading Files with Multiple Loans job aid](#). If you're submitting more than 5 or 10 loans, "multiple loan upload" is recommended.

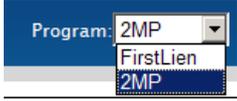
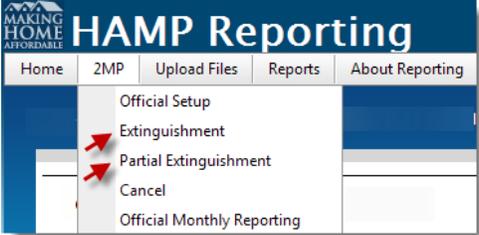
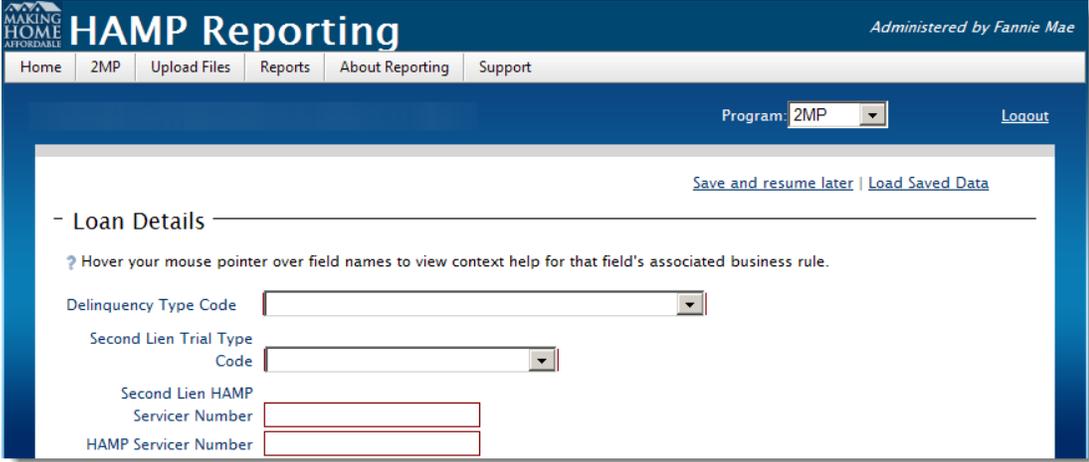
List of References

Reference	Location	When Needed
HAMP Reporting Tool direct link	https://hamp.blackknightdna.com/	Direct access to the HAMP Reporting Tool
HAMP Data Dictionary	<ol style="list-style-type: none"> Second Lien Modification Program Scroll down to the <i>Loan Reporting Documents</i> section Find the latest <i>2MP Data Dictionary</i> 	Use the 2MP Data Dictionary for a list of data elements, definitions and the conditions under which each is required.
HAMP Solutions Center	(866) 939-4469 Select Option 1, then Option 5	Call if you need further assistance or e-mail Modification Reporting at MHA_mod_reporting@fanniema.com

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

Process Steps

To report a 2MP full or partial extinguishment, follow the steps below.

✓ #	Step Description
1	<p>Log in to the HAMP Reporting Tool https://hamp.blacknightdna.com/</p> <p>Use the Logon Name and Password assigned when registering for the tool.</p> <ul style="list-style-type: none"> Choose the 2MP Program 
2	<p>Select the 2MP Tab</p> <p>Select the Extinguishment or Partial Extinguishment option from the drop down menu.</p> 
	<p>Tips:</p> <ol style="list-style-type: none"> Hover the mouse over a field name to view a pop-up window with detailed information about the field. Save inputs at any time and return later by clicking the Save and resume later link at the bottom of the screen. To remove saved data, manually clear individual fields or select the Clear Form button to reset all fields to defaults. Mandatory or required data fields are denoted by a red border.
3	<p>Populate the appropriate fields for each section.</p> <ol style="list-style-type: none"> Loan Details Property Details Borrower / Co-Borrower Pre Modification Post Modification (Partial Extinguishment Only) Step Schedule (Partial Extinguishment Only)  <p>*For descriptions of the required field data refer to the 2MP Data Dictionary.</p>
4	<p>Confirm the data.</p> <p>Ensure entries are complete, accurate and consistent with your records.</p>



	#	Step Description
	5	Click <i>Add Activity</i>. <u>Two</u> validations are performed. The first validation is from the HAMP Reporting Tool and the second from the HAMP Reporting System
	6	Check the first validation results, from the HAMP Reporting Tool. Once you click <i>Add Activity</i> , the data you entered is validated to see if any required fields aren't populated correctly. Issues will be highlighted directly on the input form. If necessary, fix any errors and click <i>Add Activity</i> to resubmit the data.
	7	Check the second validation results, from the HAMP Reporting System. Go to the Report Tab and select the Web Data Submissions link to check the second validation results. (<i>See next page for detailed steps and examples.</i>) The data entered is validated again, this time comparing the data to business rules to see if any warnings or errors are found.  Note: <i>A transaction should not be considered successfully processed until you have received confirmation from the HAMP Reporting Tool and the HAMP Reporting System indicating that all of your loans have been successfully processed.</i> Transactions are grouped together and sent for processing every 15 minutes.
	8	If necessary, correct any errors and resubmit. Transactions with errors must be corrected and resubmitted. Open your saved file, correct the data and resubmit by clicking <i>Add Activity</i> .

Matching Second Liens to HAMP First Liens

To facilitate the communication of HAMP modification information between HAMP and 2MP servicers, Black Knight Financial Technology Solutions (Black Knight)) has built and is maintaining a database of second liens that may be eligible under 2MP. Information from the database will be used to match first and second liens and to notify 2MP servicers of the HAMP modification status and details necessary for the 2MP servicer to offer a 2MP modification to the borrower.

As part of its contract with Black Knight, a 2MP servicer will agree to provide the following categories of information on all eligible second liens loans that it services to Black Knight for matching:

- **Loan Identifying Information**
- **Borrower/Co-Borrower Identifying Data**
- **Property Identifying Data**
- **2MP Servicer Contact Information**

If the 2MP servicer identifies matching first and second liens on its own system, it should work with Black Knight to ensure that the required loan information is accurately reflected in the Black Knight database. In addition, the 2MP servicer must provide monthly updates of this information to Black Knight. The information provided to Black Knight will be used for matching first and second liens to facilitate 2MP modifications and for program analysis and reporting. A “multiple subordinate lien match” will be deemed to exist when there are multiple second lien matches for a single HAMP-modified first lien. Black Knight will identify multiple matches that are discovered during the regular match process and will provide certain limited information to the 2MP servicer. A “probable lien match” will be deemed to exist for a HAMP-modified first lien and second lien where the property addresses for both loans are not an exact match but the social security numbers of the borrowers and the property zip codes are the same for both liens.