

## Reporting a Trial Loan Setup or Official Modification for a Government Loan\*

### Background

Mortgage loans insured or guaranteed by a federal government agency, such as the Federal Housing Administration (FHA) or the Department of Agriculture's Rural Housing Service (RHS), are eligible for modification under the Home Affordable Modification Program<sup>SM</sup> (HAMP<sup>®</sup>).

#### FHA-HAMP

- In July 2009, FHA launched FHA-HAMP to provide additional assistance to borrowers with FHA insured loans who are unable to meet their mortgage payments through FHA's Mortgagee Letter 2009-23. This is a mandatory loss mitigation program for FHA-insured loans and services must follow the program guidelines in ML 2009-23 and all other related existing or future guidance. The effective date for the FHA-HAMP was August 15, 2009.
- In March, 2010, the U.S. Treasury announced that FHA-insured first lien mortgage loans that are modified under FHA-HAMP are eligible for certain incentive payments under the Making Home Affordable (MHA) Program.

#### RD-HAMP

- In August 2010, RHS announced Special Loan Servicing to provide assistance to borrowers with Single Family Housing Guaranteed Loan Program loans who are unable to meet their mortgage payments. RD-HAMP provides pay-for-performance compensation for borrowers and pay-for-success compensation for servicers for RHS-guaranteed first lien Non-GSE Mortgages that are modified under Special Loan Servicing, on or after September 24, 2010.

### Description & Purpose

Servicers are required to provide Treasury FHA-HAMP or RD-HAMP loan level data reporting to the Program Administrator at the start of the modification trial period, at loan set up of the permanent modification, and monthly after the modification is set up.

This data must be accurate, complete, and in agreement with the servicer's records. Servicers are required to submit three separate data files using the HAMP Reporting Tool.

1. The servicer should begin trial period reporting once the servicer receives the borrower's first trial period payment, and report the **trial period setup data** (including first trial period payment) in the HAMP Reporting Tool no later than the 4th business day of the month immediately following the month in which the Trial Period Plan Effective Date occurs.
2. The servicer sends the borrower a Modification Agreement that outlines the terms of the final modification and receives the signed Modification Agreement back from the borrower.

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

## Description & Purpose *continued*

- The servicer must report the **official loan setup** data for the modification no later than the 4<sup>th</sup> business day of the month<sup>1</sup> in which the modification is effective, but it cannot be submitted before the modification effective date.

**Note:** *The trial loan setup (loan must be in active status) must be reported prior to reporting the official modification*

- If the borrower does not pay the final trial period payment by the due date, but does pay it by the end of the final trial period month, the servicer may elect to establish the first day of the second month following the final trial period as the modification effective date.

**Note:** *If there is a need to correct an official modification which has already been submitted, you must cancel and resubmit the modification.*

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 either the initial loan setup data and the first trial period payment, or the official HAMP modification. It provides instructions to report 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	<a href="https://hamp.blackknightdna.com">https://hamp.blackknightdna.com</a>	Direct access to the HAMP Reporting Tool
Helpful Tips for Reporting Trial Loan Setup or Official Modifications	Starting on Page 6 of this Job Aid	Useful tips and details for completing the Trial Setup input form or the Official Modification input form.
HAMP Data Dictionary	<ol style="list-style-type: none"><li>HMPAdmin.com, under Programs select either <a href="#">Treasury FHA-HAMP Program</a> or <a href="#">RD-HAMP Program</a></li><li>Scroll down to the Loan Reporting Documentation Section</li><li>Find the latest applicable <i>Data Dictionary</i></li></ol>	Use the FHA-HAMP or RD-HAMP Data Dictionary for a list of data elements, definitions and the conditions under which each is required.
HAMP Solution Center	(866) 939-4469 Select Option 1, then Option 5	Call if you need further assistance

<sup>1</sup> Grace Period: The HAMP Reporting Tool currently accepts permanent HAMP transactions through Business Day 6.

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## Process Steps

To report initial loan setup data and the 1<sup>st</sup> trial period payment or the official modification setup, follow the steps below.

✔ #	Step Description										
1	<p><b>Log in to the HAMP Reporting Tool</b> <a href="https://hamp.blackknightdna.com">https://hamp.blackknightdna.com</a> Use the Login Name and Password assigned when registering for the tool. Select the appropriate option for the phase of the process you are reporting:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Program Tab</th> <th>Drop-Down Menu Option</th> </tr> </thead> <tbody> <tr> <td>FHA</td> <td>FHA Trial Setup</td> </tr> <tr> <td></td> <td>FHA Official Modification</td> </tr> <tr> <td>RD-HAMP</td> <td>RD-HAMP Trial Setup</td> </tr> <tr> <td></td> <td>RD-HAMP Official Modification</td> </tr> </tbody> </table>	Program Tab	Drop-Down Menu Option	FHA	FHA Trial Setup		FHA Official Modification	RD-HAMP	RD-HAMP Trial Setup		RD-HAMP Official Modification
Program Tab	Drop-Down Menu Option										
FHA	FHA Trial Setup										
	FHA Official Modification										
RD-HAMP	RD-HAMP Trial Setup										
	RD-HAMP Official Modification										
2	<p><b>Populate the appropriate fields for each section.</b> There are six sections:</p> <ol style="list-style-type: none"> <li>1. Loan Details</li> <li>2. First Trial Payment Record</li> <li>3. Property Details</li> <li>4. Borrower</li> <li>5. Pre-Modification</li> <li>6. Post Modification</li> </ol> <p><b>For details on what data to enter, refer to:</b></p> <ul style="list-style-type: none"> <li>• <i>Helpful Tips for Reporting</i>, starting on page 6 of this Job Aid.</li> <li>• <i>HAMP Data Dictionary</i>. Location instructions are found on Page 2 of this Job Aid in the List of References.</li> <li>• The field name on the input screen: Hover the mouse pointer to view a pop-up window with additional information about that field.</li> </ul> <p><b>Note:</b> <i>The mandatory or required data fields are denoted by a red border.</i> Save inputs at any time and return later by clicking the <i>Save and resume later</i> link. To remove saved data, manually clear individual fields or select the <i>Clear Form</i> button to reset all fields to defaults.</p>										
3	<p><b>Confirm the data.</b> Ensure entries are complete, accurate and consistent with your records.</p>										
4	<p><b>Click Add Activity.</b> <u>Two</u> validations are performed. If no error message is shown, the data has been submitted successfully and the HAMP Reporting Tool displays the confirmation message <i>Activity Processed</i>.</p>										
5	<p><b>Check the Initial Validation results.</b> 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.</p>										
✔ #	Step Description										
6	<p><b>Go to the Report Tab and Web Data Submissions to check the Second Validation results.</b> (See next page for detailed steps and examples.) The data entered is validated again, this time comparing the data to business rules to see if any warnings or errors are found.</p> <p style="background-color: #e0e0e0; padding: 5px;"><b>Note:</b> <i>A transaction should not be considered successfully processed until you have received confirmation from the HAMP Reporting Tool indicating that all of your loans have been successfully processed.</i></p> <p>Transactions are grouped together and sent for processing every 15 minutes.</p>										
7	<p><b>If necessary, correct any errors and resubmit.</b> Transactions with errors must be corrected and resubmitted. Open your saved file, correct the data and resubmit by clicking <i>Add Activity</i>.</p>										

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# How to Check Web Data Submissions

**Note:** The response message may take a few minutes to complete.



**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 1:00:00 PM	3/23/2010 5:42 PM	The file has 1 loan(s). [Download ResponseFile]
LoanAct	3/23/2010 1:00:00 PM	3/23/2010 5:42 PM	The file has 1 loan(s). [Download ResponseFile]
LoanAct	3/23/2010 1:00:00 PM	3/23/2010 5:42 PM	The file has 1 loan(s). [Download ResponseFile]
TrialPeriod	3/23/2010 12:59:59 PM	3/23/2010 5:42 PM	The file has 2 loan(s). [Download ResponseFile]
TrialLoanSetup	3/23/2010 12:59:59 PM	3/23/2010 5:42 PM	The file has 1 loan(s). [Download ResponseFile]
TrialLoanSetup	3/23/2010 12:59:59 PM	3/23/2010 5:40 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.

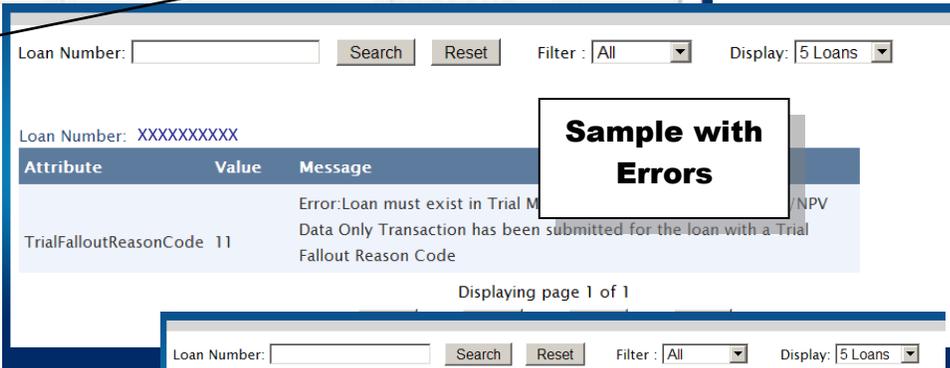
**Entered On**  
The time stamp of each submittal. This confirms that the data was submitted to the HAMP Reporting Tool for processing. A transaction should not be considered successfully processed until you have received confirmation by viewing the Response report.

**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.

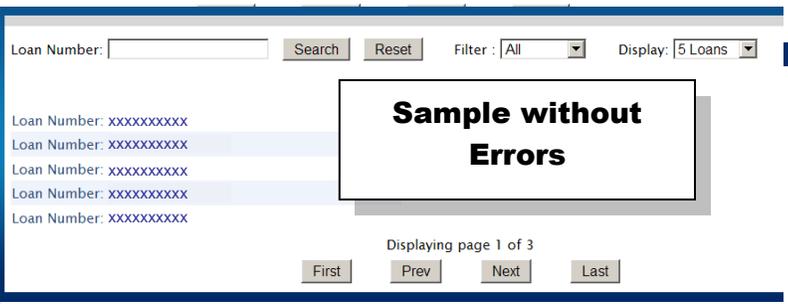
4. Click on the message link to open the response file.

- 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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## Helpful Tips for Reporting Trial Loan Setup or Official Modification

There are six sections included in Trial Loan Setup and Official Modification for FHA-HAMP and RD-HAMP. This guide gives assistance for *select* data required.

Data Element with Data Dictionary Number	Section	Description
<b>Mortgage Type</b> DD93	Loan Details	For FHA, choose: <ul style="list-style-type: none"> <li>• “FHA-Loans insured by the Federal Housing Administration.” Any other selection will result in an error.</li> </ul> For RD-HAMP, choose: <ul style="list-style-type: none"> <li>• “RD-HAMP – Loans Guaranteed by the Department of Agriculture Rual Development”</li> </ul>
<b>Government Agency Case Number</b> DD457	Loan Details	Required for FHA-HAMP <ul style="list-style-type: none"> <li>• For FHA: Government Agency Case Number must be of the format XXX-XXXXXXX (where X is a numeric value and a '-' hyphen is in the 4th position).</li> </ul>
<b>Government Agency Service Number</b> DD458	Loan Details	Required for both FHA-HAMP and RD-HAMP <ul style="list-style-type: none"> <li>• For RD-HAMP, the Government Agency Servicer Number must be 9 digits (with no hyphens).</li> <li>• For FHA: Government Agency Servicer Number must be numeric and 5 digits in length.</li> </ul>
<b>Supplementary Assistance Code</b> DD678		Choose one of the following: <ul style="list-style-type: none"> <li>• None – Use for GSE. Indicates the borrower has not received supplementary assistance such as Hardest Hit Funds.</li> <li>• Hardest Hit Funds – Use for non-GSE loans if borrower has received Hardest Hit Funds. If this option is selected, the Investor Code (DD9) must be “Portfolio” or “Private.”</li> </ul>
<b>Monthly Debt Payment XPITIA (excluding PITIA)</b> DD109	Loan Details	Optional field during Trial loan set-up and Mandatory Field during Official Loan set-up.
<b>Modification Effective Date</b> DD105	Loan Details	For Trial, this is the anticipated Modification Effective Date of the official loan modification. This is the first day of the month following the month when the last trial payment is due. For Official, this is the actual Modification Effective Date of the official loan modification. Example: Trial Effective Date: 1/1/2015    Official Modification Effective Date: 4/1/2015    Trial Length = 3 months
<b>Interest Lock Date</b> DD87	Loan Details	Optional field for Trial, if provided must be on or before expected Official Modification Effective Date.
<b>Principal &amp; Interest [@31% DTI]</b> DD133	Loan Details	P&I Payment at 31% DTI = Monthly Gross Income * 31% - Escrow Payment After Modification (if exists) – Association Dues/Fees Before Modification (if Exists)
<b>Trial Period Length</b> DD91	Loan Details	Length of Trial must be greater than or equal to 3 months; length of trial period must be equal to Modification Effective Date – First Trial Payment Due Date on Official if provided and latest trial if not provided on official. Example: Trial Effective Date: 1/1/12    Official Modification Effective Date: 4/1/12    Trial Length = 3 months
<b>Occupancy Status</b> DD149	Property Details	Must be “Borrower Occupied”

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Data Element with Data Dictionary Number	Section	Description
Usage Type DD155	Property Details	Must be "Principal Residence"
Pre-Modification: Based on the existing mortgage loan terms immediately prior to the most recent Trial Period Plan Effective Date for the modification being reported		
Front Ratio (Before Mod) DD77	Pre-Modification	Monthly Housing Expense Before Mod (DD113) <i>divided by</i> Monthly Gross Income (DD110) <b>Note: "As of" date is immediately prior to the first trial payment due date</b>
Last Paid Installment (LPI) Date DD89	Pre-Modification	The date the borrower paid the full contractual payment. Must be before first Trial Plan Payment Due Date.
Unpaid Principal Balance (UPB) DD225	Pre-Modification	Total unpaid principal balance outstanding (interest bearing and non-interest bearing)
Principal and Interest Payment (Before Mod) DD135	Pre-Modification	Various calculations using Front Ratio before modification, Principal and Interest Rate at 38% and 31%. Various calculations applied to ensure that payment provided calculates based on the UPB before mod, Remaining Term before mod and Interest rate before mod. Review Data Dictionary for specific calculations <b>Note: Principal and Interest Before Mod cannot be less than the Principal and Interest After Mod.</b>
Product (Before Mod) DD142	Pre-Modification	Select either: <ul style="list-style-type: none"> <li>ARM or</li> <li>Fixed Rate</li> </ul>
Post Modification: Based on anticipated terms for the proposed Permanent modification at the time of trial setup.		
Front Ratio (After Mod) DD76	Post-Modification	Must be less than 32% and must be equal to or less than Back Ratio after Modification.
Interest Rate (After Mod) DD83	Post-Modification	<ul style="list-style-type: none"> <li>For FHA, must be greater than 0%</li> <li>If GSE loan, must be greater than 2% and less than 20%.</li> </ul>
Last Paid Installment Date DD88	Post-Modification	For Trial this should be one month before the anticipated Modification Effective Date For Official Modification, it is the actual LPI Date After Mod and must be one month before the Modification Effective Date
Unpaid Principal Balance (UPB) (After Mod) DD222	Post-Modification	The unpaid principal balance after modification excludes any applicable forbearance or forgiveness amount and can also be referred to as Net UPB Amount.
Principal and Interest Payment (After Mod) DD132	Post-Modification	Various calculations applied to ensure that payment provided calculates based on the UPB after mod, Remaining Term after mod and Interest rate after mod. Review Data Dictionary for specific calculations. <b>Note: Principal and Interest Before Mod cannot be less than the Principal and Interest After Mod.</b>
First Payment Due Date (After Mod) DD74	Post-Modification	First Payment Due Date after Modification should be the same as the anticipated Modification Effective Date.
Max Interest Rate (After Mod) DD100	Post-Modification	The interest rate cap for the loan. <ul style="list-style-type: none"> <li>If loan is a fixed rate, Max Interest Rate must equal the Interest Rate after modification.</li> </ul> If the Interest Rate after modification is less than the PMMS rate (which corresponds to the interest Rate Lock Date) then the Max Interest Rate after modification must equal the PMMS Rate rounded to the nearest 1/8 <sup>th</sup> . <b>Note: Max Interest Rate is Optional for Trial Setup but Mandatory for Official</b>

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