

## HAMP<sup>®</sup> Reporting System Servicer Release Notes

June 17, 2013

On Monday, July 29, 2013, the HAMP Reporting System, including the HAMP Reporting Tool, will receive an update to support the following:

- Intake of Servicing Transfer data via the HAMP Reporting Tool.
- [\*Supplemental Directive \(SD\) 12-07: Home Affordable Foreclosure Alternatives<sup>®</sup> Program Policy Update\*](#) – wherein the non-GSE Investor Reimbursement for Subordinate Lien Release compensation amounts under the Home Affordable Foreclosures Alternatives (HAFA) Program was amended.
- [\*Supplemental Directive \(SD\) 12-02: MHA Extension and Expansion\*](#) – (i) the ability of servicers to implement certain guidance in the SD prior to the SD effective date and input the Agreement Issue Date for non-GSE transactions under HAFA, and (ii) policy updates made regarding the occupancy requirements for second homes.
- Second Lien Modification Program<sup>SM</sup> (2MP) Changes to Mandatory Attributes for Official Monthly Reporting.
- Retirement of the January 2011 versions of the HAMP First Lien and Additional Data Reporting (ADR) schemas. Servicers will be required to use the current versions of the schemas to report both HAMP Tier 1 and HAMP Tier 2.

### Updated Servicing Transfer Process

Beginning with the August 2013 reporting cycle, the HAMP Reporting Tool will support the intake of HAMP Servicing Transfer data. Servicers will use the HAMP Reporting Tool to manage initial deal setup, submission, concurrence and post transfer functions. The Assignment and Assumption Agreement (AAA) will continue to be managed outside of the HAMP Reporting Tool.

An additional “alert” edit type has been added to support Servicing Transfers. This new edit type will be identified in the message text as an alert. If an alert edit is triggered at intake (Deal Setup or Loan and Deal Update) on a loan record, the system will accept the record, but the loan state will be “servicing transfer rejected” and the servicing transfer on the loan will not be processed.

### Assignment and Assumption Agreement (AAA)

For non-GSE deals, Servicers will still be required to email the executed AAA to the servicing transfer mailbox ([hamp\\_servicingtransfer@fanniemae.com](mailto:hamp_servicingtransfer@fanniemae.com)) as a requirement for deal processing. If an executed AAA is not received by the MHA Program Administrator, transfer processing will be delayed. The Transferor will continue to be responsible for providing the Servicing Transfer Deal Identifier (previously the SVT Deal Number), Loan List, and AAA to the Transferee.

### Accessing the HAMP Reporting Tool

To gain access to the HAMP Reporting Tool, each end user must be added to the Tool by the Servicers in-house HAMP Reporting Tool System Administrator. The Administrator has the ability to add users and grant levels of access. If you are exclusively working on servicing transfers, you should request the Servicing Transfer Role within the Tool. If, for any reason, you cannot reach your Administrator or you are unsure of your company's access, you may contact the HAMP Reporting Tool Technical Support Team at 866-939-4469, option 1, and then option 5. The HAMP Reporting Tool is located at: <https://hamp.lpsappliedanalytics.com>.

## HAMP Reporting Tool File Submission Options

Servicers have the ability to transmit files to the HAMP Reporting Tool using two methods:

1. HAMP Reporting Tool – Web Based User Interface (UI)
  - Servicing Transfer Tab - Internet accessible forms for manual deal data entry, along with the ability to upload a simple, pipe-delimited CSV or Zip loan list file.
  - File Upload Tab – Internet accessible upload of complex, pipe-delimited CSV, XML, or Zip files.
2. Secure File Transmission
  - FTP (SFTP/FTPS)
  - LPS InterChange (NDM or FTP)

## Submission Timeframe

Servicing transfers may be submitted to the HAMP Reporting Tool at any time during the monthly reporting cycle. However, transfers occur only at End of Cycle (EOC) in the HAMP Reporting System.

## HAMP Reporting Tool Servicing Transfer Transactions

In the HAMP Reporting Tool there will be a new Servicing Transfer tab. Within the tab, Servicers will be provided with five servicing transfer transactions to complete the servicing transfer process. Below are the transactions and a description of each:

### Servicing Transfer Deal Setup (LFN1200)

- Must be submitted with a Submission Type Code of 1 – Servicing Transfer Deal Setup.
- Replaces the previous MHA Transfer Notice and Loan List documents for submitting servicing transfer deal data.
- Servicers can co-mingle first lien program types (e.g. 1MP, HAFA, FHA, RD), as well as GSE and Non-GSEs investor types in a single file submission.
- Transactions can be submitted any time within the Reporting cycle.

### Servicing Transfer Deal Update (LFN1201)

- Must be submitted with a Submission Type Code of 3 – Servicing Transfer Deal Update.
- Transaction is used when deal level data requires updating, editing or changing and must include the loan details in a complex or simple CSV or ZIP file. (File type is based on the method of transmission.)
- Should be submitted before a Deal Concurrence transaction is submitted or after Deal Non-Concurrence is submitted.
- Edits are performed after submission for data integrity and a response message reports the results back to the servicers for resolution.

### Servicing Transfer Loan Update (LFN1205)

- Must be submitted with a Submission Type Code of 2 – Servicing Transfer Loan Update.
- Transaction is used when loan level data requires updating, editing or changing and must include the loan details in a complex or simple CSV or ZIP file. (File type is based on the method of transmission.)
- Should be submitted before a Deal Concurrence transaction is submitted or after Deal Non-Concurrence is submitted.
- Edits are performed after submission for data integrity and a response message reports the results back to the servicers for resolution.

### Servicing Transfer Deal Concurrence (LFN1202)

- Must be submitted with a Submission Type Code of 4 – Servicing Transfer Deal Concurrence.

- Should be submitted after the Servicers receive the Schedule 1 MHA Servicing Transfer Concurrence Report.
- Includes the option for Servicers to provide Concurrence or Non-Concurrence.
- Removes the need for Servicers to email concurrences to the MHA Program Administrator.

#### **Servicing Transfer Deal Cancel (LFN1203)**

- Must be submitted with a Submission Type Code of 5 – Deal Cancel.
- Allows servicers to cancel a servicing transfer deal that has already been assigned a Servicing Transfer Deal Identifier by the MHA Program Administrator.
- Can be submitted anytime during the Reporting cycle.

### **HAMP Reporting Tool Servicing Transfer Response Messages and Reports**

There are two new servicing transfer reports and two categories of response messages that are generated to manage the servicing transfer process. Servicers will have the ability to view and download the reports via the Reports tab of the HAMP Reporting Tool UI.

#### **Files Received**

- Contains response files generated from uploaded files, as well as the HAMP Reporting System response files that contain messages regarding the loan modification transactions that successfully passed or failed HAMP Reporting Tool edits and were processed by the HAMP Reporting System.

#### **Web Data Submissions**

- Composed of a log of HAMP Reporting Tool submission confirmations and HAMP Reporting System responses for Web form submissions.

#### **Schedule 1 MHA Servicing Transfer Concurrence Report**

- Daily report composed of Deals eligible for Servicing Transfer Concurrence.
- Replaces the emailing of concurrence to MHA Program Administrator.
- Once received and reconciled, servicers may submit Servicing Transfer Deal Concurrence (LFN1202).

#### **MHA Servicing Transfers Post Reconciliation Report**

- Monthly report that is generated on End of Cycle plus one business day (EOC+1) to report all HAMP System processed Servicing Transfers.
- Contains Servicer-specific details of servicing transfer deals that were processed in the most recently closed reporting cycle.
- Contains all final loan level data for use in the servicer's reconciliation process.

### **Servicing Transfer Deal Setup Reason Codes**

All servicing transfer submissions require a servicing transfer reason code. The following reason codes are available for servicer use:

1. Standard Transfer
2. Merger
3. Acquisition
5. Involuntary Transfer

### **Servicing Transfers Deal Identifier**

Once the HAMP Reporting Tool receives a Servicing Transfer Deal Setup submission, it will process the file and deliver the Servicing Transfer Deal Identifier (this was previously known as the SVT Deal Number) in the response file via the Reports tab of the HAMP Reporting Tool UI.

**Note:** If a Deal setup file contains both GSE and non-GSE loans, the HAMP Reporting Tool will separate the loans by investor type and assign a unique Deal Identifier to each.

### **Concurrence and Non-Concurrence**

As part of the new servicing transfer automation, concurrences will now be submitted using the Servicing Transfer Deal Concurrence transaction option in the HAMP Reporting Tool. Concurrences should no longer be emailed to the MHA Program Administrator. After the servicer receives the Schedule 1 MHA Servicing Transfers Concurrence Report (delivered via the HAMP Reporting Tool Reports tab) and they have reconciled the deal and loan level data, a Servicing Transfer Deal Concurrence (LFN1202) transaction (Type Code: Transferor/Transferee Concurrence) should be submitted. If there is an issue, or the servicer does not agree with the report, the servicer should submit the Servicing Transfer Deal Concurrence (LFN1202) transaction using (Type Code: Transferor/Transferee Non-Concurrence).

### **Post Transfer Confirmation**

The MHA Servicing Transfers Post Reconciliation Report contains deal and loan level details for each servicing transfer processed, to allow servicers to perform reconciliation activities. The report is delivered monthly on End of Cycle +1 business day (EOC+1). The report will contain all servicing transfer deals that were processed in the most recently closed reporting cycle. The report can be accessed via the Reports tab of the HAMP Reporting Tool UI.

### **Transfer Inquiries**

To submit an inquiry regarding a servicing transfer, please send the request to the servicing transfer mailbox ([hamp\\_servicingtransfer@fanniemae.com](mailto:hamp_servicingtransfer@fanniemae.com)). Please be sure to include the Deal Identifier and the details of your request.

### **Servicing Transfers of Loans under 2MP or under FHA-HAMP**

Currently, when a 2MP or FHA-HAMP loan requires a servicing transfer, the Transferor must cancel the loan via the HAMP Reporting Tool and the Transferee must resubmit under their HAMP Servicer ID to achieve transfer from one servicer to the other. With this release, servicers will have the ability to transfer 2MP and FHA-HAMP loans without having to cancel and resubmit. The existing process for all other programs will remain in place.

### **Resources**

For guidance with the servicing transfer process see the **Servicing Transfer Job Aid**; for instructions on creating, saving, and uploading CSV files please see the **Uploading Files with Multiple Loans Job Aid**. Both are located in the Job Aids section of the Learning Center on HMPAdmin.com. More information is also available in the LPS HAMP User's Guide. A downloadable version of this guide is found in the Support section of the HAMP Reporting Tool.

### **The HAFA Program - Compensation Update**

Investor Reimbursement for Subordinate Lien Release compensation on non-GSE HAFA loans with a Transaction Closing Date on or after December 1, 2012 has increased. The maximum amount increased from \$2,000 to \$5,000, earned on the basis of two dollars for every three dollars of short sale proceeds paid to a subordinate mortgage lien holder in accordance with guidance specified in [SD 12-07](#). Details can be found in the MHA Compensation Matrix on the secure side of [HMPAdmin.com](https://www.fanniemae.com/hmpadmin).

A one-time adjustment payment will be made to "true-up" investor compensation on non-GSE HAFAs with Transaction Closing Dates on or after December 1, 2012 that are already in the HAMP Reporting System.

## HAFA Data Quality Edits

Because of the expanded eligibility criteria published in [SD 12-02](#), the following edits will be modified for the HAFA program:

- HAFLIR-47 and HAFLIR-213 will be expanded to allow non-GSE HAFAs where the Property Usage Type Code (DD155) is a second or vacation home.
- HAFLIR-220, HAFLIR-221 and HAFLIR-222 will be updated to align the non-GSE HAFA Agreement Issue Date (DD23) to 3/9/2012, as specified in [SD 12-02](#).
- A new non-GSE HAFA edit, HAFLIR-227, will be added to ensure that HAFA borrower relocation compensation is only paid if the Property Usage Type Code is a principal residence or investment property. As provided in [SD 12-02](#), to be eligible for such compensation, the property must be occupied at the time the borrower requests HAFA, and the occupant will be required to vacate as a result of the HAFA transaction.

## 2MP Reporting

Loan Unpaid Principal Balance Amount and Last Paid Installment Date attributes will now be mandatory for 2MP official monthly reporting. Unpaid Principal Balance After Modification and Last Paid Installment Date After Modification will no longer be mandatory for 2MP official monthly reporting.

## Retirement of Inbound Schemas and CSV File Formats

New versions of the file schemas/CSV file formats for HAMP First Lien Trial loan setup, Official loan setup and Official Correction and the Additional Data Requirements reporting were implemented in the September 2012 release of the HAMP Reporting Tool. However, to accommodate servicer readiness, the HAMP Reporting Tool continued to support the January 2011 versions as well. Beginning with this release, the January 2011 versions of these schemas/CSV file formats will no longer be supported.

In the September 2012 release, Submission Status 5. Trial Cancel enumeration was removed from the HAMP First Lien Trial loan setup, Official loan setup, and Official Correction schema/CSV file format. Trial cancel transactions must be reported exclusively via the ADR transaction.

The following mandatory attributes were added to the ADR schema/CSV file format:

- Additional Data Reporting Type Code
- Modification Evaluation Date
- Investor Code

The following conditionally required (Schedule III - NPV Model Inputs, If NPV Model Type Code = 2) attributes were added to the ADR schema/CSV file format:

- Occupancy Eligibility Type Code
- Tier 2 Investor Override Indicator
- NPV Capitalized UPB Amount

## Support

For more information or questions regarding these release notes, contact the HAMP Solution Center at 1-866-939-4469; to reach Lender Processing Services, Inc. (LPS), select option 1, and then select option 5. You may also contact your HAMP Servicer Integration Team (SIT) Lead.