

August 1, 2025

Overview

The August 1, 2025, Condo Project Advisor® (CPASM) release includes enhancements to Project Certified Submission (PCS) and Project Waiver Request (PWR) functions to improve your experience by adding efficiencies to the submission process. Additions to the PCS function include a dropdown for Document Classification and allow for homeowners association (HOA) email input. PWR is also given an extended timeline to upload requested documents.

PCS Enhancements

- The following updates are being made to the PCS page:
 - **Homeowners Association (HOA) or Project Management Company Email** – A new optional field is available to enter the HOA or project management company email address.

The screenshot shows the 'Project Certified Submission' form. The form includes fields for Project Name, Street Name, City, State, ZIP, PCS #, Project ID, Unit Count, Loan Product Advisor Key, and Seller Loan #. A new field, 'HOA or Project Management Company Email', is highlighted with a red box. Below this field are fields for Project TIN, HOA Website Link, and Comments. The form also has CANCEL, SAVE, and SUBMIT buttons.

- **Document Classification** – A new dropdown list for selecting the Document Classification is available for each file uploaded. A Document Classification must be selected for each file before the PCS can be submitted.

The screenshot shows the 'Document Upload' section. It includes a table with columns for NAME, DOCUMENT CLASSIFICATION, FORMAT, SIZE, and ACTIONS. Two files are listed: 'TestUpload.jpg' and 'TestUpload.pdf'. The 'TestUpload.pdf' row has a red arrow pointing to the 'DOCUMENT CLASSIFICATION' dropdown menu, which is open and showing a list of options: Appraisals, Budget, Completed Repairs Verification, Financials, and HOA Full Questionnaire. The 'Required Documents' section below the table lists the documents that must be uploaded.

- The following updates are being made to the Project Certified Submission Summary page:
 - **HOA or Project Management Company Email** – The HOA or project management company email address entered is displayed.

The screenshot shows the 'Project Certified Submission Summary' page. At the top, a green banner states: 'The following project has been successfully submitted for Project Certified Submission.' Below this, project details are displayed in a grid:

PCS # PCS100000073	PROJECT ID [REDACTED]	PROJECT NAME [REDACTED]	STREET ADDRESS [REDACTED]	UNIT COUNT [REDACTED]
SELLER # [REDACTED]	SELLER NAME [REDACTED]	SELLER LOAN # [REDACTED]	LOAN PRODUCT ADVISOR KEY [REDACTED]	PROJECT TIN [REDACTED]
SUBMITTED BY webslr1 waeuwriter13	SUBMISSION DATE 07/11/2025	LAST UPDATED BY enb_wwaewriter13	LAST UPDATE 07/11/2025	STATUS Submitted
HOA OR PROJECT MANAGEMENT COMPANY EMAIL etonsquare@gmail.com		FEEDBACK CERTIFICATE [REDACTED]		
HOA WEBSITE LINK [REDACTED]				
COMMENTS [REDACTED]				

Below the project details, there is a section for 'Uploaded Documents' with a table:

FILE NAME	DOCUMENT CLASSIFICATION	UPLOADED BY	DOCUMENT SIZE	UPLOADED DATE	ACTION
TestUpload.jpg	HOA Full Questionnaire	webslr1 waeuwriter13	606.34 KB	07/11/2025	Download
TestUpload.pdf	Budget	webslr1 waeuwriter13	80.85 KB	07/11/2025	Download

- **Document Classification** – The selected Document Classification for each file is displayed.

This screenshot is identical to the one above, but with a red arrow pointing to the 'DOCUMENT CLASSIFICATION' column in the 'Uploaded Documents' table, highlighting the specific data being discussed in the next point.

- **Document Classification for files uploaded after submission** – A new dropdown list for selecting the Document Classification is available for each file. A Document Classification must be selected for each file before the file can be uploaded.

Document Upload UPLOAD

Please redact any Protected Personal Information, including Borrower-Identifying information.

File Specifications

- Allowed number of file(s): 30
- Maximum individual file size: 8.58306884765625 MB
- Allowed file format(s): PDF, JPG, DOC, DOCX, PNG, XLS, XLSX, TIF, TIFF, XPS
- Restricted file format(s): EXE
- Allowed file name format: Special Characters Are Not Permitted

Browse from your computer or drag and drop file(s) here

NAME	DOCUMENT CLASSIFICATION	FORMAT	SIZE	ACTIONS
TestUpload.xlsx	Select	XLSX	17.43 KB	
TestUpload.doc	Appraisals	DOC	33.50 KB	
TestUpload.docx	Budget	DOCX	19.67 KB	
TestUpload.jpg	Completed Repairs Verification	JPG	606.34 KB	
TestUpload.png	Financials	PNG	606.34 KB	
TestUpload.tif	HOA Full Questionnaire	TIF	606.34 KB	
TestUpload.xls	Select	XLS	39.00 KB	

- The Project Certified Submission Pipeline export spreadsheet includes a new column for the entered HOA or Project Management Company Email.

	N	O	P	Q	R	S	T	U	V	W	X	Y
1												
2												
3												
4	UCT	SUBMITTED BY	SUBMITTED DATE	LAST UPDATE	LAST UPDATED BY	STATUS	REASON	FEEDBACK CERTIFICATE	PROJECT TIN	COMMENTS	HOA WEBSITE LINK	HOA OR PROJECT MANAGEMENT COMPANY EMAIL
5		webslr1 waeuwrite	7/11/25 11:12 AM	7/11/25 11:12 AM	enb_waeuwriter1	Submitted		No				etonsquare@gmail.com

ALL RECORDS OPEN CLOSED PROJECT CERTIFIED +

- If a PCS has been in Draft status for more than 90 days, the status will automatically change to Cancelled Before Submission.

PWR Enhancement

- If additional information is requested by Freddie Mac for Project Waiver Requests, documents must be uploaded within 21 calendar days, instead of 10 business days. If additional information is not submitted within 21 days, the PWR will be cancelled. This will allow more time to obtain the required documents. In addition, two reminder notifications will be sent before the PWR is cancelled. One will be sent when there are five calendar days left, and another when there are two calendar days left before cancellation.