

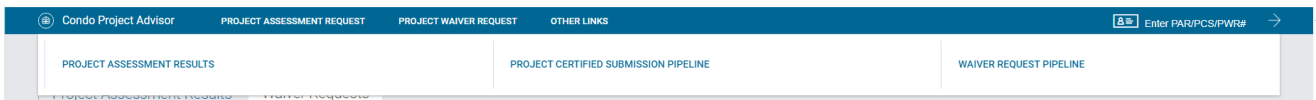
Condo Project Advisor's Project Waiver Request (PWR) Has A Newly Designed Look and Feel

Overview

The July 1, 2024, Condo Project Advisor[®] release includes updates to the look and feel of the Project Waiver Request (PWR) screens to improve your experience in the submission process. Check out the screen shots below to see the enhanced look and feel of the pages.

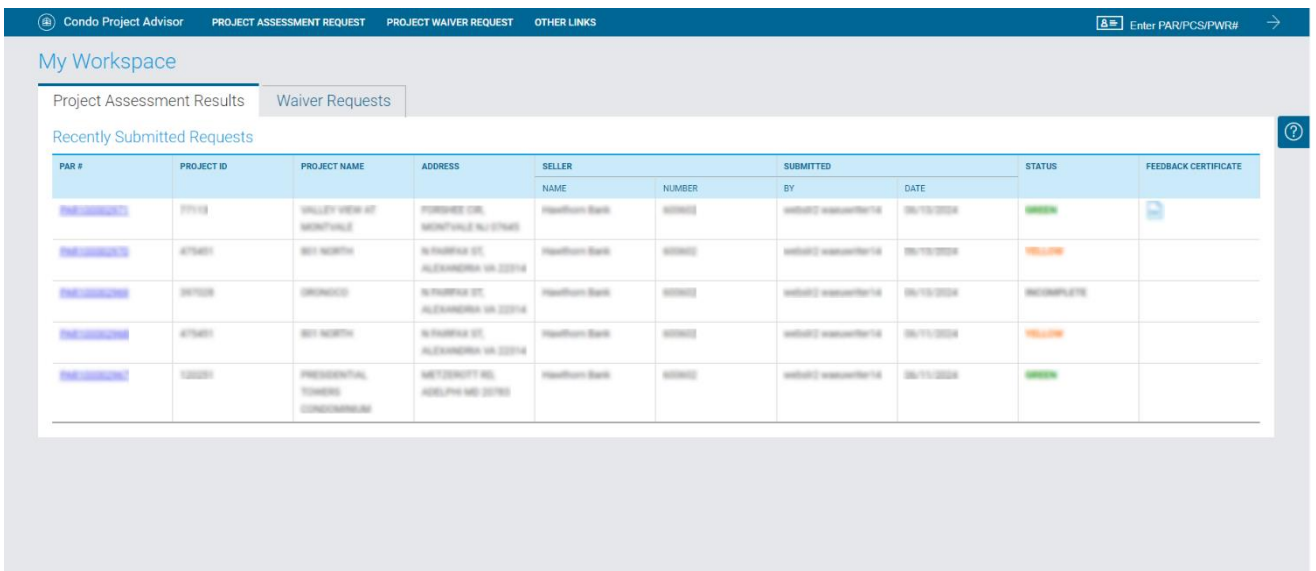
Navigation Toolbar

- The navigation toolbar option for creating a project waiver request has been renamed PROJECT WAIVER REQUEST instead of NEW WAIVER REQUEST.
- The navigation toolbar option for Waiver Request Reporting under the OTHER LINKS option has been removed.
- The Dashboard page has been removed. The same data provided on the Dashboard can be obtained from the Waiver Request Pipeline page by exporting the desired data.
- The search field in the navigation toolbar has been enhanced to allow searching for a PWR number, Project Certified Submission (PCS) number, or Project Assessment Request (PAR) number.



Homepage

- The listing of recently submitted Project Assessment Results has a new layout with changes to the fields displayed.



- The listing of recent draft and submitted Waiver Requests has a new layout with changes to the fields displayed.

PWR #	PROJECT NAME	ADDRESS	SELLER	SUBMITTED	LAST UPDATED BY	LAST UPDATED
			NAME	NUMBER		
PWR# 12345	100 PRINCE STREET	1 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/16/2024 01:16 PM
PWR# 12346	100 PRINCE STREET	100 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/16/2024 02:30 PM
PWR# 12347	100 PRINCE STREET	100 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/16/2024 02:30 PM
PWR# 12348	100 PRINCE STREET	100 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/16/2024 02:30 PM
PWR# 12349	100 PRINCE STREET	100 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/16/2024 02:30 PM

PWR #	PROJECT ID	PROJECT NAME	ADDRESS	SELLER	SUBMITTED	DATE	LAST UPDATED BY	LAST UPDATED	STATUS
				NAME	NUMBER	BY			
PWR# 12345	10001	100 PRINCE STREET	1 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/16/2024 02:30 PM	06/16/2024 02:30 PM	Submitted
PWR# 12346	10001	100 PRINCE STREET	1 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/16/2024 02:30 PM	06/16/2024 02:30 PM	Submitted
PWR# 12347		Test unit 1	100 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/16/2024 01:11 PM	06/16/2024 01:11 PM	Submitted
PWR# 12348		Street name	100 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/17/2024 10:00 AM	06/17/2024 10:00 AM	Submitted
PWR# 12349	10001	100 PRINCE STREET	100 PRINCE ST ALBANY NY 12214	Heathrow Bank	89902	WASANT WASHINGTON	06/17/2024 10:00 AM	06/17/2024 10:00 AM	Pending Approval

- The delete icon has been removed from the list of draft PWRs. The ability to cancel a PWR before submission is now located on the Additional Project Details and category pages.

Project Details Page

- The Project Details page will now display Project ID and Unit Count next to the selected Project Name.

Project Waiver Request

Project Details

ZIP * City * STATE

Project Name * (Project ID: Unit Count:) Street Name *

Additional Project Details Page

- The Additional Project Details page will allow you to select the Project Waiver Request Categories on the same page where other details are entered.
- The required HOA Full Questionnaire document upload has been moved to a new page where all documents are uploaded together, including those required for the applicable category selected.



Category Pages

- The category pages have been modified with minor field name changes. The required document upload has been moved to a new page where all documents are uploaded together.

The following category pages have additional changes:

- Pending Litigation** - The maximum number of cases is limited to 5.

- Reserves** - The value for the specific percentage of reserves field must be entered instead of selecting a range.



- **Single Entity Ownership** - A new ownership type of Developer has been added. The maximum number of Single Entity Ownership entries is limited to 3.

The screenshot shows the 'Single Entity Ownership' form. At the top, there is a navigation bar with 'Condo Project Advisor', 'PROJECT ASSESSMENT REQUEST', 'PROJECT WAIVER REQUEST', and 'OTHER LINKS'. A search bar contains 'PWR#'. On the right, there are buttons for 'CANCEL BEFORE SUBMISSION', 'CANCEL', 'SAVE', and 'SUBMIT'. Below the navigation, there is a progress indicator for 'SINGLE ENTITY OWNERSHIP' and 'REQUIRED DOCUMENT UPLOAD'. The main form area is titled 'Single Entity Ownership 1' and includes a red asterisk indicating a required field. It contains a 'UNIT COUNT' of 1168, a 'Number of units owned by Single Entity' input field, and a 'Single Entity Ownership Type' section with radio buttons for: Investor Group, Partnership, Corporation, Developer, Housing Finance Agency (HFA) or similar entity based on state or local law or regulation, and Other. Below this is a text area for 'Provide an analysis and conclusion that supports this exception request' with a 2000 character limit. An 'Add Single Entity Ownership' button is at the bottom left.

Required Document Upload Page

- A new Required Document Upload page has been added to upload all documents in one place. This includes HOA Full Questionnaire and other documents for the applicable category.
- The list of required and optional documents for the applicable category are displayed on the page.

The screenshot shows the 'Required Document Upload' page. It features a navigation bar similar to the previous page. The main content area is titled 'Required Document Upload' and includes a red asterisk indicating a required field. It contains a warning: 'HOA Full Questionnaire and Required Documents for applicable category must be submitted.' Below this, there are 'Upload File Specifications' including: Allowed number of files: 30, Maximum individual file size: 9 MB, Allowed file format(s): PDF, JPG, DOC, DOCX, PNG, XLS, XLSX, TIF, TIFF, XPS, Restricted file format(s): EXE, and Allowed file name format: Special Characters Are Not Permitted. A 'Browse from your computer or drag and drop file(s) here' button is provided. The page also lists 'Waiver Request Category Required/Optional Documents' for 'Reserves'. Under 'Required Documents', it lists: Current financials - YTD and prior fiscal year (balance sheet, income statement), The project's budget for the current fiscal year, and HOA/Condo reserve study (or update) prepared within the last 36 months, with a sub-item for 'Letter of Explanation as to how HOA handles capital expenditures or HOA/Condo reserve funding analysis & plan'. Under 'Optional Documents', it lists: HOA/Condo inventory of major components, HOA/Condo bank statements(s), HOA/Condo Board of Directors meeting minutes, HOA/Condo independent auditor's report, HOA/Project Documents (e.g., Bylaws, CC&Rs, Declaration, Master Deed, etc.), Appraisal, Independent expert's letter (e.g., Certified Public Accountant, construction engineer, reserve study professional, etc.), Insurance policy or acceptable evidence of insurance coverage, and State statute(s) regarding reserve studies and/or funding reserves.

- A classification must be selected for each document uploaded to associate it with the categories that apply or to the HOA Full Questionnaire. One document can be associated with multiple categories if applicable.



Required Document Upload * Required

HOA Full Questionnaire and Required Documents for applicable category must be submitted. ⓘ

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

Upload File Specifications *

- Allowed number of file(s): 30
- Maximum individual file size: 9 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	CLASSIFICATION	FORMAT	SIZE	ACTIONS
TestUpload.docx	HOA Full Questionnaire	DOCX	20.14 KB	🗑️
TestUpload.jpg	Reserves	JPG	620.89 KB	🗑️

Waiver Request Category Required/Optional Documents

Reserves

Required Documents

Please upload the following required documents when submitting the waiver request. Seller also may upload any of the optional documents listed below. Freddie Mac may request additional documents and/or information.

- Current financials - YTD and prior fiscal year (balance sheet, income statement)
- The project's budget for the current fiscal year
- HOA/Condo reserve study (or update) prepared within the last 36 months
 - If the HOA does not have the reserve study:
 - Letter of Explanation as to how HOA handles capital expenditures or
 - HOA/Condo reserve funding analysis & plan

Project Waiver Request Summary Page

- The Project Waiver Request Summary page has a new layout.
- Documents are uploaded in a new section on the page instead of using an Actions icon.
- A classification must be selected for each document uploaded to associate it with the categories that apply or to the HOA Full Questionnaire.

Project Waiver Request Summary

PWR #	PROJECT ID	PROJECT NAME	STREET ADDRESS	UNIT #
123456789	987654321	12345 Main St	12345 Main St	101

Uploaded Documents

FILE NAME	DOCUMENT CLASSIFICATION	UPLOADED BY	DOCUMENT SIZE	UPLOADED DATE	ACTIONS
TestUpload.jpg	Reserves	123456789	620.89 KB	6/17/2024	🗑️
TestUpload.docx	HOA Full Questionnaire	123456789	20.14 KB	6/17/2024	🗑️

Document Upload UPLOAD

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

Upload File Specifications *

- Allowed number of file(s): 30
- Maximum individual file size: 9 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	CLASSIFICATION	FORMAT	SIZE	ACTIONS
TestUpload.pdf	Reserves	PDF	82.80 KB	🗑️

Reserves

PERCENTAGE OF RESERVES
8.5%

ANALYSIS AND CONCLUSION THAT SUPPORTS THIS EXCEPTION REQUEST

Waiver Request Pipeline Page

- The Waiver Request Pipeline page has a new layout with changes to the fields displayed.
- Selected filters are now displayed at the top.
- The option to export Pipeline Summary or Pipeline Details has been removed. The pipeline details are available for download.



Condo Project Advisor PROJECT ASSESSMENT REQUEST PROJECT WAIVER REQUEST OTHER LINKS Enter PAR/PCS/PWR#

Waiver Request Pipeline

FILTER BY

DATE RANGE: 05/01/2024 - 05/31/2024 STATE: MA Clear All

ALL RECORDS	OPEN	CLOSED	APPROVED	DENIED
2	1	1	1	0

PWR #	PROJECT ID	PROJECT NAME	ADDRESS	SELLER		CATEGORY	SUBMISSION DATE	LAST UPDATE	STATUS	FEEDBACK CERTIFICATE
				NAME	NUMBER					
View	7364	LINDBROOK ESTATES	123 BROADFIELD LN, QUINCY MA 01921	Headtown Bank	888882	• Reserves	05/21/2024	05/21/2024	APPROVED	View
View	7369	CORNEY COLONIAL	9014 CORNEY COLONIAL, QUINCY MA 01921	Headtown Bank	888882	• Reserves	05/21/2024	05/21/2024	Freddie Mac Analysis	

1 - 2 of 2 items 10 | 25 | 50 | 100 << >>

Cancel Before Submission

- A new link is available on the Additional Project Details page to allow you to cancel the PWR before submitting it. The link is only available after the PWR has been saved. The PWR status will be changed to "Cancel Before Submission" after clicking the link.

Condo Project Advisor PROJECT ASSESSMENT REQUEST PROJECT WAIVER REQUEST OTHER LINKS Enter PAR/PCS/PWR#

Project Waiver Request PWR# [REDACTED] **CANCEL BEFORE SUBMISSION** CANCEL SAVE CONTINUE

Additional Project Details * Required

PROJECT ID [REDACTED] PROJECT NAME [REDACTED] STREET NAME [REDACTED] CITY [REDACTED] STATE [REDACTED] ZIP [REDACTED]

Street Number * (do not include street name) [REDACTED] Unit # [REDACTED] UNIT COUNT [REDACTED] Project TIN [REDACTED]

Loan Product Advisor Key [REDACTED] Seller Loan Number [REDACTED] Doc File ID [REDACTED] Desktop Underwriter Key [REDACTED]

HOA Website Link [REDACTED]

Waiver Request Categories * (select any that apply)

Delinquent Assessments Excessive Commercial Space Leased Amenities Pending Litigation

Project Occupancy Reserves Single Entity Ownership

- The new link to cancel the draft PWR is also available on each category page.

Condo Project Advisor PROJECT ASSESSMENT REQUEST PROJECT WAIVER REQUEST OTHER LINKS Enter PAR/PCS/PWR#

[REDACTED] PWR# [REDACTED] **CANCEL BEFORE SUBMISSION** CANCEL SAVE SUBMIT

RESERVES REQUIRED DOCUMENT UPLOAD

Reserves * Required

Percentage of Reserves * [REDACTED] %

Provide an analysis and conclusion that supports this exception request *

[REDACTED]

2000 Characters Remaining

