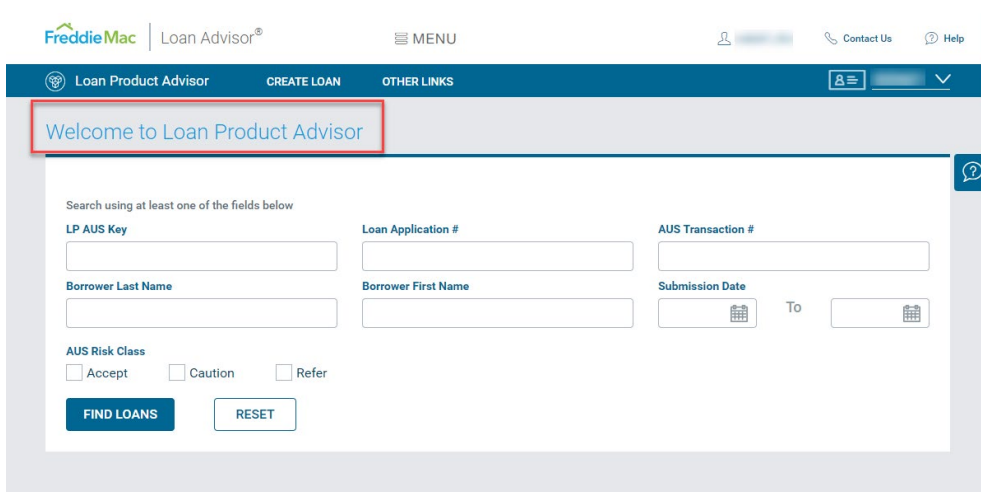
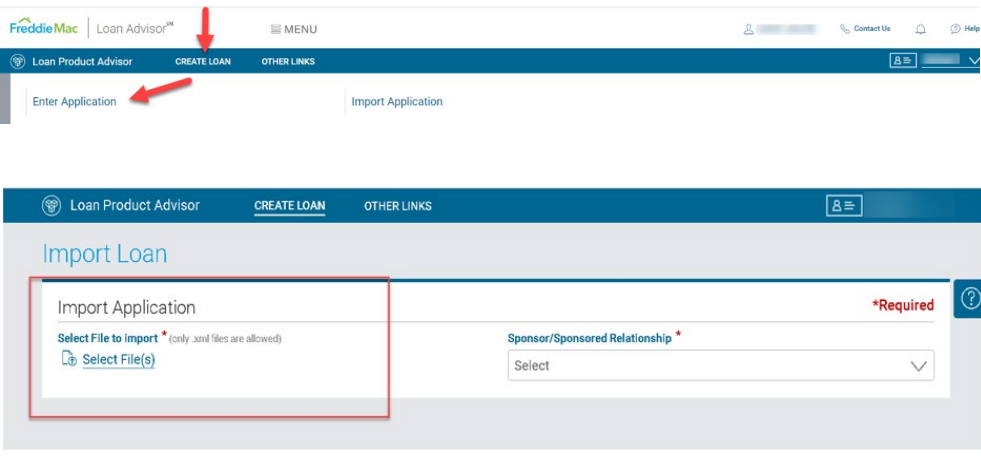
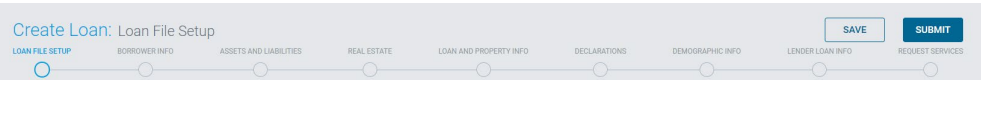


How to Enter Data for Construction Conversion and Renovation Mortgages

The information contained in this resource applies to Loan Product Advisor® (LPASM) users that access LPA using Freddie Mac Loan Advisor® single sign-on portal, whether you are entering data directly into the interface or importing data from your system.

This document will guide users accessing LPA through the Loan Advisor single sign-on portal through the steps required to submit a construction conversion transaction.

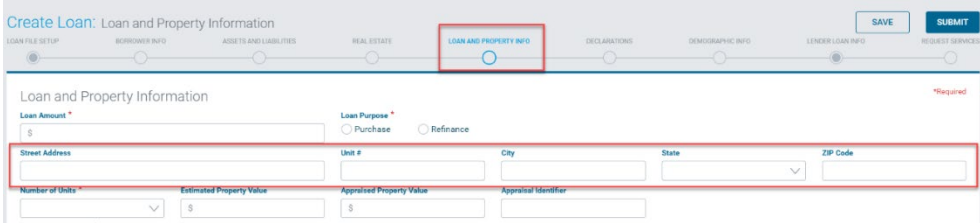
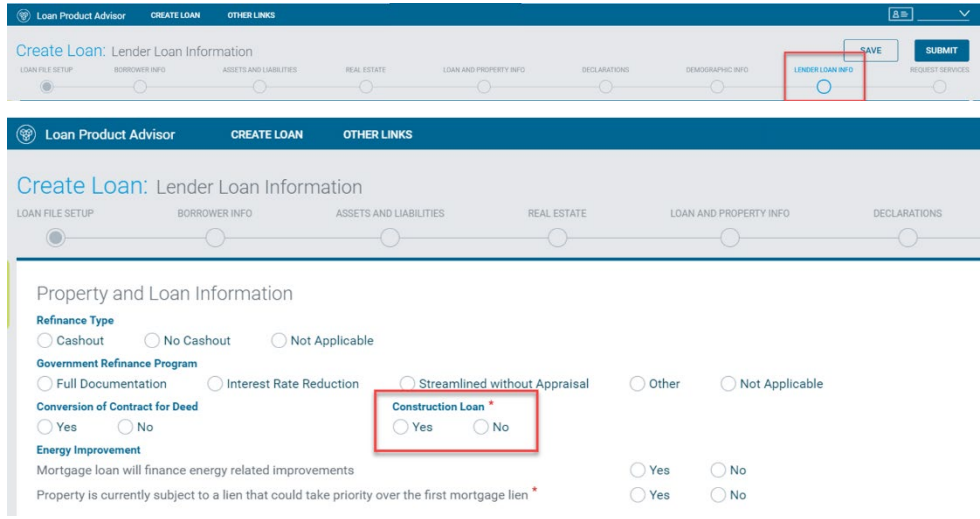
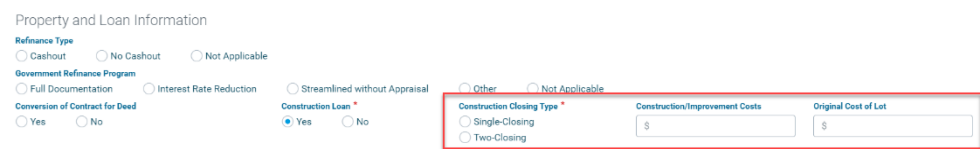
Refer to the [Construction Conversion and Renovation-Mortgages job aid](#) for more information on requirements for Construction Conversion and Renovation Mortgages.

Steps	Results
<p>1. After logging in to Loan Product Advisor, the Loan Product Advisor Welcome Page displays.</p>	
<p>2. Click on Create Loan.</p> <ul style="list-style-type: none"> • Select Enter Application, to enter data manually, or • Select Import Application, then Select File to upload your file to auto populate the data. 	
<p>4. Complete all the required fields as you navigate through each metro stop.</p>	

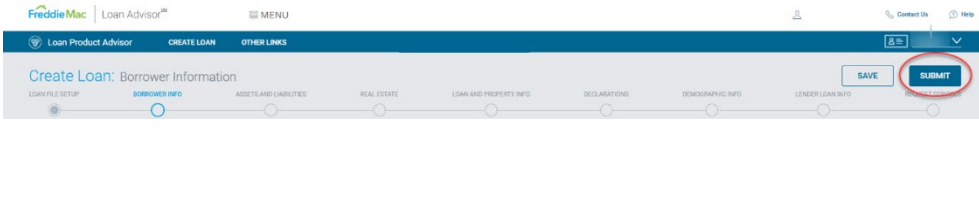
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Steps	Results
<p>5. Navigate to the Loan And Property Info metro stop to complete the application information.</p>	<p>Tips for entering the subject property street address:</p> <ul style="list-style-type: none"> • If the house number and/or street name is not known: <ul style="list-style-type: none"> ○ Leave it blank. Do not use “Lot”, “Parcel, TBD”, or “000” in the Street Address field ○ If the house number is not known, you may use “123” or “999” with the street name • If the street address name is known and contains an apostrophe, remove the apostrophe (e.g., 123 Anywhere’s Street, enter as 123 Anywheres Street)  <p>For additional information on entering addresses in Loan Product Advisor refer to the How to Enter Data Addresses job aid.</p>
<p>6. Navigate to the Lender Loan Info metro stop. In the Property and Loan Information section, select “Yes” in the Construction Loan data field.</p>	
<p>7. Additional data fields display. Complete as applicable.</p>	 <p>For more information on Construction Closing Type refer to the, Construction Conversion and Renovation Mortgages job aid.</p>



Steps	Results																														
<p>8. Once all the required fields on each of the metro stops is complete, click on the Submit button to submit the application.</p>																															
<p>9. Excerpt from a Loan Product Advisor Feedback Certificate.</p>	<p>The Mortgage Details section of the Feedback Certificate displays “Construction To Permanent”.</p> <table border="1" data-bbox="537 659 1471 953"> <thead> <tr> <th colspan="5">Mortgage Details</th> </tr> </thead> <tbody> <tr> <td>PRODUCT TYPE 30 Year Fixed Rate</td> <td>AMORTIZATION TYPE Fixed</td> <td>AMORTIZATION MONTHS 360</td> <td>LOAN AMOUNT \$119,600.00</td> <td>INTEREST RATE 7.5000%</td> </tr> <tr> <td>LOAN PURPOSE Purchase</td> <td>PURCHASE PRICE \$151,400.00</td> <td>ESTIMATED PROPERTY VALUE \$151,400.00</td> <td>APPRAISED PROPERTY VALUE N/A</td> <td>NUMBER OF UNITS 1</td> </tr> <tr> <td>PROPERTY TYPE Site Built Attached</td> <td>OCCUPANCY Primary Residence</td> <td>REFINANCE TYPE N/A</td> <td>CASHOUT AMOUNT N/A</td> <td>NEW CONSTRUCTION Construction To Permanent</td> </tr> <tr> <td>INTEREST RATE BUYDOWN No</td> <td>SALES CONCESSIONS N/A</td> <td>ARM QUALIFYING RATE N/A</td> <td>ARM QUALIFYING PITI N/A</td> <td>LENDER SUBMITTED RESERVES N/A</td> </tr> <tr> <td>AFFORDABLE SECOND N/A</td> <td>TOTAL SUBORDINATE FINANCING N/A</td> <td>HELOC BALANCE N/A</td> <td>HELOC LIMIT AMOUNT N/A</td> <td></td> </tr> </tbody> </table>	Mortgage Details					PRODUCT TYPE 30 Year Fixed Rate	AMORTIZATION TYPE Fixed	AMORTIZATION MONTHS 360	LOAN AMOUNT \$119,600.00	INTEREST RATE 7.5000%	LOAN PURPOSE Purchase	PURCHASE PRICE \$151,400.00	ESTIMATED PROPERTY VALUE \$151,400.00	APPRAISED PROPERTY VALUE N/A	NUMBER OF UNITS 1	PROPERTY TYPE Site Built Attached	OCCUPANCY Primary Residence	REFINANCE TYPE N/A	CASHOUT AMOUNT N/A	NEW CONSTRUCTION Construction To Permanent	INTEREST RATE BUYDOWN No	SALES CONCESSIONS N/A	ARM QUALIFYING RATE N/A	ARM QUALIFYING PITI N/A	LENDER SUBMITTED RESERVES N/A	AFFORDABLE SECOND N/A	TOTAL SUBORDINATE FINANCING N/A	HELOC BALANCE N/A	HELOC LIMIT AMOUNT N/A	
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<p>10. Check out these additional resources.</p>	<p>Construction Conversion and Renovation Mortgages webinar</p> <p>Construction Conversion and Renovation Mortgages job aid</p> <p>Construction and Conversion Mortgages on FreddieMac.com</p> <p>Renovation Mortgages on FreddieMac.com</p> <p>Seller/Service Guide Chapter 4602</p>																														

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