# How to Enter Data through Loan Product Advisor® for a Mortgage Assumption



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 to enter data directly into the interface.

# You have options!

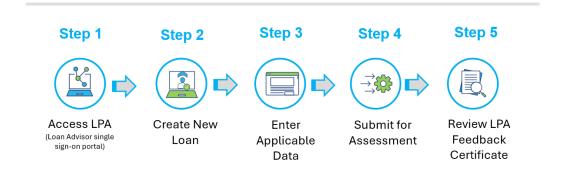
Refer to Guide Bulletin 2024-8

Servicers now have the option to use functionality in Loan Product Advisor to assess creditworthiness for assumptions of Freddie Mac Mortgages.

This functionality only applies to transferees who request an assumption of the mortgage obligation in relation to a transfer of ownership as described in <u>Guide Section 8406.4(b)</u> and is only to be used to determine creditworthiness for the transferee. All other Guide requirements regarding transfers of ownership and mortgage assumptions remain in effect.

**Note:** The use of LPA is **optional**. Servicers may continue to underwrite mortgage assumptions manually if they choose to do so.

Use this resource to guide you through the steps to submit a transaction to LPA.



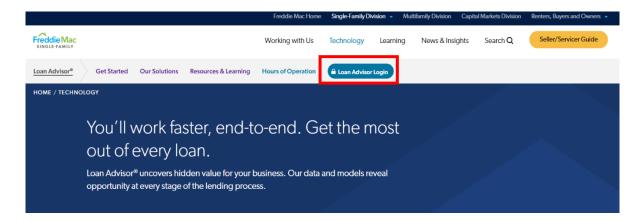
# Access Loan Product Advisor

Confirm your access to LPA. Servicers with existing Access Manager administrators can provide user access to the new "LPA GUI Servicer" role. Servicers not set up to use Access Manager can submit a <u>Get Started form</u> to get registered and start managing user access to Freddie Mac tools and applications in Access Manager, or reach out to the Customer Support Contact Center (800-FREDDIE).

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 Access Loan Advisor from the <u>Loan Advisor webpage</u> on FreddieMac.com and select **Loan** Advisor Login.

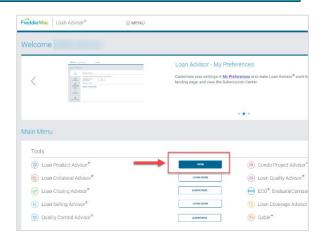


2. Enter your Loan Advisor Username and Password and click SIGN ON.



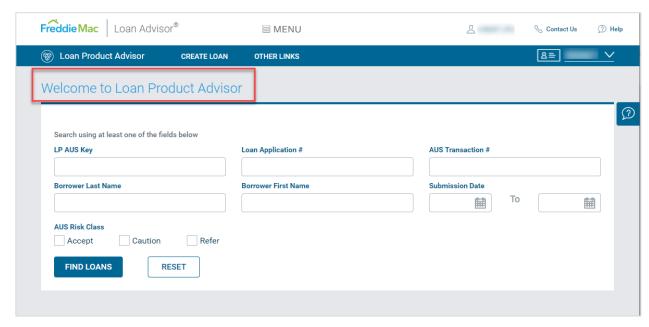
**Note**: If you forget your username or password, follow the prompts from the 'Forgot your Username / Password?' Links at the bottom of the Sign On window.

 The Loan Advisor Welcome page displays. Scroll to Loan Product Advisor and select OPEN.





4. The Loan Product Advisor Welcome page displays.



From the **Welcome** Page you can create a new loan or retrieve the latest transaction on previously submitted loans. Search for loans using at least one of the fields provided or search by a date range.

To start a **new** loan submission, select **CREATE LOAN** in the top blue navigation bar.

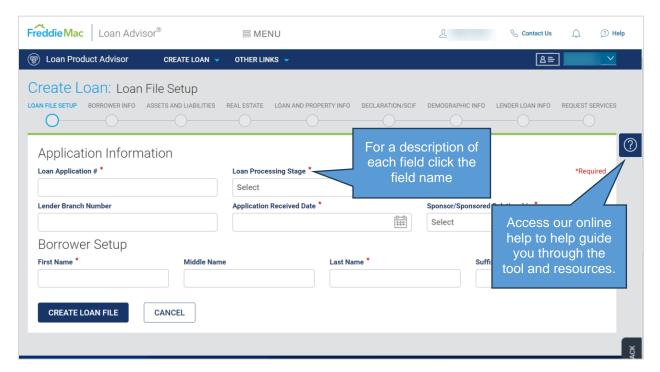
# Create Loan

1. Click 'CREATE LOAN'. Select 'Enter Application', to enter data.





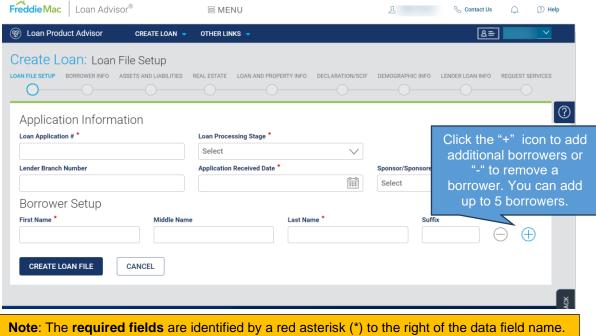
# 2. The **Loan File Setup** page displays.





# Create Loan: Loan File Setup

1. Enter the data for the mortgage being assumed.



These fields must be completed.

2. For the **Loan Processing Stage** data field, select 'Underwriting'.



 Once you enter the data on the loan file setup metro stop and click 'CREATE LOAN FILE', select **Next** at the bottom of each page to continue entering data. The Metro Stop bar is a navigation tool that you can use to track your progress or toggle throughout the loan application transaction.

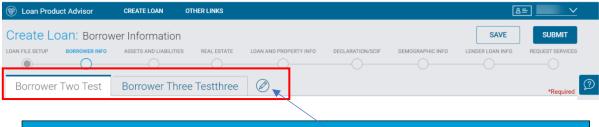




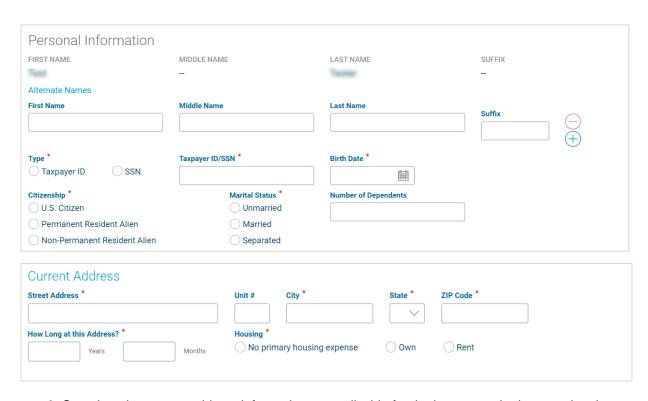


# Create Loan: Borrower Information

1. Complete the personal information, as applicable.



**Note**: There will be a separate tab to complete for each borrower. Borrowers' names are entered in the Loan File Setup section, however, if you need to add additional borrowers or delete a borrower, click the 'Edit' icon next to the tab of the last borrower entered.



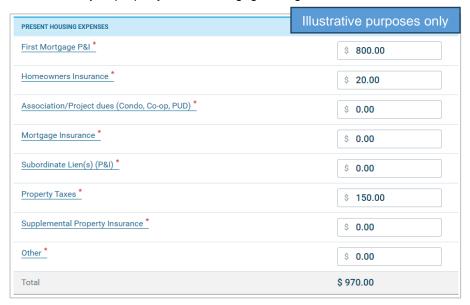
- 2. Complete the current address information as applicable for the borrower who is assuming the mortgage.
  - If Rent is selected, the **Rent Payment** per month field will display, enter amount.
  - If Own is selected, the following Present Housing Expenses fields will display in a drop-down menu, enter as applicable.

For additional information, access Top 5 Tips for Entering Addresses.





Enter Present Housing Expenses for the current address. This may or may not be the subject property for the mortgage being assumed.



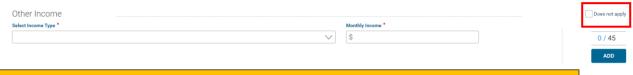
**Note**: You must enter '0.00' if a field does not apply. Do not leave it blank.

 Enter Employment and Income information. Include self-employed and other income sections as applicable. Enter income used for qualification as determined by <u>Guide Chapter 5300</u>. After each entry you must click "Add". A table will display all income types entered.



**Self-Employed:** A borrower is considered self-employed if they own 25% or more of a business regardless of how much the business contributes toward their total income. To receive employment and income feedback messages specific to a self-employed borrower, you must select 'Yes" under Self-Employed. Complete the additional fields that will display. Click "**ADD**".

An **Other Income** section is also provided to enter all other income types you wish to include for qualification as determined by Guide Chapter 5300. After each entry, click "**ADD**". Select **Does Not Apply** checkbox if this section does not apply to your borrower.



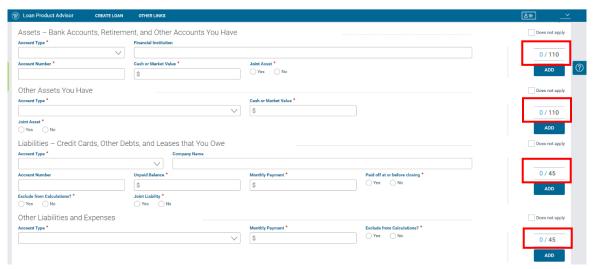
Reminder: All data fields with a red asterisk (\*) are required. These fields must be completed.





# Create Loan: Assets and Liabilities

 Enter information about each borrower's financial assets, personal financial obligations and debts owed. After each entry you must click "ADD". A table will display all assets entered and a separate table will display all liabilities entered. Select Does Not Apply checkbox if this section does not apply to your borrower.

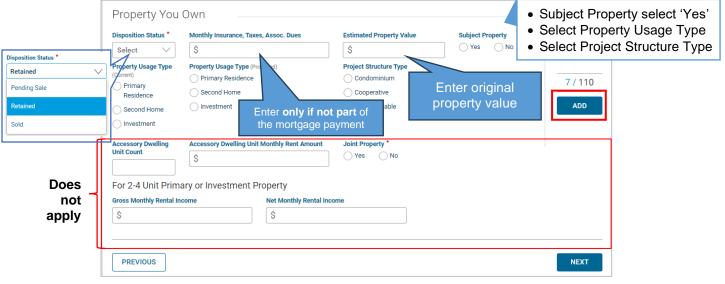


For additional information, access <u>Understanding Loan Product Advisor's Determination of Total</u> Monthly Debt for Conventional Loans.

Reminder: All data fields with a red asterisk (\*) are required. These fields must be completed.

# Create Loan: Real Estate

1. Enter information about the subject property to be assumed and any other real estate the borrower owns. For the **Disposition Status** data field, select 'Retained'. You must click 'ADD'.

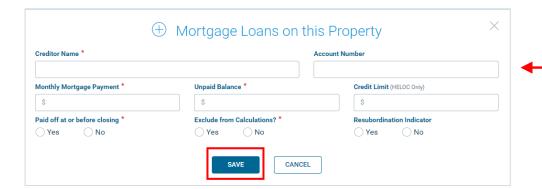




2. The **Property Details** table displays. Use the pencil icon to edit these property details. Use the (+) icon to add the existing mortgage details for the property.



3. Complete the applicable data fields using **existing** unpaid balance and monthly mortgage payment. Click '**SAVE**'.

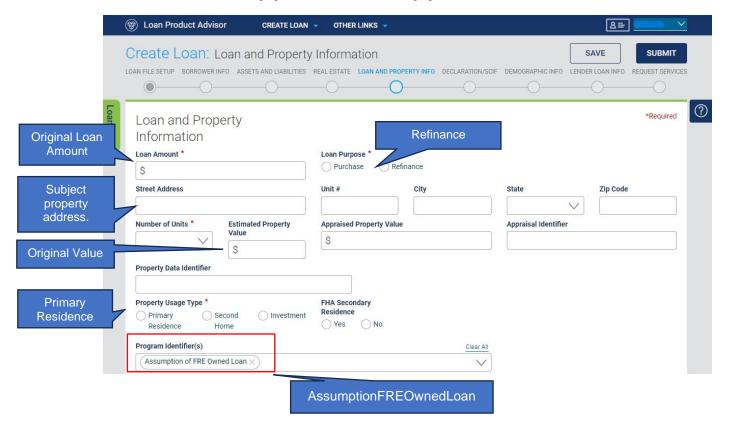


**Reminder**: All data fields with a red asterisk (\*) are required. These fields <u>must</u> be completed.

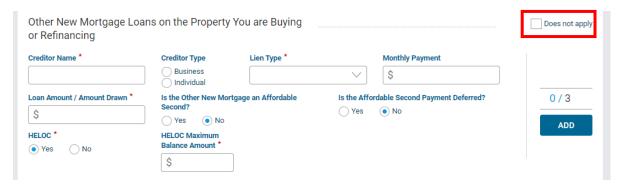


# Create Loan: Loan and Property Information

 Complete all required and applicable data fields about the loan purpose and the property the borrower is assuming. You must select the Program Identifier "AssumptionFREOwnedLoan" for LPA to assess the mortgage as an assumed mortgage.



2. Only complete the 'Other New Mortgage Loans on the Property You are Buying or Refinancing' section if new secondary financing is being obtained. Otherwise, select '**Does not apply'**.



Reminder: All data fields with a red asterisk (\*) are required. These fields must be completed.





# Create Loan: Declaration / SCIF

1. Complete section as applicable for this transaction.

# Create Loan: Demographic Information

1. Complete section as applicable.

Note: The Declaration / SCIF and Demographic Information Metro Stops, will need to be completed for all borrowers on file.

Joe Freddie Mary Freddie Click the borrower's name to toggle and complete for each borrower.

# Create Loan: Lender Loan Information

# **Property and Loan Information Section**

- 1. Select:
  - Refinance Type as 'No Cashout'.
  - Government Refinance Program: Not Applicable
  - Conversion of Contract for Deed/Construction Loan/Energy Improvement: No
- 2. Select, as applicable, Attachment Type/PUD/Project Structure Type/Property is located.

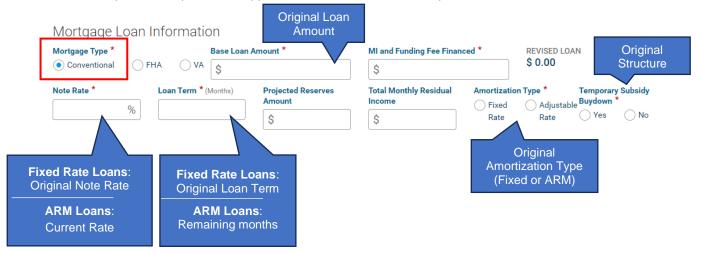
| Property and Loan Information   |
|---|
| Cashout Not Applicable  Sovernment Refinance Program  |
| Full Documentation Interest Rate Reduction Streamlined without Appraisal Other Not Applicable         |
| Conversion of Contract for Deed Construction Loan *   |
| Yes No Yes No   |
| Energy Improvement  |
| Mortgage loan will finance energy related Yes No mprovements  |
| Property is currently subject to a lien that Yes No could take priority over the first mortgage ien * |
| Attachment Type Planned Unit Project Structure Type Property is located *                             |
| Attached Development (PUD) * Condominium In a project   |
| Detached Yes Cooperative Not in a project   |
| Not Applicable Not Applicable   |



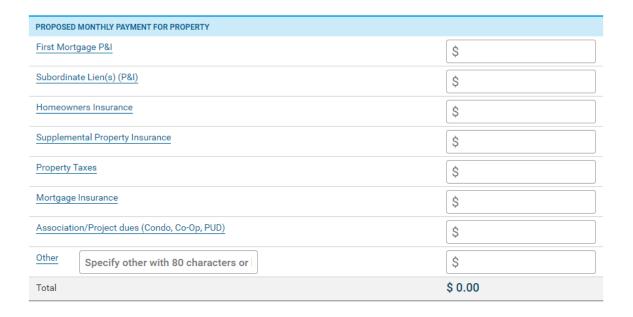


## Mortgage Loan Information Section

1. Complete all required and applicable data fields. Use notes provided for assistance.



Complete the Proposed Monthly Payment for Property using the original monthly payment details.



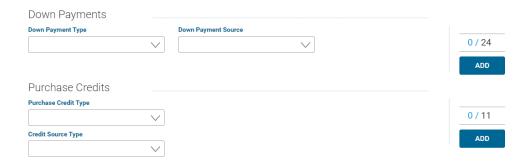
Note: You must enter '0.00' if a field does not apply. Do not leave it blank.





# **Payments and Purchase Credits Section**

1. Do not complete these sections. Data fields are not applicable for a refinance transaction.



# **Qualifying the Borrower – Minimum Required Funds or Cash Back Section**

1. Only complete the **Refinance: Mortgage Property to be Paid Off** field. Enter the **original** loan amount.

| Refinance: Mortgage Property to be Paid Off | \$ |
|---|----|
|   |    |

### **Total Mortgage Loans Section**

1. Enter the original loan amount.



#### **Total Credits**

1. Enter the amount of the borrower's costs to be paid by the lender, if applicable.



**Note**: If there are costs paid by the lender you must also enter the amount of borrower closing costs in the 'Borrower Closing Costs' field in the Qualifying the Borrower – Minimum Required Funds or Cash Back section above.

**Reminder**: All data fields with a red asterisk (\*) are required. These fields <u>must</u> be completed.





# Create Loan: Request Services

 LPA requires credit data to complete the assessment. You must have an established agreement with a participating <u>credit provider</u> allowing you to obtain merged credit through LPA. Select 'Request Merged Credit Report' and the Credit Reporting Company.

Please select one or more services that you would like to request from Loan Product Advisor.

Order Merged Credit

Request a Merged Credit Report

Credit Reporting Company \*- select a company with whom you have an established relationship

Select

Important: Are you resubmitting this loan? If the reference number is deleted or changed, new credit may be pulled.

2. Enter the Reference Number from the Credit Report.



**Reminder**: All data fields with a red asterisk (\*) are required. These fields <u>must</u> be completed.

Once Data entry is complete, click **SUBMIT**.





# LPA Assumption Feedback Certificate

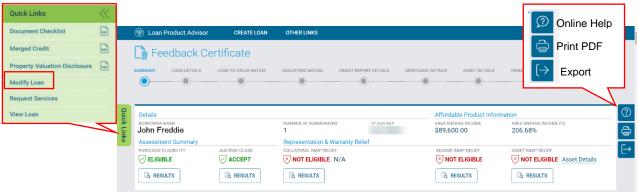
LPA returns results within seconds on each submission. The results are applicable only to the transaction submitted and specify what documentation is necessary to complete the transaction. This information is saved for a period of time then eventually archived, with the exception of the merged credit data.

Note: The Feedback Certificate (i) is not a consumer report; (ii) does not constitute an approval or denial by Loan Product Advisor or Freddie Mac of any consumer loan application; (iii) may only be shared or distributed by the Loan Product Advisor licensee, including the Seller/Servicer, as permitted in Freddie Mac Single-Family Seller/Servicer Guide Sections 2401.1 and 2402.3.

#### **Navigating the Feedback Certificate**

Metro Stops are available as links that navigate to the corresponding section on the Feedback Certificate.

Click 'Print' icon to save a PDF version of the Feedback Certificate. Select 'Quick Links' to return to the data entry screens to modify loan data if applicable.



**Note:** To access the Feedback Certificate later simply login to Loan Product Advisor and from the Welcome Page:

- 1. Use the search criteria to search for the loan.
- 2. Click on the radio button to select the loan.
- Click the View Results button on the right-side slider to view the Feedback Certificate.



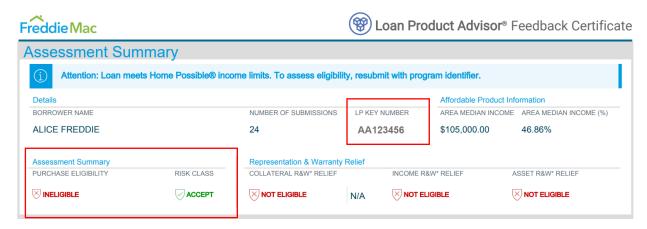




# Reviewing the Assumption Feedback Certificate Results

#### **Assessment Summary Section**

For an assumed mortgage, focus on the following fields: The LP Key Number, Purchase Eligibility, and Risk Class.



**LP Key Number:** A unique identifier for the loan. LPA assigns this number at the initial submission, and it does not change. Capture the LP Key Number in your system of record.

**Note:** You will need to provide the LP Key Number as the AUS Identifier through the Post-Fund Data Correction (PFDC) process.

**Purchase Eligibility**: 'Ineligible' is returned for an assumed mortgage which is determined by the Program Identifier selection 'Assumption of FRE Owned Loan'. A Purchase Restriction section will display below the Message Summary section of the Feedback Certificate. Refer to the **Purchase Restriction** section below.

Risk Class: LPA risk assessment results are 'Accept' or 'Caution'.

- Accept: LPA has assessed the transferee's creditworthiness to be acceptable. To move forward
  with the assumption, the Servicer must follow the steps in <u>Sections 8406.7 through 8406.10</u>, as
  applicable, to complete the assumption.
- Caution indicates that there is a strong indication that the layering of risk is excessive and compliance with Freddie Mac requirements is unlikely. The Servicer may manually underwrite the mortgage in accordance with the requirements in <a href="Guide Topics 5100 through 5500">Guide Topics 5100 through 5500</a>. If the Servicer ultimately declines the assumption application, the Servicer must follow the requirements in <a href="Section 8406.8">Section 5102.2(b)</a>.





#### **Loan Details Section**

Confirm the borrower personal information and property address are accurate and the **PROGRAM IDENTIFIER(S)** field indicates 'Assumption of FRE Owned Loan'. Incorrect information must be corrected and resubmit the loan to LPA.



#### **Loan-to-Value Ratios and Qualifying Ratios Section**

Review for accuracy.



#### **Mortgage Details Section**

Review data for accuracy.







#### **Asset Details Section**

This section is **not** applicable for review.

#### **Transaction Details Section**

This section provides the date of the initial submission and resubmission date, if applicable, along with the assessment expiration date.

**Note:** If the assumption process has not been completed by the **Assessment Expiration Date** a new credit report must be obtained, and the loan must be resubmitted to LPA.



#### **Message Summary Section**

The **Message Summary** section displays a list and the number of message results for the loan by category. This section is **not** applicable to review.

#### **Message Sections**

Each message section identifies specific documentation requirements and/or special underwriting provisions appropriate to the specific risk class for employment and income, assets and reserves, credit and liabilities and property and appraisal type. Additional sections are dynamic, such as, the Purchase Restriction Messages, Data Quality and System Messages, Affordable Lending and Access to Credit Messages and Mortgage Insurance Messages and only display if applicable.

This section will provide guidance on the sections to focus on for an assumed mortgage.

The following message sections are **not applicable** for review for an assumed mortgage.

- Affordable Lending and Access to Credit Messages (only displays if applicable)
- Assets and Reserves Messages
- Credit and Liabilities Messages\*
- Property and Appraisal Messages
- General Messages
- Mortgage Insurance Messages (only displays if applicable)

\*Note: If the risk class is 'Caution', then the Credit and Liabilities Messages section will display the caution risk factors. Review the Caution Factor messages to help guide you through next steps in manually underwriting the loan.





#### Message sections: Areas of focus for an assumed mortgage:

**Purchase Restriction Message Section:** The Purchase Restriction section displays when you select the **Program Identifier** 'Assumption of FRE Owned Loan' as these loans will not follow the normal path to Freddie Mac loan delivery. The following message will display.

# Purchase Restriction Messages CODE MESSAGE PUR0422 This loan was submitted with a Loan Program Identifier indicating this is an assumption of a Freddie Mac owned mortgage and is not intended for sale to Freddie Mac.

**Employment and Income Messages Section:** This section identifies specific documentation requirements and/or special underwriting provisions appropriate for the employment and income types identified in the LPA submission and used for qualifying the borrower. This section is helpful to understand the minimum documentation required to support the income used for qualifying the borrower(s). You may also refer to the <u>Loan Product Advisor Documentation Matrix</u>.

In the example below, the borrower receives employed base earnings (salaried).

| Employment and Income Messages |   |  |
|--------------------------------|---|--|
| CODE                           | MESSAGE   |  |
| FEI0029                        | The loan is not eligible for income representation and warranty relief.   |  |
| FEI0034                        | ALICE FREDDIE is required to sign IRS Form 4506 no later than the Note Date. The form must be retained in the loan file.  |  |
| FEI0102                        | A 10-day pre-closing verification (10-day PCV) is required for ALICE FREDDIE's employment income. The 10-day PCV must be dated no more than 10 Business Days prior to the Note Date or after the Note Date but prior to the Delivery Date. The verification must be retained in the loan file.    |  |
| FEI0069                        | Base non-fluctuating earnings or fluctuating hourly earnings for ALICE FREDDIE must be supported by either a YTD paystub documenting all YTD earnings and W-2(s) for the most recent calendar year, or a written VOE documenting all YTD earnings and earnings for the most recent calendar year. |  |

### **Data Quality and System Messages (Only displays if applicable)**

Because LPA is an automated system, it relies heavily on information from other sources. Consequently, accurate and complete data submission is critical. You are responsible for the accuracy and completeness of the data submitted. Warning error messages returned in this section do not impact LPA's ability to complete an assessment. Resolve errors by checking the format, content and reason for the error of each field identified in the applicable feedback message(s). Correct value(s) and resubmit. For additional support refer to <a href="Data Quality and System Messages Cause and Resolution">Data Quality and System Messages Cause and Resolution</a> job aid or call our Customer Support Contact Center at (800-FREDDIE).

| ata Qualit | y and System Messages   |
|------------|---|
| CODE       | MESSAGE   |
| DQC0682    | Review for accuracy: Project Design Type was not submitted and has been defaulted to Garden Project. If this value is not accurate, update the field with the correct value and resubmit. |





#### **Data Error Messages (Only displays if applicable)**

There are error types that may occur after submitting a loan for assessment that impact LPA's ability to complete the assessment. In this instance, "critical" error messages are returned to provide the reason LPA was unable to complete the assessment. Review the messages to determine next steps to correct and resubmit to LPA. For additional support refer to <a href="Data Quality and System Messages Cause and Resolution">Data Quality and System Messages Cause and Resolution</a> job aid or call our Customer Support Contact Center at (800-FREDDIE).

Refer to <u>LPA Feedback Messages Servicer Assumptions</u> for feedback messages related to error messages.

# Data Quality and System Messages

CODE

MESSAGE

DQE0457

An assumption of mortgage must be submitted as no cash-out refinance.



**REMINDER:** You must retain the Last Assumption Feedback Certificate in the mortgage file.

# Resources

Refer to the following resources for additional information:

**Loan Scenarios: Loan Product Advisor Data Entry for a Mortgage Assumption:** This document is to be used as a companion with this job aid. The purpose is to provide test scenarios for entering a fixed rate and adjustable-rate mortgage (ARM) assumption. Reach out to your Servicer Relationship Manager if you are interested in CTE testing or additional guestions.

<u>Loan Product Advisor Functionality Resources</u>: This document lists all LPA training resources available to assist you with how to enter data to submit a transaction directly to LPA through the Freddie Mac Loan Advisor Single Sign-On Portal.

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