


## Use the following list of tips to help you quickly get up and running on Condo Project Advisor<sup>®</sup>:

### Getting Started

- ❑ **Obtain access to Condo Project Advisor.**
  - ✓ If you already use Condo Project Advisor you will automatically have access to the Project Certified Submission enhancement **effective December 8, 2023**.
  - ✓ **For first-time users:** To access Condo Project Advisor, your organization must be provisioned through Freddie Mac Access Manager. If you don't already use Access Manager, you will need to fill out a form to get started. If you already use Access Manager, an administrator must be granted access to authorize other users. Refer to the [Condo Project Advisor Access](#) job aid for steps to obtain access.
- ❑ **Get trained.** Sign up for the live webinar: [Condo Project Advisor: Assessments & Waiver Requests](#). For additional resources, refer to our [Freddie Mac Learning webpage - Condo Project Advisor](#).
- ❑ **Watch our online video:** [Close More Loans: Condo Project Advisor](#).
- ❑ **Check out Condo Project Advisor Online Help.** The Condo Project Advisor Online Help is an online help system available within Condo Project Advisor (accessible by clicking the “” blue question mark icon on the right side of the Condo Project Advisor screen). Within Online Help, you can use the context-sensitive search or the detailed table of contents to locate information. You can also access additional job aids.

### Tips for Project Assessment Requests (PAR)

- ❑ **To generate a Condo Project Advisor Feedback Certificate PDF.** You must provide the Loan Product Advisor Key number or Seller Loan Number to receive a Condo Project Advisor Feedback Certificate which is required for the loan file.
- ❑ **Check the project assessment status.** Review the Condo Project Advisor Feedback Certificate status and messages returned to determine next steps in your condominium project eligibility review.
- ❑ **Timelines.**
  - ✓ The Note Date of the subject mortgage with a green or yellow status<sup>1</sup> PAR finding must be within one year of the date issued on the Condo Project Advisor Feedback Certificate.
  - ✓ The Note Date of the subject mortgage with a Project Certified status PAR finding must be within 120 days of the date issued on the Condo Project Advisor Feedback Certificate.
  - ✓ The subject mortgage must be delivered to Freddie Mac within 120 days after the Note Date.

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**Note:** If Condo Project Advisor is unable to perform the assessment, Condo Project Advisor will assign an “Incomplete Assessment” status to the Condominium Project.

A mortgage secured by a Condominium Unit in a Condominium Project with an “Incomplete Assessment” status may be eligible for sale to Freddie Mac if the Seller fully analyzes all project review requirements ([Section 5701.2\(a\)](#)) and general eligibility requirements ([Section 5701.2\(b\)](#)) and determines the project complies with all the requirements. Refer to Guide Section [5701.10\(h\)](#) for more details.

### Tips for Project Certified Submission Requests (PCS)

- Review the PAR.** Check if the **Submit for Project Certified Review** button displays on the Results Summary page. If yes, you have the option to submit a project certified review request.
- Gather required documents prior to requesting a PCS.** Submit all the required documents for PCS listed in Guide Section [5701.10\(f\)\(ii\)](#). A PCS request will not be processed until all the required documentation is submitted.

**Note:** Do not upload any file containing borrower identifying information, including Personal Protected Information.

#### Note important timelines for Project Certified Submissions:

- ✓ **5 days** – Once you submit a request and provide all necessary information and documentation, Freddie Mac will make every effort to respond with a decision in five business days.
- ✓ **120 days** – A Condominium Unit Mortgage secured by a Condominium Unit in a project with a Project Certified status must have a Note Date within 120 days of the issue date of the Condo Project Advisor Feedback Certificate.
- ✓ **120 days after the Note Date** – Condominium Unit Mortgages secured by a Condominium Unit in a project with a Project Certified status must be delivered to Freddie Mac within 120 days after the Note Date. If the mortgage is not delivered within 120 days after the Note Date, you must submit a new PAR and obtain a new Condo Project Advisor Feedback Certificate prior to delivery.

**Note:** Documentation submitted with a request should be complete and current.



## Tips for Project Waiver Requests (PWR)

- ❑ **Gather support documents prior to submitting a PWR.** To help support a decision on the requested exception, submit recommended documents with your request. You'll find the list of recommended documents in multiple places within the Condo Project Advisor Online Help - type '*support documents*' in the search.

**Note:** Do not upload any file containing borrower identifying information, including Personal Protected Information.

- ❑ **Understand how to communicate with Freddie Mac about a PWR.** Condo Project Advisor uses email notifications and the bell icon on your toolbar to communicate with you about a request. Type '*notifications*' in the Help Center search for details on the bell icon and setting up your email notifications.

### Note important timelines for Project Waiver Requests:

- ✓ **2 days** – Once you submit a request and provide all necessary information and documentation, Freddie Mac will make every effort to respond with a decision in two business days.  
**Note:** If a submission is placed with Leased Amenities category, Freddie Mac will make every effort to respond with a decision in five business days once all necessary information and documentation is received.
- ✓ **10 days** – If additional information is requested by Freddie Mac for further assessment, documents must be uploaded within ten **business** days. If the additional information is not submitted within ten days, the PWR will be cancelled. If you need some more time to gather documentation or data, please use the comment feature within the PWR to share any documentation delays with us.
- ✓ **30 days** – The Doc File ID, Loan Product Advisor Key or Desktop Underwriter Key must be provided within 30 calendar days of a *Pending Approval* status. After 30 calendar days, the PWR will be cancelled.
- ✓ **120 days** – Condominium Unit Mortgages with approved PWRs must be delivered to Freddie Mac within 120 days after the Note Date. If the Mortgage is not delivered within 120 days after the Note Date, you must submit a new PWR and obtain a new Condo Project Advisor Feedback Certificate prior to delivery.
  - **Note:** Documentation submitted with a request should be complete and current (for example, balance sheet and income statements, and must be dated within the last 120 days versus dated 2022).

- ❑ Review Condo Project Advisor's [hours of operation](#) and Condo Project Advisor [resources](#).



## A new Project Assessment Request finding status, Not Eligible, to Condo Project Advisor

**February 26, 2024**

Effective February 26, 2024 we are enhancing Condo Project Advisor Project Assessment Request to include a new PAR finding status, Not Eligible, to indicate that a project does not meet certain project review and general eligibility requirements. A mortgage secured by a Condominium Unit in a Condominium Project that receives this status, is ineligible for sale to Freddie Mac. **More information coming soon.**

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