

MPF Xtra® Product eMAQCS®plus SMDU Integration

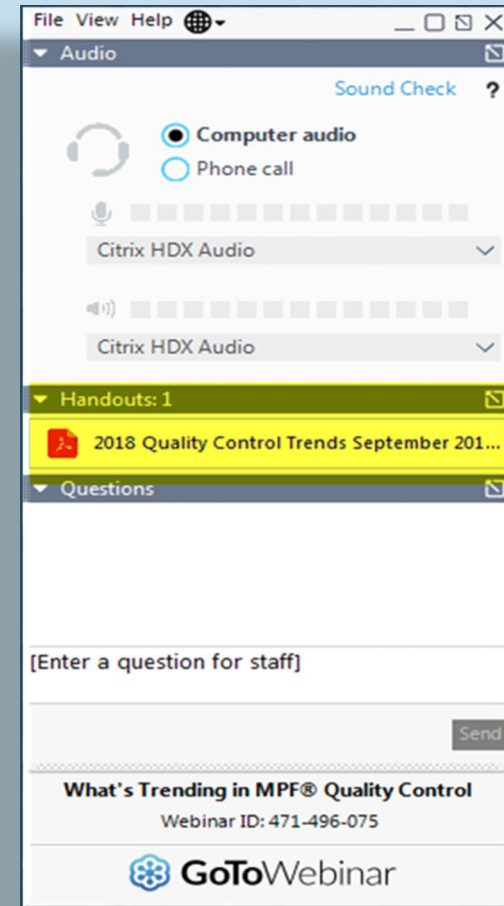
March 29, 2023



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Agenda

- **What's Changing?**
- **The Form Completion Process**
- **How to Attach Documentation to the Forms**
- **Process Flows**



What is Changing?

Beginning **April 3**, Fannie Mae's ***Servicing Management Default Underwriter™ (SMDU™)***, will be integrated into eMAQCS®plus.

- This will allow Servicers to submit **MPF Xtra®** Product loss mitigation requests through eMAQCSplus in a format that mirrors SMDU.
- Completed loss mitigation request forms and supporting documentation submitted to eMAQCSplus are easily reviewed and subsequently submitted to SMDU by MPF Default.
- SMDU communicates decisions to MPF Default who then relays those decisions to Servicers.



Important Information

The SMDU user interface is a tool that aids in the loss mitigation workout decision process.

Servicers are still required to evaluate the borrower's situation and review the **Fannie Mae's Workout Hierarchy**.

Servicers are ultimately responsible for determining which loss mitigation option is best-suited for the borrower.

All loss mitigation efforts must comply with Fannie Mae Servicing guidelines.



Fannie Mae's Workout Hierarchy

If the hardship is...	The Servicer should consider	Is MPF Default Approval Required?
Unresolved	Forbearance Plan	No
Resolved and the borrower does not have the ability to reinstate the loan	Repayment Plan	No
Resolved and the borrower doesn't have the ability to afford a repayment plan	Payment Deferral (also includes the COVID-19 and Disaster Payment Deferral options)	Yes
Determined to be permanent (evaluate in the order shown)	Fannie Mae Flex Modification	Yes
	Fannie Mae Short Sale	Yes
	Fannie Mae Mortgage Release (Deed-in-Lieu of Foreclosure)	Yes

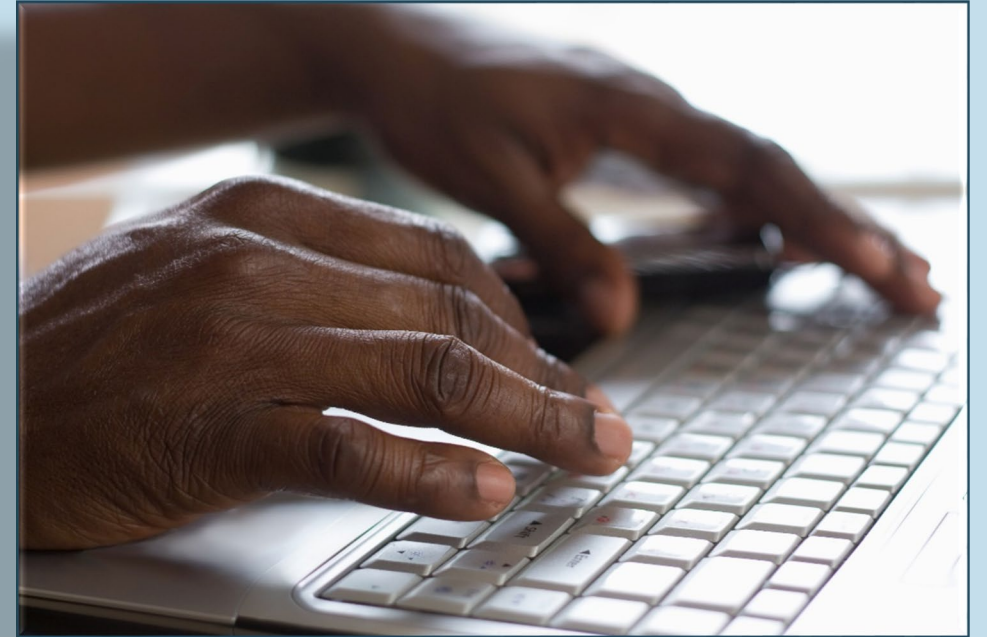
Evaluation Requests

Certain MPF Xtra product loss mitigation retention options must be evaluated through the SMDU tool.

The evaluation request forms/fields are completed in eMAQCSplus and are subsequently submitted to SMDU.

The following retention option evaluation requests are supported in eMAQCSplus:

- **COVID-19 Payment Deferral Plans**
- **Disaster Payment Deferral Plans**
- **Payment Deferral Plans**
- **Flex Modifications**



Evaluation Request Instructions

Instructions for completing and submitting the evaluation request forms are found in the *Glossary, Exhibits and Forms* section of the MPF Guides:

- **Exhibit CC-X:** MPF Xtra[®] Product COVID-19 Payment Deferral (PDX) Request Instruction
- **Exhibit BB-X:** MPF Xtra[®] Product Disaster Payment Deferral (PDD) Request Instructions
- **Exhibit AA-X:** MPF Xtra[®] Product Payment Deferral (PD) Request Instructions
- **Exhibit Z-X:** MPF Xtra[®] Product Flex Modification (FLEX) Request Instructions

The Form Completion Process

Submission Demo

- Our training example will walk through the submission process for a **Full-Doc Flex Modification** evaluation request.
- Full-Doc Flex Mods are the most complex of the four requests, requiring more documentation and data input.
- For each SMDU evaluation request, be sure to review the **documentation requirements** and **additional guidance** noted in the applicable instructions.

Exhibit Z-X MPF Xtra® Flex Modification (FLEX) Request
– Instructions

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Purpose

Servicers of conventional MPF Xtra® Product loans must use MPF Xtra® Evaluate - Flex Modification (FLEX) Form when submitting a request for an MPF Xtra® Flex Modification (FLEX) for the borrower.

Preparation

When – The Servicer must complete the MPF Xtra® Evaluate - Flex Modification (FLEX) Form when requesting a MPF Xtra® Flex Modification for a Borrower.

Who – The MPF Xtra® Evaluate - Flex Modification (FLEX) Form must be completed by an employee of the Servicer who has responsibilities that would cause such individual to be knowledgeable of the facts and processes needed to complete the MPF Xtra® Evaluate- Flex Modification (FLEX) Form and has authority to certify to the truthfulness and accuracy of the information on this form.

How – The MPF Xtra® Evaluate - Flex Modification (FLEX) Form Instructions are provided as a job aid and should be used for informational purposes only. To complete MPF Xtra® Evaluate - Flex Modification (FLEX) Form Servicers must access it through eMAQCS®plus.

Attachments – The completed form must be accompanied by the following documentation:

- **For All Xtra® Flex Modification Plans** (Please provide the below):
 - Payment History dated six months prior to delinquency
 - Escrow Analysis to determine escrow payments
 - Escrow Payment History/Summary dated six months prior to delinquency
 - Copy of unsigned/proposed [3179](#) agreement to be provided at final structuring
 - Loans where a full Borrower Response Package (BRP) has been received or loans less than 90 days delinquent are considered **Xtra Full Doc Flex Modification Plans**. (Please provide the below documents). **All documentation must be no more than 90 days old as of the date the Servicer first determines that the borrower submitted a complete BRP:**
 - Explanation of hardship, signed and dated by borrower for items not specifically covered in the Form 710.
 - Insurer Approval Letter, if applicable
 - Completed [Form 710](#)
 - If the loan is subject to bankruptcy, a complete bankruptcy schedule(s) can be provided in lieu of Form 710, provided that the schedule(s) are not more than 90 days old on the date the servicer receives the schedule(s)
 - Pay Stubs and/or other income documentation required by Form 710 as determined by the monthly total borrower income type and amount selected on Form 710
 - Bank Statements
 - Tax Returns & Credit Report
 - 4506-T and Tax Transcripts from IRS
 - Any other documentation to support the Borrower's financial information. For example: Retirement Draw Statements, Profit & Loss, Rental Agreements Etc.

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Revision Date: 3/21/2023

The Form Completion Process

Click on the **Forms** link on the eMAQCSplus homepage. Drop down to **SMDU Forms**



Home - PFI QC | Home - Default Servicing | Upload | Loan Search | Forms | Change Password

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Add/View Forms
SMDU Forms

Enter the MPF Loan Number and click **Submit**

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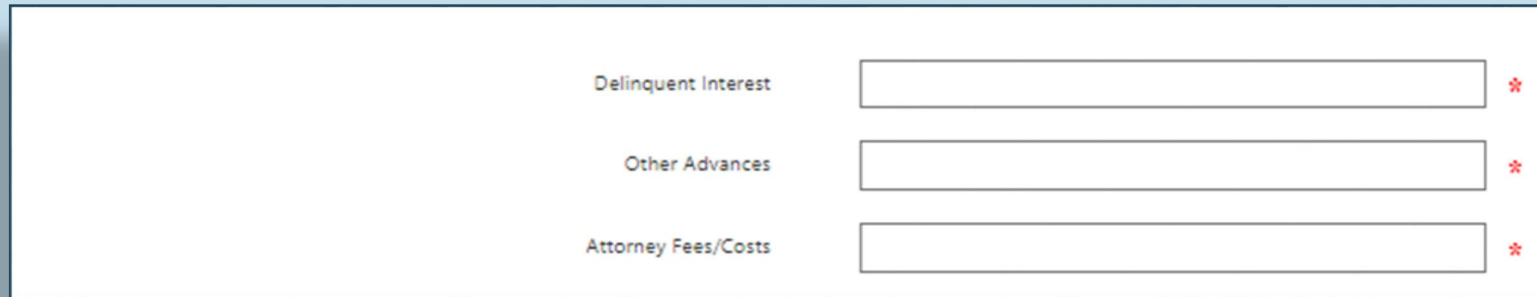
System Message: Please see the MP

SMDU Forms

Loan Number

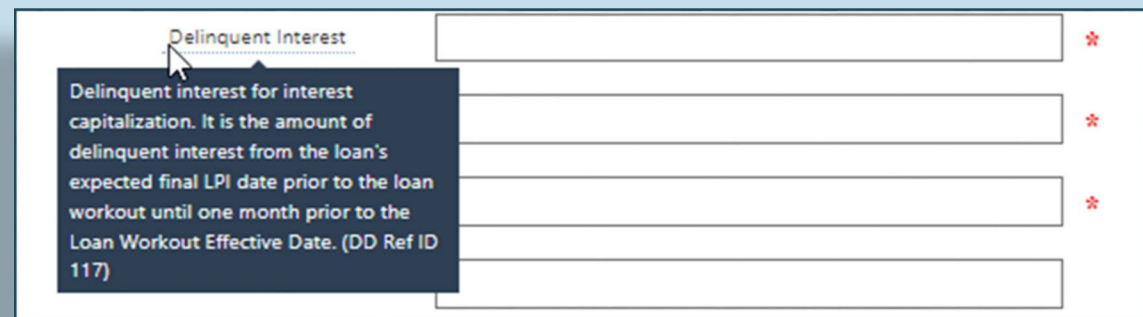
Quick Hint

Many of the SMDU fields have built-in guidance that will pop up if you hover over the field description



Delinquent Interest	<input type="text"/>	*
Other Advances	<input type="text"/>	*
Attorney Fees/Costs	<input type="text"/>	*

Here we've hovered over ***Delinquent Interest*** and a box with more information appears.

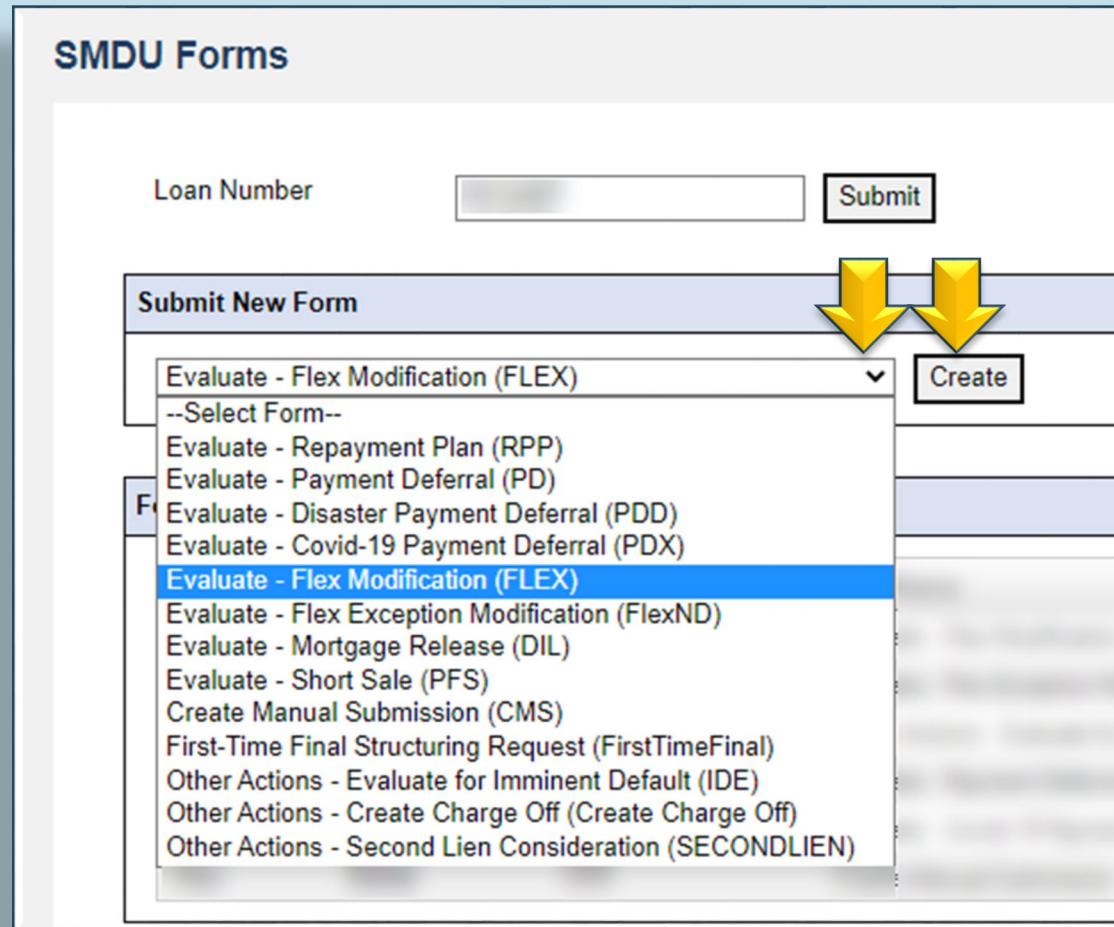


Delinquent Interest	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	*

Delinquent interest for interest capitalization. It is the amount of delinquent interest from the loan's expected final LPI date prior to the loan workout until one month prior to the Loan Workout Effective Date. (DD Ref ID 117)

The Form Completion Process

- Click the dropdown arrow and Select the **Evaluate- Flex Modification (FLEX)** form and click **Create**.
- This will open the eMAQCplus **SMDU** tab.



The screenshot displays the 'SMDU Forms' interface. At the top, there is a 'Loan Number' input field and a 'Submit' button. Below this is a 'Submit New Form' section with a dropdown arrow. Two yellow arrows point to the dropdown arrow and the 'Create' button. The dropdown menu is open, showing a list of form options. The option 'Evaluate - Flex Modification (FLEX)' is highlighted in blue. Other options include 'Evaluate - Repayment Plan (RPP)', 'Evaluate - Payment Deferral (PD)', 'Evaluate - Disaster Payment Deferral (PDD)', 'Evaluate - Covid-19 Payment Deferral (PDX)', 'Evaluate - Flex Exception Modification (FlexND)', 'Evaluate - Mortgage Release (DIL)', 'Evaluate - Short Sale (PFS)', 'Create Manual Submission (CMS)', 'First-Time Final Structuring Request (FirstTimeFinal)', 'Other Actions - Evaluate for Imminent Default (IDE)', 'Other Actions - Create Charge Off (Create Charge Off)', and 'Other Actions - Second Lien Consideration (SECONDLIEN)'. A 'Create' button is visible to the right of the dropdown menu.

Completing the Screens/Queues

These are the Flex Modification screens (queues) that you will be working through to complete an evaluation request



Flex

- Evaluation Landing
- Borrowers**
- Bankruptcy
- Property
- Loan & Origination
- Delinquency & Foreclosure
- Insurance & Escrow
- Hardship
- Prior Workout History
- Litigation
- Documents
- Submit to Queue

LOAN OVERVIEW

Loan Mortgage Type	CONVENTIONAL	Lien Type
Loan Product Type	FRM	Recourse Type
Last Total UPB Reported to Fannie Mae	\$287,160.31	Foreclosure Risk
Reported Last Paid Installment Date	02/01/2023	

SPECIAL FEATURE CODE(S)

003,127,18

RECENT SMDU EVALUATION HISTORY

Date	Time	Type	Status	SMDU Unique Identifier
No records to display.				

Borrowers Queue

The screenshot shows the 'Borrowers' form in a web application. A sidebar on the left contains navigation links: Flex, Evaluation Landing, Borrowers (highlighted with a red box), Bankruptcy, Property, Loan & Origination, Delinquency & Foreclosure, Insurance & Escrow, Hardship, Prior Workout History, Litigation, Documents, and Submit to Queue. The main form area is titled 'Borrowers' and includes a 'Save' button in the top right. It contains four dropdown menus with the following questions:

- Has Quality Right Party Contact been achieved with borrower?
- Did the borrower submit a complete Borrower Response Package(BRP) before the 90th day of delinquency?
- Did the borrower receive a forbearance plan due to a hardship for which applicable law has special credit bureau reporting requirements?
- If loan is being assumed, indicate if the assumption qualifies as an exempt transaction

Below these questions are three fields: Total Assets (\$0.00), Total Income (\$0.00), and Total Expenses (\$0.00). At the bottom, there is an 'Add Borrower' link and a table with columns: Borrower, Representative Credit Score, Does borrower currently occupy property as primary residence?, Has borrower ever filed for bankruptcy?, Edit, and Delete. The table currently shows 'No records to display.'

Three yellow callout boxes with arrows provide instructions:

- Box 1 (top left): If **yes**, then the request is considered **full doc** and the borrower section must be fully completed and additional documentation supplied.
- Box 2 (top right): If the loan has not been assumed, do not complete
- Box 3 (bottom left): Points to the 'Add Borrower' link.

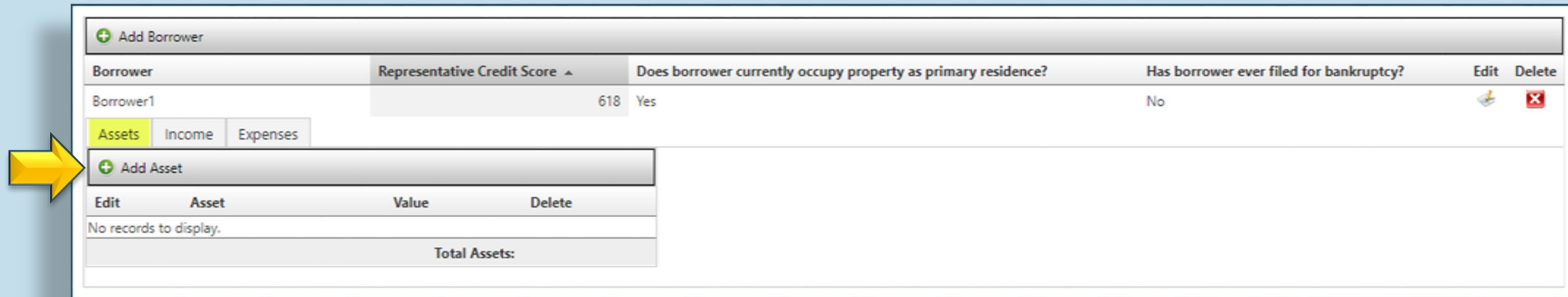
- Complete the four questions at the top of the screen.
- To add borrower information, click on the **Add Borrower** link.

Borrowers Queue

System requires input even though it's not required for a no-doc Flex Mod. If no-doc, enter **999** in this field. For full doc, enter the actual score.

- Complete the questions as shown.
- To add another borrower, click the **Add Borrower** link and repeat the same steps.
- Click the **Save** icon to save the borrower information questions.

Add Assets



The screenshot displays a web application interface for managing borrower information. At the top, there is a header with a '+ Add Borrower' link. Below this is a table with columns: 'Borrower', 'Representative Credit Score', 'Does borrower currently occupy property as primary residence?', 'Has borrower ever filed for bankruptcy?', 'Edit', and 'Delete'. A single row is visible with the borrower 'Borrower1', a credit score of 618, 'Yes' for primary residence, and 'No' for bankruptcy. Below the table are three tabs: 'Assets' (highlighted in yellow), 'Income', and 'Expenses'. A yellow arrow points to the '+ Add Asset' link in the 'Assets' tab. Below the tabs is a sub-table with columns 'Edit', 'Asset', 'Value', and 'Delete'. The sub-table currently shows 'No records to display.' and a 'Total Assets:' row.

- Click on the **Add Asset** link to add an asset.

Add Assets

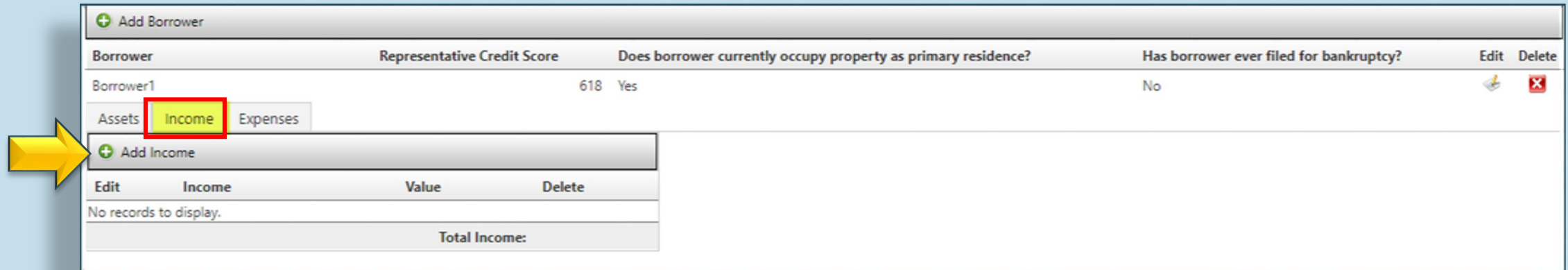
Edit	Asset	Value	Delete
	Asset	Value	
	Checking Account *	2,420 *	
	--Select From List--		
	Checking Account		
	Savings Account		
	Money Market/Mutual Fund		
	Boats/RV		
	Automobile		
	Real Estate Not For Sale		
	Severance Package		
	Other Liquid Asset		
	Stock		
	Trust/Annuity Funds		
	Retirement Funds/IRA/401K		
	Bond		
	Cash on Hand		
	Certificate of Deposit		
	Gift		
	Life Insurance		
	Other Non-Liquid Asset		

No records to display.

Total Assets:

- Select the asset type from the dropdown list
- Enter the account balance in the **Value** field.
- Click the **Add Asset** link to add more assets/accounts, select the asset type and enter the amount.
- Click the **Save** icon after all assets have been entered.

Add Income



The screenshot shows a web application interface for managing borrower information. At the top, there is a tab labeled "Add Borrower". Below this is a table with the following columns: "Borrower", "Representative Credit Score", "Does borrower currently occupy property as primary residence?", "Has borrower ever filed for bankruptcy?", "Edit", and "Delete". The table contains one row for "Borrower1" with a credit score of 618, occupying the primary residence, and no bankruptcy filings. Below the table, there are three tabs: "Assets", "Income", and "Expenses". The "Income" tab is selected and highlighted with a red box. A yellow arrow points to the "Add Income" link in the "Income" tab. Below the "Add Income" link is a table with columns "Edit", "Income", "Value", and "Delete". The table is currently empty, displaying "No records to display." and a "Total Income:" label.

Borrower	Representative Credit Score	Does borrower currently occupy property as primary residence?	Has borrower ever filed for bankruptcy?	Edit	Delete
Borrower1	618	Yes	No		

Assets **Income** Expenses

[+ Add Income](#)

Edit	Income	Value	Delete
No records to display.			
Total Income:			

To add income, select the **Income** tab.

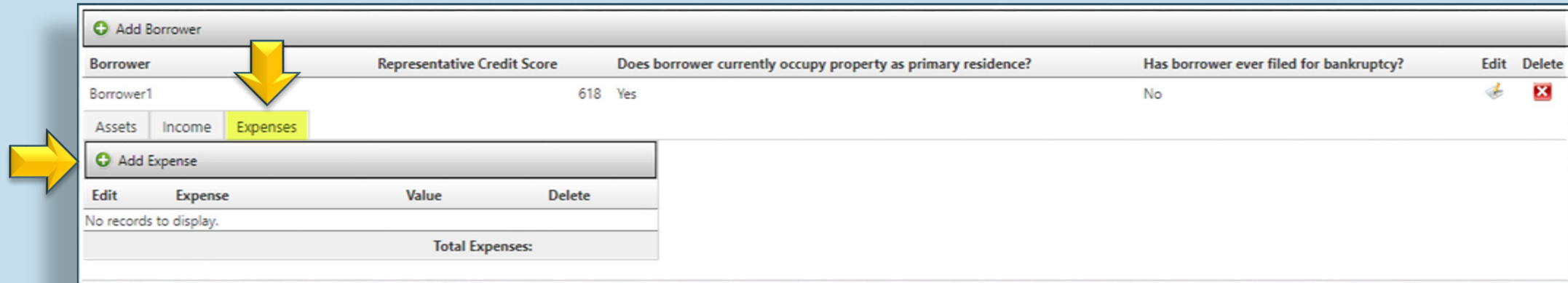
Click on the **Add Income** link to add income.

Add Income

The screenshot displays a financial management interface. At the top left, 'Total Assets' is shown as \$2,420.00 with a lock icon. Below it, there are tabs for 'Assets', 'Income', and 'Expenses', with 'Income' currently selected. A '+ Add Income' button is highlighted with a yellow arrow. A dropdown menu is open, showing a list of income types: '--Select From List--', 'Other Type of Income', 'Net Rental Income', 'Base Employment Income' (highlighted), 'Unemployment', 'Disability', 'Child Support', 'Alimony', 'Pension/Retirement', 'Investment Income', 'Bonuses', 'Commissions/Tips', 'Overtime', 'Auto/Expense Account', 'Boarder Income', 'Military Pay', 'Non-Borrower Household Member Income', 'Public Assistance', 'Self-Employment Income', 'Social Security Disability', and 'Base Employment'. A yellow arrow points to the 'Base Employment' option. Below the dropdown, the 'Value' field contains '4000' with a red asterisk, and a yellow arrow points to this field. The interface also shows 'Total Expenses' as \$0.00 with a lock icon. A table below the form has columns for 'Borrower currently occupy property as primary residence?' (No), 'Has borrower ever filed for bankruptcy?' (No), and 'Edit Delete' buttons. At the bottom, there is a 'Total Income:' label and a 'No records to display.' message.

- Select the income type from the dropdown menu.
- Enter the gross monthly income amount. For non-taxable income, gross-up by 25%.
- To add income from other sources, click on the **Add Income** link.
- After entering all income sources, click the **Save** icon.

Add Expenses



The screenshot shows a web application interface for managing borrower information. At the top, there is a header with a '+ Add Borrower' link. Below this is a table with columns: Borrower, Representative Credit Score, Does borrower currently occupy property as primary residence?, Has borrower ever filed for bankruptcy?, Edit, and Delete. The first row contains the data for 'Borrower1' with a credit score of 618, occupying the property as a primary residence, and no bankruptcy filings. Below the table are three tabs: 'Assets', 'Income', and 'Expenses'. The 'Expenses' tab is highlighted in yellow. To the left of the 'Expenses' tab, a yellow arrow points to a '+ Add Expense' link. Below the tabs is a table with columns: Edit, Expense, Value, and Delete. The table is currently empty, displaying 'No records to display.' and a 'Total Expenses:' row.

Borrower	Representative Credit Score	Does borrower currently occupy property as primary residence?	Has borrower ever filed for bankruptcy?	Edit	Delete
Borrower1	618	Yes	No		

Assets | Income | **Expenses**

[+ Add Expense](#)

Edit	Expense	Value	Delete
No records to display.			
Total Expenses:			

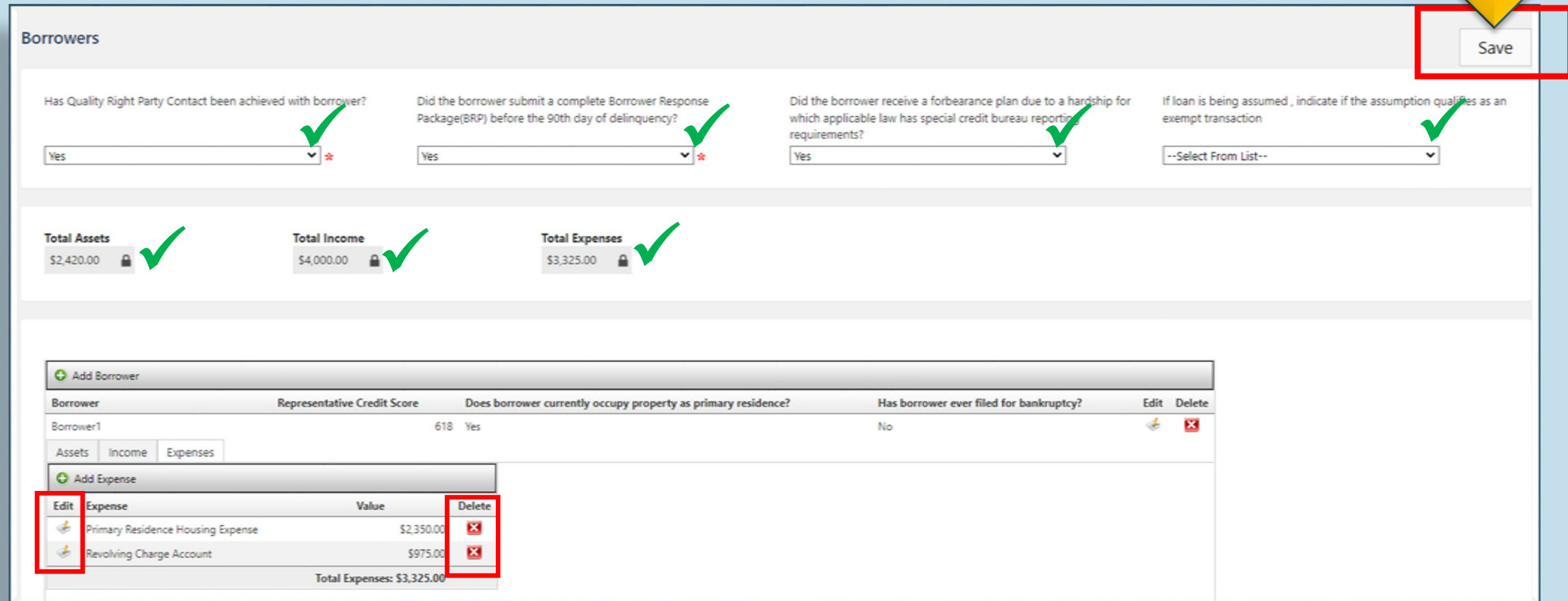
- Click on the **Expenses** tab.
- Click on the **Add Expense** link.

Add Expenses

The screenshot displays a software interface for managing expenses. At the top left, 'Total Assets' is shown as \$2,420.00 with a lock icon. At the top right, 'Total Expenses' is shown as \$3,325.00 with a lock icon. A central dropdown menu is open, listing various expense categories such as 'Alimony/Separate Maintenance', 'Child Support', 'Student Loan', 'Payroll Tax Deduction', 'Payroll Insurance Deduction', 'Payroll Retirement Deduction', 'Payroll Profit Sharing Deduction', 'Payroll Other Deductions', 'Utilities/Telephone/Cable', 'Personal Loan', 'Installment Loan', 'Job Related Expense', 'Lease Payments', 'Miscellaneous Living Expenses', 'Open, 30 Day Charge Account', 'Subject Property Negative Net Cash Flow', 'Subject Property Subordinate Financing Pandl', 'Primary Residence Housing Expense' (highlighted in blue), 'Subject Property Other Expense', and 'Future Housing Expense'. Below the dropdown, there is a 'Value' field containing the number '2350' with a red asterisk. The interface also includes a table with columns for 'Borrower currently occupy property as primary residence?', 'Has borrower ever filed for bankruptcy?', 'Edit', and 'Delete'. A table with columns for 'Expense' and 'Value' is also visible. A yellow arrow points to the 'Add Expense' button, another yellow arrow points to the 'Value' field, and a third yellow arrow points to the 'Save' icon at the bottom left.

- Select the expense type from the dropdown box.
- Enter the monthly payment amount in the **Value** field.
- Click **Add Expense** to add other monthly obligations.
- Click the **Save** icon when finished adding expenses.

Completing the Borrower Screen/Queue



Borrowers

Has Quality Right Party Contact been achieved with borrower? Yes

Did the borrower submit a complete Borrower Response Package(BRP) before the 90th day of delinquency? Yes

Did the borrower receive a forbearance plan due to a hardship for which applicable law has special credit bureau reporting requirements? Yes

If loan is being assumed, indicate if the assumption qualifies as an exempt transaction --Select From List--

Total Assets \$2,420.00

Total Income \$4,000.00

Total Expenses \$3,325.00

Add Borrower

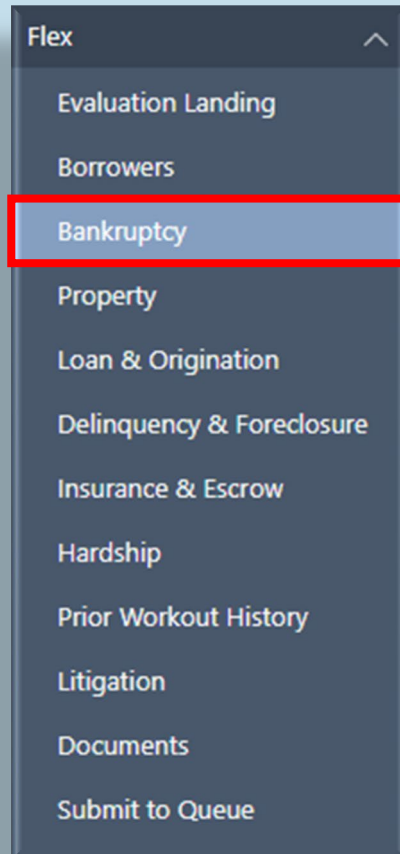
Borrower	Representative Credit Score	Does borrower currently occupy property as primary residence?	Has borrower ever filed for bankruptcy?	Edit	Delete
Borrower1	618	Yes	No		

Add Expense

Edit	Expense	Value	Delete
	Primary Residence Housing Expense	\$2,350.00	
	Revolving Charge Account	\$975.00	
		Total Expenses: \$3,325.00	

- Make sure all sections of the **Borrowers** screen have been completed and the totals are correct.
- Make any edits or delete items if necessary.
- **IMPORTANT:** Click the **Save** button in the upper corner to save all data on the **Borrowers** screen.

Bankruptcy Queue



The *Bankruptcy* screen/queue is not required for any of the four workout evaluation forms mentioned in this training.

The Property Screen/Queue

Flex

- Evaluation Landing
- Borrowers
- Bankruptcy
- Property**
- Loan & Origination
- Delinquency & Foreclosure
- Insurance & Escrow
- Hardship
- Prior Workout History
- Litigation
- Documents
- Submit to Queue

Property

Property Occupancy Status	<input type="text" value="Borrower Occupied"/>	*
Current Property Usage	<input type="text" value="Principal Residence"/>	*
Property Number Of Units	<input type="text" value="1 unit"/>	*

Property Valuation Date	<input type="text" value="3/17/2023"/>	*
Property Valuation Type	<input type="text" value="AVM"/>	*
Property "As Is" Value	<input type="text" value="\$655,500.00"/>	*
Confidence Score	<input type="text" value="2"/>	🔒
Appraisal Age in Days	<input type="text" value="0"/>	🔒
Property Value At Origination	<input type="text" value="\$0.00"/>	🔒

Save

- Complete the three fields on the left side of the screen.
- The fields on the right are typically auto-completed by Fannie Mae. Fannie Mae will pull an AVM and populate the date, type and valuation amount.
- Click **Save** when finished.

Loan & Origination Queue

Flex

- Evaluation Landing
- Borrowers
- Bankruptcy
- Property
- Loan & Origination**
- Delinquency & Foreclosure
- Insurance & Escrow
- Hardship
- Prior Workout History
- Litigation
- Documents
- Submit to Queue

Loan & Origination

LOAN DETAILS

Last Total UPB Reported to Fannie Mae	\$287,160.31	🔒
Existing Forbearance	\$0.00	🔒
Pre-Workout UPB (Excludes Existing Forbearance)	<input type="text"/>	*
Subordinate Financing Unpaid principal Balance	<input type="text"/>	
Reported Last Paid Installment Date	02/01/2023	🔒
Last Paid Installment Date	2/1/2023	📅 *
Loan Mortgage Type	CONVENTIONAL	🔒
Loan Product Type	FRM	🔒
Loan Maturity Date	<input type="text"/>	📅 *
Remaining Term	<input type="text"/>	
Interest Rate (%)	<input type="text"/>	*
Next ARM Reset Rate (%)	<input type="text"/>	
Next ARM Reset Date	<input type="text"/>	📅
Lifetime Interest Rate Cap for ARM Loan (%)	<input type="text"/>	
Final Interest Rate for Step-Rate Loan (%)	<input type="text"/>	
Interest Only Indicator	Yes	🔒
MBS Pool Identifier	BF0560	🔒
MBS Pool Issue Date	<input type="text"/>	📅
Loan Reclass Date	<input type="text"/>	🔒

Loan Details Section







- **Pre-Workout UPB:** UPB at the time of trial evaluation. Do not include any existing forbearance from a prior modification, and/or deferral balance from a COVID-19 Payment Deferral or Disaster Payment Deferral.
- **Last Paid Installment Date:** Last paid installment at the time of trial evaluation.
- **Loan Maturity Date:** The date the loan is scheduled to be paid off per the note or modification agreement.
- **Interest Rate:** Interest rate per the note or modification agreement.

Loan and Origination Screen/Queue

Origination Details

Date of Original Note:
The date the note was signed.

ORIGINATION DETAILS

Date of Original Note	<input type="text"/>	 *
Amortization Term at Origination	360	
First Payment Date at Origination	02/01/2018	
Origination Loan Amount	\$304,000.00	
Interest Rate at Origination	4.00000	
LTV at Origination	80 %	

Loan & Origination

Monthly Payment Details

- Enter the monthly P & I amount.
- Enter the monthly MI payment (pre-workout). If there is no MI, enter zero.
- Enter the monthly MI payment (post-workout) If there is no MI enter zero.
- Enter the monthly post-modification property tax amount. If not escrowed, enter zero.
- Enter the monthly HOA fee. If not applicable, enter zero.
- Enter the monthly post-modification hazard insurance amount. If not escrowed, enter zero.
- Enter the monthly flood insurance payment if applicable. Otherwise enter zero.
- **First Trial Payment Due Date:**
The date the first trial payment is due.

MONTHLY PAYMENT DETAILS	
Monthly Principal & Interest	<input type="text"/> *
Pre-Workout Monthly Mortgage Insurance	<input type="text"/> *
Post-Workout Monthly Mortgage Insurance	<input type="text"/> *
Monthly Real Estate Taxes	<input type="text"/> *
Monthly Association Dues/Fees	<input type="text"/> *
Monthly Hazard Insurance	<input type="text"/> *
Monthly Flood Insurance	<input type="text"/> *
First Trial Payment Due Date	<input type="text"/> 📅

Loan & Origination

PRE-WORKOUT AMORTIZATION SCHEDULE

Edit	Scheduled Payment Due Date	Scheduled Monthly Principal Payment	Scheduled Monthly Interest Payment	Scheduled Total Monthly Payment





PRE-WORKOUT AMORTIZATION SCHEDULE

Edit	Scheduled Payment Due Date	Scheduled Monthly Principal Payment	Scheduled Monthly Interest Payment	Scheduled Total Monthly Payment
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>			

- Click on the **Edit** icon to begin entering the payment information.
- The fields will open and the **Scheduled Payment Due Date** will populate. It is the month after the last paid installment date (this information was entered previously).
- Enter the **monthly principal payment**, **monthly interest payment**, and the **scheduled total monthly payment**.
- Click the checkmark to save the payment information.
- Click on the next edit icon to enter the second payment. Click the checkmark to save. Repeat for the third and fourth payment.

Loan & Origination

PRE-WORKOUT AMORTIZATION SCHEDULE

Edit	Scheduled Payment Due Date	Scheduled Monthly Principal Payment	Scheduled Monthly Interest Payment	Scheduled Total Monthly Payment
	04-01-2022	\$641.05	\$239.25	\$1,181.89
	05-01-2022	\$640.06	\$240.24	\$1,181.89
	06-01-2022	\$639.05	\$241.25	\$1,181.89
	07-01-2022	\$638.05	\$242.25	\$1,181.89

When finished, the four payments should be listed.

Loan & Origination

After completing all sections of the **Loan & Origination** screen/queue, click **Save**.



Loan & Origination

LOAN DETAILS

Loan Total UPB Reported to Fannie Mae: \$207,000.00

Bidding Publication: \$0.00

Pre Workout UPB (Excludes Bidding Publication):

Subordinate Financing Original principal Balance:

Reported Last Paid Installment Date: 12/01/2018

Last Paid Installment Date: 1/1/2019

Loan Mortgage Type: CONVENTIONAL

Loan Product Type: FHA

Loan Maturity Date:

Remaining Term:

Interest Rate (%):

Year ARM Reset Rate (%):

Year ARM Reset Date:

Ultimate Interest Rate Cap for ARM Loan (%):

Final Interest Rate for Step-Rate Loan (%):

Interest Only Indicator: Yes

NBE Pool Identifier: 97000

NBE Pool Issue Date:

Loan Refuse Date:

ORIGINATION DETAILS

Date of Original Note:

Amortization Term at Origination: 360

First Payment Date at Origination: 12/01/2018

Origination Loan Amount: \$244,000.00

Interest Rate at Origination: 4.0000

OTI at Origination: 30%

Request ID:

MONTHLY PAYMENT DETAILS

Monthly Principal & Interest: \$1,451.94

Pre Workout Monthly Mortgage Insurance:

Post Workout Monthly Mortgage Insurance:

Monthly Real Estate Taxes:

Monthly Association Dues/Fees:

Monthly Hazard Insurance:

Monthly Flood Insurance:

First Total Payment Due Date:

PRE WORKOUT AMORTIZATION SCHEDULE

Est.	Scheduled Payment Due Date	Scheduled Monthly Principal Payment	Scheduled Monthly Interest Payment	Scheduled Total Monthly Payment
1				
2				
3				

Delinquency & Foreclosure Screen/Queue

Flex

- Evaluation Landing
- Borrowers
- Bankruptcy
- Property
- Loan & Origination
- Delinquency & Foreclosure**
- Insurance & Escrow
- Hardship
- Prior Workout History
- Litigation
- Documents
- Submit to Queue

Delinquency & Foreclosure

Save

Delinquency

Delinquent Interest	<input type="text"/>	*
Other Advances	<input type="text"/>	*
Attorney Fees/Costs	<input type="text"/>	*
Accrued Late Fee/Penalty	<input type="text"/>	
Number Consecutive Payments On Rolling Delinquency	<input type="text"/>	
Borrower Contribution	<input type="text"/>	*
Suspense Balance	<input type="text"/>	*
Amount Expected Before trial Payment	<input type="text"/>	*
What is borrower(s) SCRA relief status?	--Select From List--	*
Loan Liquidation Status	Current	🔒

Foreclosure

Foreclosure Risk	Fannie Mae risk	🔒
Foreclosure Method	Judicial	🔒
Foreclosure Status	--Select From List--	▼
Projected Foreclosure Sale Date	<input type="text"/>	📅
Foreclosure Sale Date Type	--Select From List--	▼
Days Prior to Foreclosure Sale		🔒
Foreclosure Performance Maximum Days	1320	🔒
Redemption Period	0	🔒

Delinquency & Foreclosure

Delinquent Interest: The total interest portion of all payments not made/delinquent.

Other Advances: Advances made to 3rd parties, not retained by the Servicer. Do not include escrow advances or attorney fees. If no amounts were advanced, enter zero.

Attorney Fees/Costs: Estimated legal fees.

Borrower Contribution: Any amount the borrower will be contributing that's over and above the trial payment.

Suspense Balance: Any payments made by the borrower that are being held in suspense.

Amount Expected Before Trial Payment

SCRA Relief Status: Status can be verified at <https://milconnect.dmdc.osd.mil/milconnect/>

Number of times the borrower has been exactly 30 days delinquent in the last six months.

Delinquency & Foreclosure

Delinquency

Delinquent Interest	<input type="text"/>	*
Other Advances	<input type="text"/>	*
Attorney Fees/Costs	<input type="text"/>	*
Accrued Late Fee/Penalty	<input type="text"/>	
Number Consecutive Payments On Rolling Delinquency	<input type="text"/>	
Borrower Contribution	<input type="text"/>	*
Suspense Balance	<input type="text"/>	*
Amount Expected Before trial Payment	<input type="text"/>	*
What is borrower(s) SCRA relief status?	<input type="text" value="--Select From List--"/>	*
Loan Liquidation Status	<ul style="list-style-type: none">One or More Borrowers Currently ReceiveNever ReceivedOne or More Borrowers Previously Received	

Number of times the borrower has been exactly 30 days delinquent within the last six months

Foreclosure Section

Foreclosure Status: Only complete if applicable. If the loan is not currently subject to foreclosure, leave blank.

Projected Foreclosure Sale Date: Only complete if applicable, otherwise leave blank.

Foreclosure Sale Date Type: Estimated or scheduled sale date at public auction. Leave blank if not applicable

Foreclosure

Foreclosure Risk	Fannie Mae risk	🔒
Foreclosure Method	Judicial	🔒
Foreclosure Status	--Select From List--	▼
Projected Foreclosure Sale Date		📅
Foreclosure Sale Date Type	--Select From List--	▼
Days Prior to Foreclosure Sale		🔒
Foreclosure Performance Maximum Days	1320	🔒
Redemption Period	0	🔒

Delinquency and Foreclosure

When all required fields on the *Delinquency and Foreclosure* screen are completed, click **Save**.

A screenshot of a web application interface for 'Delinquency & Foreclosure'. The interface is split into two main sections: 'Delinquency' on the left and 'Foreclosure' on the right. A red rectangular box highlights the 'Save' button in the top right corner. A yellow arrow points down to this button. The 'Delinquency' section contains several input fields, some with red asterisks indicating required fields: Delinquent Interest, Other Advances, Attorney Fees/Costs, Accrued Late Fee/Penalty, Number Consecutive Payments On Rolling Delinquency, Borrower Contribution, Suspense Balance, Amount Expected Before trial Payment, What is borrower(s) SCRA relief status?, and Loan Liquidation Status. The 'Foreclosure' section contains several dropdown menus and input fields: Foreclosure Risk (Fannie Mae risk), Foreclosure Method (Judicial), Foreclosure Status (--Select From List--), Projected Foreclosure Sale Date, Foreclosure Sale Date Type (--Select From List--), Days Prior to Foreclosure Sale, Foreclosure Performance Maximum Days (1320), and Redemption Period (0).

Insurance and Escrow Screen/Queue

Flex

- Evaluation Landing
- Borrowers
- Bankruptcy
- Property
- Loan & Origination
- Delinquency & Foreclosure
- Insurance & Escrow**
- Hardship
- Prior Workout History
- Litigation
- Documents
- Submit to Queue

Insurance & Escrow

Save

Insurance

Estimated Mortgage Insurance Proceeds *

Estimated Hazard Insurance Proceeds *

Escrow

Is Escrow Prohibited by law? --Select From List-- *

Will property taxes be Escrowed? --Select From List-- *

Will Hazard Insurance be Escrowed? --Select From List-- *

Will Flood Insurance be Escrowed? --Select From List-- *

Will association or HOA dues be escrowed? --Select From List-- *

Escrow Advances for Capitalization *

Current Escrow Shortage Monthly Payment *

Future Escrow Shortage Monthly Payment *

Insurance

Enter the estimated amount of mortgage insurance and hazard insurance proceeds. SMDU requires amounts in this field even though not required for a Flex Modification evaluation. If zero, enter \$0.

Insurance & Escrow

Insurance

Estimated Mortgage Insurance Proceeds	<input type="text"/>	*
Estimated Hazard Insurance Proceeds	<input type="text"/>	*

Escrow

Select **Yes or No** for the first five fields.

Escrow Advances for Capitalization:

Enter the escrow amounts advanced by the Servicer into the balance of the Flex Mod. If zero, enter \$0.

Current Escrow Shortage Monthly

Payment: If there is *currently* an escrow shortage, enter the monthly shortage amount. If there is no shortage, enter \$0.

Future Escrow Shortage Monthly Payment: If a shortage was identified during an escrow analysis for the Flex Modification request, enter that monthly shortage amount. If no shortage was identified, enter \$0.

The screenshot shows a form titled "Escrow" with the following fields:

- Is Escrow Prohibited by law? --Select From List-- *
- Will property taxes be Escrowed? --Select From List-- *
- Will Hazard Insurance be Escrowed? --Select From List-- *
- Will Flood Insurance be Escrowed? --Select From List-- *
- Will association or HOA dues be escrowed? --Select From List-- *
- Escrow Advances for Capitalization *
- Current Escrow Shortage Monthly Payment *
- Future Escrow Shortage Monthly Payment *

A red rectangular box highlights the first five fields, which are dropdown menus. The remaining three fields are text input boxes.

Insurance & Escrow

After completing the required *Insurance & Escrow* fields, click Save.



File

- Evaluation Landing
- Borrowers
- Bankruptcy
- Property
- Loan & Origination
- Delinquency & Foreclosure
- Insurance & Escrow**
- Hardship
- Prior Workout History
- Litigation
- Documents
- Submit to Queue

Insurance & Escrow

Insurance

Estimated Mortgage Insurance Proceeds *

Estimated Hazard Insurance Proceeds *

Escrow

Is Escrow Prohibited by law? *

Will property taxes be Escrowed? *

Will Hazard Insurance be Escrowed? *

Will Flood Insurance be Escrowed? *

Will association or HOA dues be escrowed? *

Escrow Advances for Capitalization *

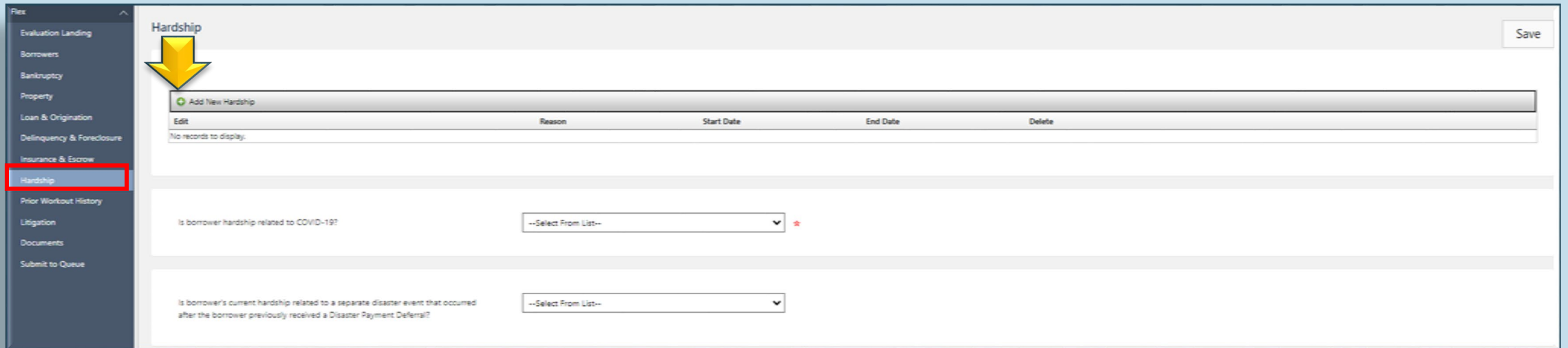
Current Escrow Shortage Monthly Payment *

Future Escrow Shortage Monthly Payment *

Save

Hardship Screen/Queue

Click on the **Add New Hardship** link.



File

- Evaluation Landing
- Borrowers
- Bankruptcy
- Property
- Loan & Origination
- Delinquency & Foreclosure
- Insurance & Escrow
- Hardship**
- Prior Workout History
- Litigation
- Documents
- Submit to Queue

Hardship

Save

[Add New Hardship](#)

Edit	Reason	Start Date	End Date	Delete
No records to display.				

Is borrower hardship related to COVID-19?

Is borrower's current hardship related to a separate disaster event that occurred after the borrower previously received a Disaster Payment Deferral?

Add a New Hardship

Hardship

[+ Add New Hardship](#)

Edit	Reason	Start Date	End Date	Delete
	Reason		--Select From List--	*
	Start Date			*
	End Date			

No records to display.

- For a Full-Doc Flex Mod, select the hardship reason from the dropdown box (should match what is on Fannie Mae's **Uniform Borrower Assistance Form (Form 710)**. For No-Doc, select **Unknown-Uniform Borrower Assistance Form**.
- Enter the start date and end date.
- Click on the **Add New Hardship** link if more than one hardship applies.
- Click the **Save** icon after the hardship(s) are entered.

Hardship

- Answer **Yes or No** to the COVID-19 question.
- If applicable, answer **Yes or No** to the question about natural disasters.

Is borrower hardship related to COVID-19?	--Select From List--	*
Is borrower hardship related to a non-natural disaster or a natural disaster where the subject property is not located in a FEMA-Declared Disaster Area?	--Select From List--	

Hardship

After completing the *Hardship* screen/queue, click Save.



Hardship

Save

+ Add New Hardship

Edit	Reason	Start Date	End Date	Delete
	Unemployment	08-01-2022		

Is borrower hardship related to COVID-19?

Is borrower's current hardship related to a separate disaster event that occurred after the borrower previously received a Disaster Payment Deferral?

Prior Workout History Screen/Queue

Flex

- Evaluation Landing
- Borrowers
- Bankruptcy
- Property
- Loan & Origination
- Delinquency & Foreclosure
- Insurance & Escrow
- Hardship
- Prior Workout History**
- Litigation
- Documents
- Submit to Queue

Prior Workout History

Save

Has borrower failed a non-disaster Trial Period Plan within the last 12 months?
--Select From List-- *

Did borrower receive a prior COVID-19 Payment Deferral and within six months of the Workout Effective Date became two full months or more delinquent?
--Select From List-- *

Did borrower receive a prior Disaster Payment and within six months of the Workout Effective Date became two full months or more delinquent?
--Select From List-- *

TO SUBMIT TO SMDU

[Add New Prior Workout](#)

Edit	Status Date	Status	Workout Type	Activity Type	Payment Reduction Percent	Subsequent Delinquency Severity	Fail Cancel Reason	Delete
No records to display.								

COMPLETED & CLOSED WORKOUTS

Servicer Name	Campaign Name	Case Status	Prior-Workout Status Date	Mod Effective Date
No records to display.				

Prior Workout History

Answer the three questions across the top of the screen:


- If the answer to any of the above questions is **Yes**, and nothing is displayed in the **Completed & Closed Workouts** section at the bottom of the **Workout History** screen, add the prior workout option (shown on next slide).

The screenshot shows a form titled "Prior Workout History" with a "Save" button in the top right corner. The form contains three questions, each followed by a dropdown menu. The first question is "Has borrower failed a non-disaster Trial Period Plan within the last 12 months?". The second question is "Did borrower receive a prior COVID-19 Payment Deferral and within six months of the Workout Effective Date became two full months or more delinquent?". The third question is "Did borrower receive a prior Disaster Payment and within six months of the Workout Effective Date became two full months or more delinquent?". Each dropdown menu is currently set to "--Select From List--" and is highlighted with a red border.

Prior Workout History

If a prior workout option needs to be added, click on the **Add New Prior Workout** link.

TO SUBMIT TO SMDU



[Add New Prior Workout](#)

Edit	Status Date	Status	Workout Type	Activity Type	Payment Reduction Percent	Subsequent Delinquency Severity	Fail Cancel Reason	Delete
No records to display.								

Prior Workout History

Add New Prior Workout

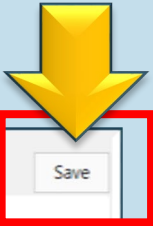
Edit	Status Date	Status	Workout Type	Activity Type	Payment Reduction Percent	Subsequent Delinquency Severity	Fail Cancel Reason	Delete
	Status Date							
	Status	--Select From List--						
	Workout Type	--Select From List--						
	Activity Type	--Select From List--						
	Payment Reduction Percent							
	Subsequent Delinquency Severity							
	Fail Cancel Reason	--Select From List--						

No records to display.

- **Status Date:** Enter the date associated with current status of the prior workout.
- **Status:** Select the most recent status from the dropdown list.
- **Workout Type:** Select the loss mitigation workout option that was previously sought.
- **Activity Type:** Select the current activity status of prior workout.
- **Fail Cancel Reason:** If prior workout wasn't completed, select reason why it wasn't successful.
- Click the **Save** icon after completing this section.

Prior Workout History

When all sections of the *Prior Workout History* screen/queue have been completed, click the Save button.



The screenshot shows the 'Prior Workout History' web application interface. On the left is a dark sidebar with a menu containing items like 'Evaluation Landing', 'Borrowers', 'Bankruptcy', 'Property', 'Loan & Origination', 'Delinquency & Foreclosure', 'Insurance & Escrow', 'Hardship', 'Prior Workout History' (highlighted), 'Litigation', 'Documents', and 'Submit to Queue'. The main content area is titled 'Prior Workout History' and contains three dropdown menus, each with a red asterisk indicating a required field. The first dropdown is for 'Has borrower failed a non-disaster Trial Period Plan within the last 12 months?'. The second is for 'Did borrower receive a prior COVID-19 Payment Deferral and within six months of the Workout Effective Date became two full months or more delinquent?'. The third is for 'Did borrower receive a prior Disaster Payment and within six months of the Workout Effective Date became two full months or more delinquent?'. Below these is a section 'TO SUBMIT TO SMDU' with an 'Add New Prior Workout' button and a table with columns: Edit, Status Date, Status, Workout Type, Activity Type, Payment Reduction Percent, Subsequent Delinquency Severity, Fail Cancel Reason, and Delete. The table is currently empty with the text 'No records to display.'. Below that is a section 'COMPLETED & CLOSED WORKOUTS' with a table with columns: Servicer Name, Campaign Name, Case Status, Prior-Workout Status Date, and Mod Effective Date. This table is also empty with the text 'No records to display.'.

Litigation Screen/Queue



Flex Modifications do not require the completion of the *Litigation* screen/queue

Important Note

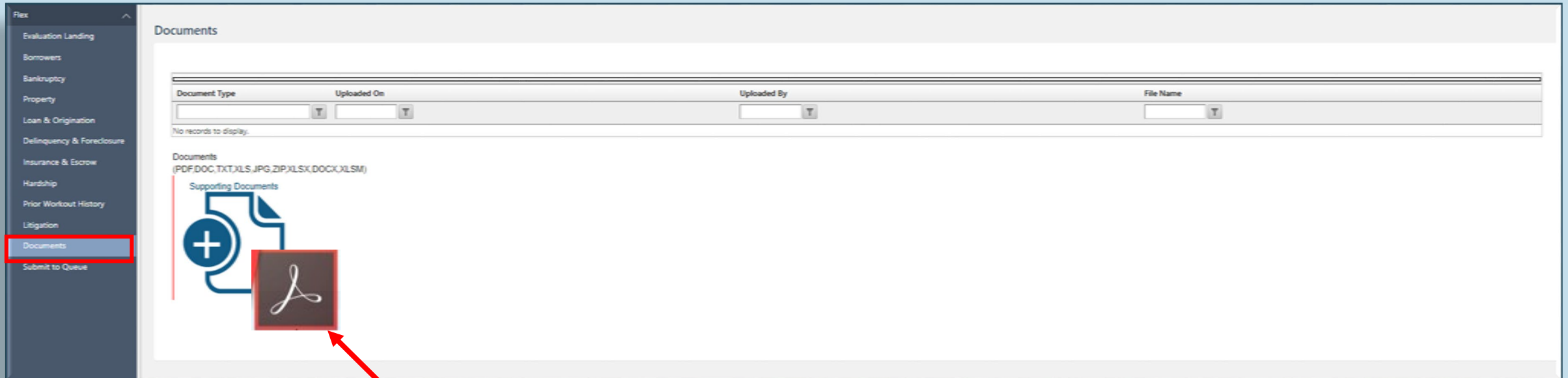
Ensure that the **Save** button was clicked after completing each of the previous screen/queues.

The following message should have appeared after each screen/queue was saved:

Data was successfully saved to the database

How to Attach Documents to the Forms

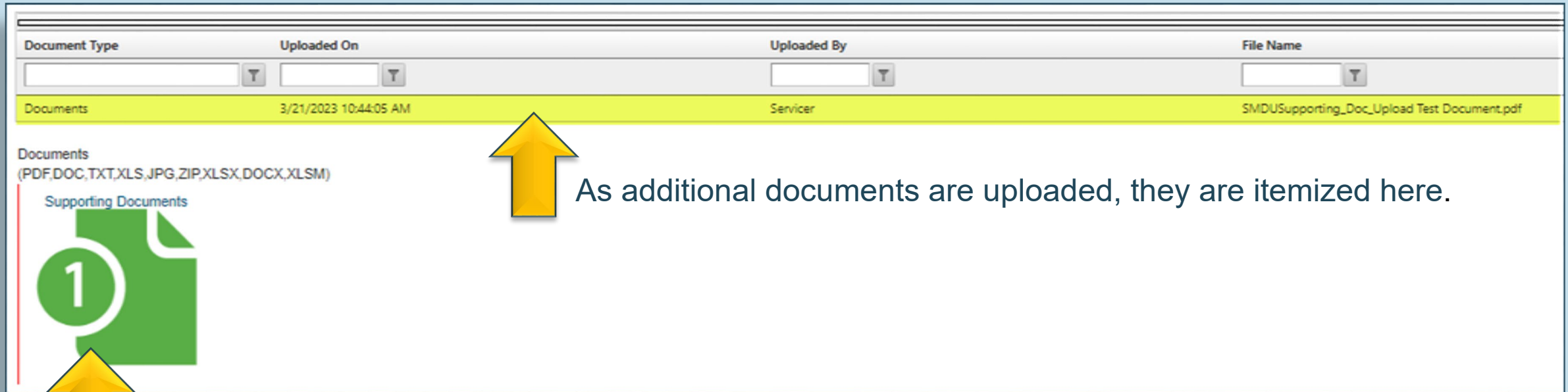
Uploading Documents



Name	Date modified	Type	Size
Amort - COVID DEFERRAL - 1554850.xls	4/18/2022 6:18 AM	Microsoft Excel 97...	184 KB
Upload (Test) Doc.pdf	11/24/2020 3:22 PM	PDF File	29 KB
Upload Test Doc.docx	12/10/2019 10:30 ...	Microsoft Word D...	13 KB
Upload Test Doc.pdf	10/9/2020 5:32 AM	PDF File	37 KB
Upload Test Doc.xlsx	12/10/2019 10:33 ...	Microsoft Excel W...	10 KB
Upload Test Docll.pdf	10/9/2020 5:33 AM	PDF File	30 KB
Upload, Test Docll.pdf	10/29/2020 1:08 PM	PDF File	29 KB
Uploads's Test Docll.pdf	11/24/2020 3:19 PM	PDF File	29 KB
Uploads's Test, Docll.pdf	10/29/2020 12:35 ...	PDF File	29 KB

- Simply select your file, drag and drop it on top of the file icon.
- Once released, the file icon will turn green and the document will appear in the list above.

Uploading Documents



The screenshot displays a web interface for document uploads. At the top, there are four search filters: 'Document Type', 'Uploaded On', 'Uploaded By', and 'File Name', each with a dropdown arrow. Below these is a table with one row highlighted in yellow, containing the following data:

Document Type	Uploaded On	Uploaded By	File Name
Documents	3/21/2023 10:44:05 AM	Servicer	SMDUSupporting_Doc_Upload Test Document.pdf

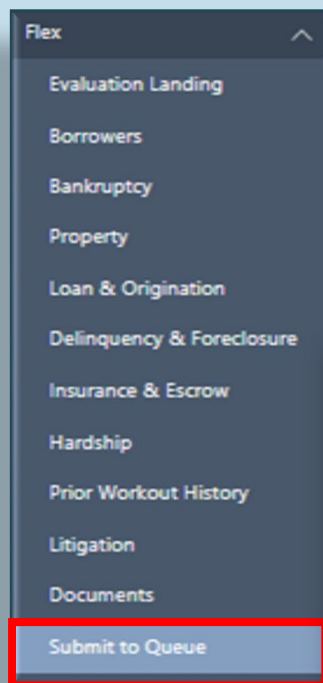
Below the table, there is a section titled 'Supporting Documents' with a green file icon containing the number '1'. A yellow arrow points from the text 'As additional documents are uploaded, they are itemized here.' to the table row. Another yellow arrow points from the text 'The file icon turns green to indicate the document has been successfully uploaded.' to the green file icon.

As additional documents are uploaded, they are itemized here.

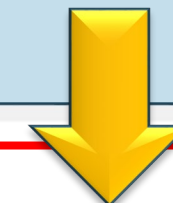
- The file icon turns green to indicate the document has been successfully uploaded.
- Multiple documents can be uploaded in one file.
- There is no naming convention requirements, but apostrophes and commas should not be used.

Submitting Evaluation Forms

How to Submit a Form/Submit to Queue



If there are missing or invalid fields on any screens/queues, a data validation message will display with a list of items that must be completed and/or corrected:



Submit to Queue

Please enter valid data for below fields

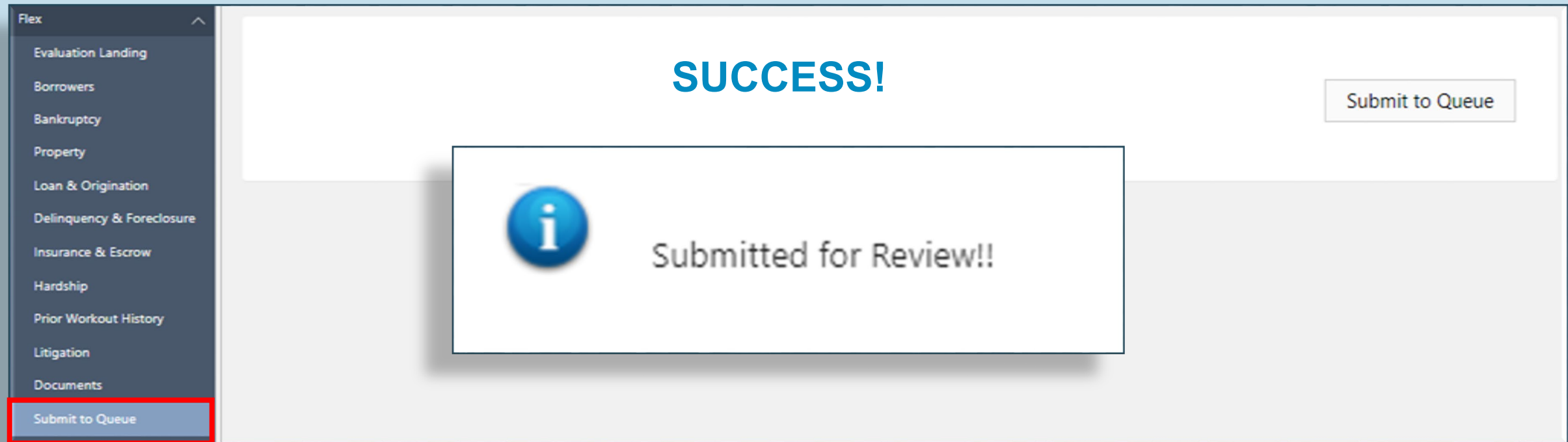
- Delinquency & Foreclosure
 - AttorneyCosts
 - DelinquentInterestAmount
 - PreTrialExpectedPaymentAmount
- Insurance & Escrow
 - EstMortgageInsProceeds
 - EstHazardInsProceeds
 - EscrowedPropertyTaxIndicator
 - LoanEscrowAdvance
 - EscrowedFloodInsuranceIndicator
 - EscrowedAssoDueIndicator
 - EscrowedHazardInsuranceIndicator
- Hardship
 - BorrowerImpactedByCovid19Indicator
- Prior Workout History
 - BorrowerDisasterPaymentDeferralDefaultIndicator



Validation error. Please review the entire form for missing required fields and field errors.

- Correct any data issues.
- Don't forget to click **Save** after adding or editing data.
- Re-Submit to Queue.

How to Submit a Form

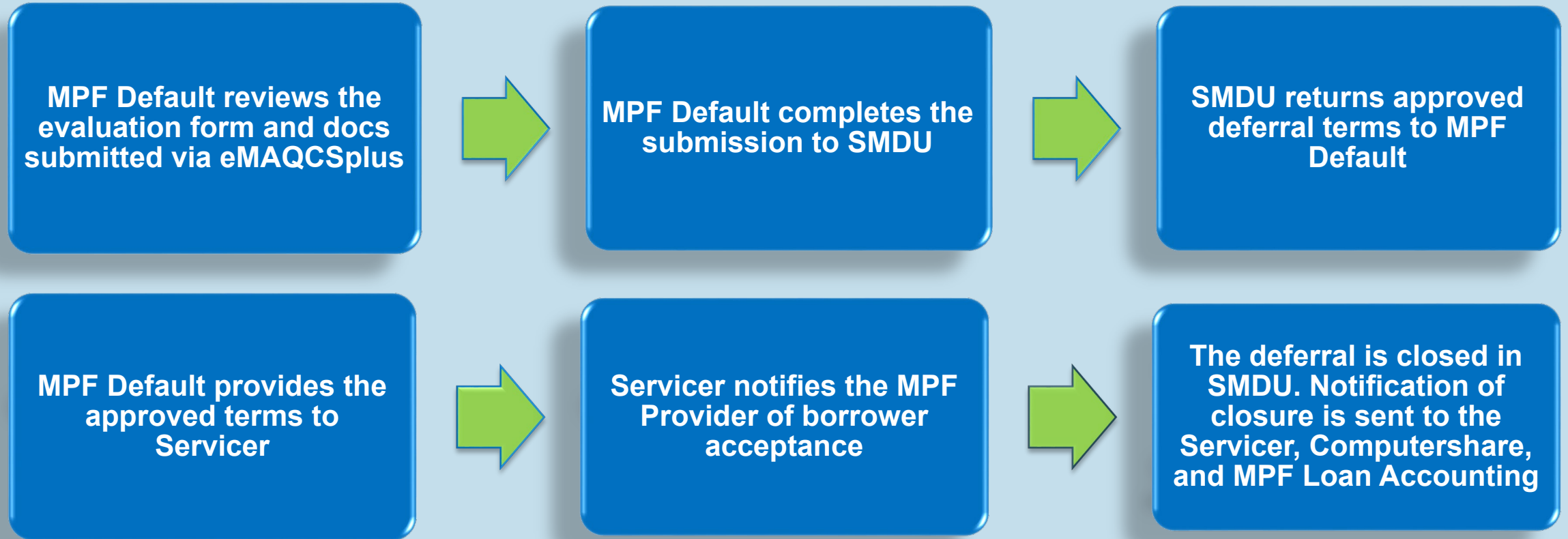


The screenshot displays a web interface with a dark sidebar on the left and a main content area on the right. The sidebar, titled 'Flex', contains a list of menu items: Evaluation Landing, Borrowers, Bankruptcy, Property, Loan & Origination, Delinquency & Foreclosure, Insurance & Escrow, Hardship, Prior Workout History, Litigation, Documents, and Submit to Queue. The 'Submit to Queue' item is highlighted with a red border. The main content area features a large white box with the word 'SUCCESS!' in bold blue text. To the right of this box is a button labeled 'Submit to Queue'. Below the 'SUCCESS!' box is a white notification box with a blue information icon and the text 'Submitted for Review!!'.

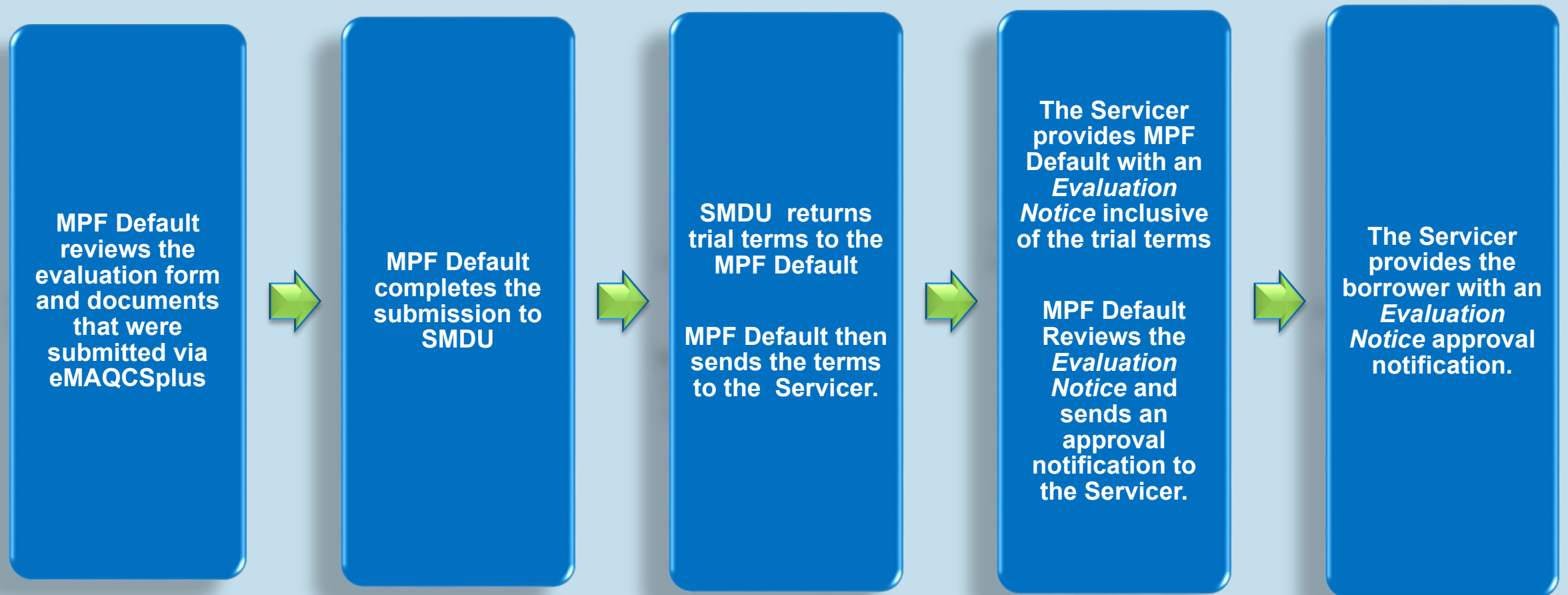
Process Flows

Deferrals

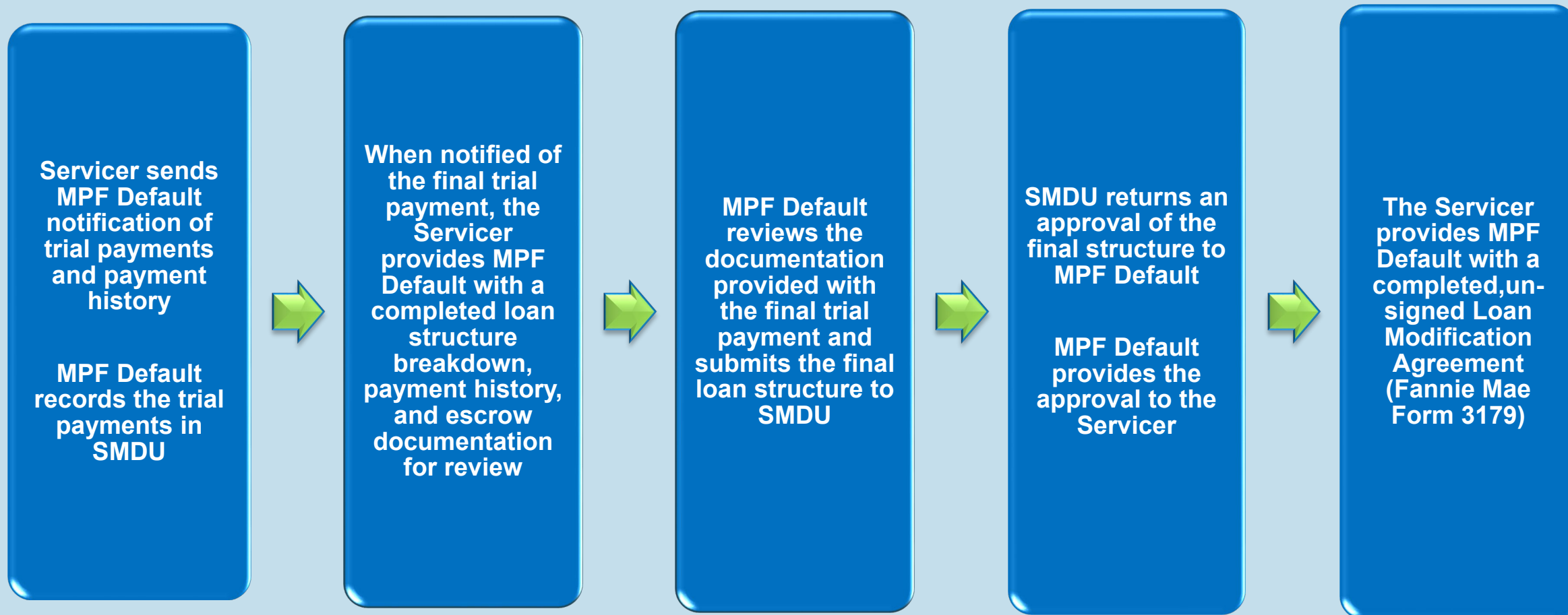
Payment Deferral Plans, COVID-19 Payment Deferral Plans, and Disaster Payment Deferral Plans



Flex Modifications



Flex Modifications (continued)



Flex Modifications (continued)

MPF Default reviews the unsigned Form 3179

When approved by MPF Default, the Servicer provides Form 3179 to the borrower for signature(s)



The Servicer provides the executed Form 3179 to MPF Default



MPF Default closes the Flex Modification in SMDU and sends notification the Servicer, Computershare and MPF Loan Accounting

MPF Program Contacts

MPF Service Center

Phone - 877-345-2673

Email - MPF-Help@FHLBC.com

Hours - 8:30 AM to 4:30 PM CST

MPF Program Default Team

MPFDefaultServicing@fhlbc.com