

Uniform Collateral Data Portal (UCDP) FAQs for EMBs

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A. UCDP and UAD Overview (4/28/17)

1. What is the UCDP?

The Uniform Collateral Data Portal (UCDP) was developed by Fannie Mae (FHMA) and Freddie Mac (FHLMC) and is used to submit electronic appraisal data files for review and evaluation.

2. What are the requirements surrounding use of the UCDP?

All lenders are required to use the UCDP to submit electronic data files that conform to all Government Sponsored Enterprise (GSE) requirements, including the Uniform Appraisal Dataset (UAD), when applicable, before the delivery date of the mortgage to Fannie Mae and Freddie Mac. Conventional mortgage loans with an application date on or after December 1, 2011 in which an appraisal report is required must have the appraisal submitted to the UCDP.

Emerging Mortgage Bankers (EMBs) who are Citizens approved to manage the appraisal process must share their appraisals with Citizens using UCDP appraisal-sharing for appraisals submitted on and after January 17, 2017. Note that appraisal-sharing does not eliminate the requirement to submit the following documentation to Citizens: The most recent SSRs, the most recent PDF version of the appraisal, the service invoice, and the Appraisal Independence Requirements (AIR) certification.

3. What is UAD?

The UAD (Uniform Appraisal Dataset) standardizes appraisal data elements to support consistent appraisal reporting. UAD uses ratings and definitions as well as acceptable abbreviations to establish consistency on appraisal forms. UAD compliant appraisal forms are available to capture this data.

Additional information regarding UAD can be found at franklinamerican.com > *Lending Guide* > *Product Information & Guidelines* > *Appraisal Guidelines* > *B. Appraisal* > *4. UAD (Uniform Appraisal Data) Requirements*.

4. How does the portal work?

Users submit appraisal data files to the portal. Once appraisals are submitted, they go through a series of checks, including a UAD Compliance Check. The user will then receive an evaluation from the UCDP® in the form of a Submission Summary Report (SSR) noting whether the submission was Successful or Not Successful.

5. What happens when I get a successful submission?

If the submission is successful, the lender will receive an SSR that will include a Document File Identifier (Doc File ID). EMB lenders that have been approved to manage their own appraisal process must provide Citizens with the associated SSRs from **both** GSEs at the time of appraisal delivery. Citizens will not purchase any loans with a missing Doc File ID or unacceptable SSRs.

6. What happens if I get an unsuccessful submission?

Submissions that receive a “Not Successful” evaluation will need to be revised and resubmitted to the UCDP®. EMB lenders that have been approved to manage their own appraisal process must provide Citizens with the associated SSRs from **both** GSEs that reflect a “Successful” Document File Status at the time of appraisal delivery. Citizens will not purchase any loans with SSRs reflecting an unsuccessful evaluation.

B. Doc File ID and Submission Summary Reports (6/6/14)

1. What is a Doc File ID?

The Doc File ID is a unique identifier assigned to a loan by the UCDP. One Doc File ID is assigned per loan and is the same for delivery to either GSE. The Doc File ID does not change even if appraisal updates are uploaded.

C. Messages (4/28/17)

1. Do I need to obtain a corrected appraisal for all unsuccessful submissions, edit checks, UAD compliance findings, or hard stops?

Not necessarily - it depends on what type of message is received. In many instances, the messages will be warnings only, while others may be overridden.

If there is a hard stop that cannot be overridden, then a revised appraisal must be obtained and resubmitted.

2. How can I address messages in the UCDP?

The UCDP User Guides provided by Fannie Mae and Freddie Mac outline the process for addressing messages. Some hard stops can be submitted, if applicable, for an override. If all other hard stops/findings (if applicable) have been resolved, the submission status changes from “Not Successful” to “Successful.”

3. Are there messages that relate to the appraiser or the quality of the appraiser’s work?

Yes. Fannie Mae includes messages that will indicate either that 100% of the loans submitted with appraisals from the identified appraiser will be reviewed or that Fannie Mae will not accept appraisals from the identified appraiser.

Appraisers that are identified as no longer being accepted by Fannie Mae will be added to the Citizens Exclusionary List and will remain so as long as they remain excluded by Fannie Mae. EMB lenders that are approved to manage the appraisal process are encouraged to check the Fannie Mae SSR and Citizens Exclusionary list routinely.

The list can be found at franklinamerican.com > Resources > Exclusionary List.

4. Where can I obtain a list of messages, hard stops, etc.?

Both Fannie Mae and Freddie Mac have web pages that contain numerous UCDP resources, including messages. Click [here](#) for Fannie Mae or [here](#) for Freddie Mac.

D. Using the Portal (9/7/18)

1. What types of files can be submitted to the UCDP?

The required format is XML MISMO.

2. How do I register with the UCDP?

Both Fannie Mae and Freddie Mac have web pages that contain numerous UCDP resources, including job aids and tutorials. Click [here](#) for Fannie Mae or [here](#) for Freddie Mac. You must be set up with both GSEs to obtain the required SSRs from both GSEs. Do **not** begin obtaining appraisals directly until you can submit to the UCDP and deliver the SSRs from both GSEs.

3. How do I set up UCDP Appraisal Sharing?

EMB lenders who are Citizens approved to manage the appraisal process must utilize UCDP Appraisal Sharing. During the UCDP registration process, one of the EMB lender’s users was designated as the Lender Admin. Lender Admins have access to appraisal-sharing and can make other users Lender Correspondent/Aggregator Users (Lender CorrAgg Users) so they can also share appraisals. Detailed information about adding users, managing user roles, and changing passwords is available in [UCDP Reference Series for the Lender Admin: 3 - Managing Users](#).

Note: To complete the setup process, you must reference our Aggregator Name (“Citizens Bank”) and Aggregator ID (“IKY338”).

Note that appraisal sharing does not eliminate the requirement to submit the following documentation to Citizens: the most recent SSRs, the most recent PDF version of the appraisal, the service invoice, and the AIR certification.

4. How do I upload a submission?

Both Fannie Mae and Freddie Mac have web pages that contain numerous UCDP resources, including job aids and tutorials. Click [here](#) for Fannie Mae or [here](#) for Freddie Mac.

5. How do I share an appraisal?

For guidance on selecting aggregators (such as Citizens) to share appraisals with and sharing appraisals, please see the [Appraisal-Sharing User Guide](#). Key excerpts from these training materials include:

- Selecting an Aggregator:
 - From the UCDP home page, click the *Account Administration* tab and select *User Profile*.
 - Select the aggregator(s) from the *Available Aggregators* list and click *Add* to update the box on the right.
- Sharing an Appraisal:
 - From the UCDP home page, click on the *Share Appraisal* icon or navigate to the *Share Appraisal* tab, and select *Share Appraisals* from the drop-down menu to view the *Share Appraisals* or *Search Previously Shared Appraisals* page.
 - Enter parameters (such as Doc File ID [recommended], date range, designation status, or property address) to search submitted appraisals.
 - To designate an appraisal to an aggregator, click on the *Designate* box within the search results to activate the *Aggregator* drop-down menu. From the drop-down list, select the aggregator with whom you wish to share that appraisal file.

6. What happens if I need to resubmit the appraisal?

To resubmit an appraisal, follow the steps below. This will ensure that the revised appraisal replaces the original and prevent two appraisals from showing up for the same loan number.

1. Find the original submission using the *Search* tab and an appraisal identifier such as the loan number, Doc File ID, or property address.
2. Once located, click on the Doc File ID to pull up the evaluation screen.
3. Locate the section labeled *Appraisal 1: File Operations*. **Note:** If a second report was required, it will be in the *Appraisal 2* section of the same Doc File ID.
4. Click *Choose File* to upload the revised appraisal in XML form and click *Submit*. The UCDP will re-evaluate this new version of the appraisal and provide the SSRs.

The most recent version of the appraisal along with the most recent SSRs must be provided to Citizens. If the original version of the appraisal was shared using UCDP appraisal sharing, all revisions uploaded thereafter will automatically be shared with Citizens. A second designation is not required.

E. Resources (4/28/17)

Previously published broker memos regarding the UCDP can be found in the Citizens Lending Guide at [franklinamerican.com](#) > *Lending Guide* > *Customer Communications & Procedures* > *Customer Memos*.

Resources provided by the GSEs include:

- [Freddie Mac's UCDP Page](#)
- [Fannie Mae's UCDP Page](#)
- [UCDP Reference Series for the Lender Admin: 3 - Managing Users](#)
- [Appraisal-Sharing User Guide](#)