

Uniform Collateral Data Portal (UCDP) FAQs

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The following provides answers to questions frequently asked about Fannie Mae and Freddie Mac’s jointly developed Uniform Collateral Data PortalSM (UCDPSM)

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General

Q1. How will electronic appraisal data delivery be implemented?

The GSEs are developing the Uniform Collateral Data Portal (UCDP), which is a single portal for the electronic submission of appraisal data.

Appraisal report forms for all conventional mortgage loans delivered to Fannie Mae or Freddie Mac on or after March 19, 2012, must be submitted to UCDP if:

- The loan application is dated on or after December 1, 2011, and
- An appraisal report is required.

The appraisal report must be submitted to UCDP before the delivery of the mortgage loan to Fannie Mae or Freddie Mac and must include all exhibits, addenda, and photographs. Refer to Fannie Mae [Lender Letter LL-2010-15](#), *Uniform Appraisal Dataset and Uniform Collateral Data Portal* for a list of forms that are required for UCDP submission.

Q2. Will both GSEs accept the same electronic file format for delivery of appraisal report data?

Yes. Both GSEs will accept the same file formats for electronic submission of data in the uniform residential appraisal report forms via the Uniform Collateral Data Portal. Information about the acceptable file formats, including the dominant XML formats, will be provided.

Q3. UPDATED What fees are the GSEs charging associated with the use of UCDP?

The GSEs will not assess any fees in connection with the use of the Uniform Collateral Data Portal (UCDP). The GSEs will not charge lenders or their agents transaction fees for uploading appraisal data files directly to the portal or for using a vendor solution to access UCDP.

NOTE: If the appraisal is available only in a PDF format, an XML conversion tool will be available in UCDP for a fee. Veros Real Estate Solutions, the technology provider selected for UCDP, offers the PDF conversion tool for a per transaction fee.

Q4. NEW When will training be available for UCDP?

The UCDP recorded tutorials, *“Using the Uniform Collateral Data Portal”* and *“Submitting Appraisal Data Files to the UCDP”* will be available on June 21, 2011, to provide users with a self-paced training opportunity containing a general overview of UCDP and how to submit appraisals in UCDP.

Q5. Can I obtain the appraisal file in XML format from my appraiser?

Yes. The appraisal form software vendors will be able to provide the appraiser the ability to obtain the appraisal file in the XML format in addition to the PDF file. Lenders should evaluate their processes and requirements and may want to require the appraiser to send them the appraisal file in XML format. This will minimize data submission errors and additional PDF conversion charges in UCDP.

Q6. May appraisals supporting government loans such as Rural Development, FHA, and VA mortgages be submitted to UCDP?

At this time, only the appraisal reports for conventional mortgages sold to the GSEs are required to be submitted to UCDP.

Q7. May appraisals be submitted to UCDP prior to March 19, 2012?

Yes. The portal will be available in June 2011, to assist lenders in a smooth transition to electronic appraisal data delivery. We encourage lenders to begin using the portal in their business processes prior to the December 1, 2011 application date and March 19, 2012, required delivery date.

Q8. What vendors are developing integrations to UCDP?

A list of vendors that plan to offer an integrated system interface to UCDP is available on both GSE's web sites, eFannieMae.com and FreddieMac.com.

Q9. Will the MISMO Version 3.0 Reference Model be used for appraisal data delivery?

No. At this time, MISMO Version 3.0 does not provide a framework for appraisal report data. There are several proprietary XML formats in the residential appraisal marketplace, as well as a framework in the MISMO Version Appraisal Standard. The GSEs' goal is to accommodate the dominant XML formats currently used for appraisals.

Q10. Will UCDP accept a field review (including those reported on Fannie Mae Form 2000/Freddie Mac Form 1032)?

No. UCDP will not accept a field review. If the lender uses a field review to obtain an updated value, then the original appraisal report is required to be submitted to the portal. If the lender relied upon the value obtained on the field review, then that value should be provided at loan delivery. In addition, the lender must include in the mortgage file both the original appraisal report, as well as the field review. In the future, the GSEs will enhance the portal to enable the electronic capture of the field review.

Q11. Will the GSEs grant waivers if a lender is not able to submit an appraisal before a single delivery or is not ready by the announced effective dates?

No. Variances and waivers will not be provided to lenders from either GSE for this data.

Registration, User ID's and Passwords

Q12. UPDATED How does a lender register and gain access to the portal?

Lenders must identify a lender administrator (lender admin) for their organization. The lender admin has authority within UCDP to set up and manage their company's business structure in the portal, and grant access privileges to other general users within their lender organization.

If you are the lender admin, you must complete the GSE registration process for either or both GSEs. Registration instructions can be found at eFannieMae.com and FreddieMac.com.

If you are a general user, your lender admin will create your access directly within the portal.

Q13. NEW Are all general users required to register with the GSEs to access UCDP?

No. Lender admins and lender agent administrators (lender agent admins) are responsible for adding and managing general users for their organization within the portal. Each organization must have at least one administrator.

For lender organizations, all lender admins are required to complete one or both GSEs' registration processes.

For lender agents, only one lender agent admin should complete the joint GSE registration process.

Q14. NEW If our organization plans to access UCDP using a vendor-provided solution, do we still need to register for UCDP?

Yes. Lenders still need to identify a lender admin and register with Fannie Mae and/or Freddie Mac even if using a vendor-provided solution. Once you have established this access you will work with your vendor to set up connectivity via the vendor solution. More information about how to establish the connection should be available from your vendor soon.

Q15. NEW How do lender agents register for UCDP?

Lender agents must complete the **UCDP Lender Agent Registration Form** on either eFannieMae.com or FreddieMac.com to request an UCDP account and appear on the lender agent list within UCDP.

Q16. NEW How do I know if my lender agent is registered to upload appraisals in UCDP?

Once the lender agent completes the UCDP lender agent registration form and account setup, their name will appear in the lender agent dropdown on the **Relationships** page in UCDP. From there, you

can identify and invite one or more lender agents to submit appraisals on your organization's behalf to UCDP.

Q17. NEW If I am an independent fee appraiser, can I register for access to UCDP?

No. Independent fee appraisers cannot register for access to UCDP.

Q18. NEW If I am a mortgage broker, should I register for UCDP?

No. Mortgage brokers cannot register for UCDP.

Q19. NEW How long is the registration process for access to UCDP?

The registration process for UCDP is a multi-step process for each GSE that can take between 5-7 business days to complete. For additional registration information refer to eFannieMae.com and FreddieMac.com.

Q20. NEW Who do I call if I have questions about the registration process for UCDP?

To support questions related to registration and submitting appraisals to UCDP, Fannie Mae and Freddie Mac have launched a joint UCDP Support Center. To reach the UCDP Support Center, please call 1-800-917-9291.

Q21. NEW What if I cannot remember my User ID or my Password for UCDP?

If you forgot your password:

1. Contact your lender admin who will be able to reset your password.
2. If you don't know your lender admin, contact the UCDP Support Center at 800-917-9291.

If you forgot your User ID:

1. Contact your lender admin who will be able to look up your User ID in UCDP.
2. If you don't know your lender admin, contact the UCDP Support Center at 800-917-9291.

Q22. NEW Do passwords for UCDP expire?

Yes. Passwords for UCDP expire every 90 days for users accessing UCDP via the web interface. Individual users are prompted to change their UCDP password prior to the 90-day expiration.

UCDP Functionality

Q23. How will I know if my appraisal was submitted successfully to UCDP and meets the requirements of the UAD?

Appraisals submitted to UCDP will go through a series of checks, including a UAD Compliance Check. Appraisals that pass all checks will receive a "Successful" status from UCDP. Initially, the UAD Compliance Check will result in warning messages only and will not affect the successful submission of appraisals to UCDP. In the future, the UAD Compliance Check may result in errors that require that

appraisals be corrected by the appraiser and re-submitted to UCDP. Loans delivered to either GSE must have an appraisal with a "Successful" status in UCDP prior to loan delivery.

All appraisals successfully uploaded to UCDP will receive a Submission Summary Report (SSR) summarizing the appraisal submission details and the status of the submission, as well as a Document File Identifier (Doc File ID), which is the unique appraisal identifier generated by UCDP. More information about UCDP edits and submission processing will be available in the second quarter of 2011.

Q24. NEW Since appraisals are required to be in compliance with UAD as of September 1, 2011, how can lenders validate the appraisal meets the UAD specifications?

Lenders can validate the appraisal meets UAD specification through their underwriting process by reviewing the data on the report form and by submitting it to UCDP anytime after portal launch on June 27, 2011.

Q25. NEW What is the purpose of the Document File Identifier (Doc File ID)? And what is its connection to Loan Delivery?

The Doc File ID is the identifier assigned within UCDP to one or a set of appraisal data files associated with a given property and indicates the appraisal data file was uploaded to UCDP. This Doc File ID does not change even if you upload appraisal updates as necessary.

The Doc File ID is required to be included in the loan delivery file submitted to the GSEs. Each organization will need to determine how the Doc File ID will be captured in the loan delivery file.

Q26. Does the appraiser receive any information or feedback directly from UCDP?

No. The lender or its agent submits the appraisal data to UCDP and receives a Submission Summary Report with the status of the appraisal submission, and a Doc File ID to use when the loan is delivered to one of the GSEs. There are a number of edit checks in the portal including a UAD Compliance Check that may require the lender to go back to the appraiser. Lenders may contact the appraiser to clarify data points or obtain additional data to clear certain edit checks.

Q27. How do UCDP requirements affect lenders that do not sell directly to the GSEs, but rather to an aggregator that sells to a GSE?

If your aggregator sells to the GSEs you may be required by that aggregator to upload the appraisal to the portal and ensure your aggregator has the final results, including the Doc File ID assigned to the appraisal and a copy of the Submission Summary Report (SSR), prior to selling the loan to that aggregator. Please confirm the process with each aggregator you work with that sells to a GSE.

Q28. Can appraisals be transferred from one entity to another (such as from a correspondent to an aggregator) within UCDP?

No. Appraisals cannot be transferred within UCDP.

Q29. How does an aggregator obtain the Doc File ID from a correspondent lender for loan delivery to the GSEs?

Lenders should work with their correspondents to develop a process to ensure the aggregator receives the Doc File ID after the appraisals are uploaded to UCDP and prior to loan delivery.

Q30. Can UCDP support more than one appraisal for a loan if required?

Yes. If necessary, UCDP can support up to three appraisals per loan.

Q31. How many appraisals can be uploaded to UCDP at once?

Web access to UCDP allows lenders or their agents to upload a maximum of 10 appraisal data files per upload request, file size permitting.

Q32. Is there a limit on the appraisal data file size that can be uploaded to UCDP?

Yes, the maximum size per appraisal data file is 12 MB for a PDF-only submission, and 15 MB for an XML file format submission containing an embedded PDF. When uploading multiple appraisal files at one time, the total combined file size limit is 100 MB. It is important to note that performance of the system could be slower for individual files over 6MB.

Q33. Will UCDP accept a PDF that includes password protection for security?

UCDP accepts PDFs that require a password to edit the document. UCDP will not accept PDFs that require a password to open the appraisal file.

Q34. How are revised appraisals handled in UCDP?

Lenders will have the ability to upload revised or corrected appraisal files, if needed. Lenders need to work with the appraiser to resolve issues and obtain a corrected appraisal. More information will be available in the joint-GSE UCDP training materials, which will be available in the second quarter.

Q35. Will both GSEs require the same appraisal data and perform the same data edits?

The GSEs have standardized the required appraisal data formats for the UAD-supported appraisal report forms. Initially, there will be a common set of checks, including a UAD Compliance Check, in UCDP. These data requirements and checks will continue to be required by both GSEs in the future. Whether joint or individual, each GSE will have independent policies regarding the acceptability of the appraisal for delivery to that GSE. In the future, each GSE may introduce additional messaging and criteria related to the standardized data submitted to UCDP, based on each GSE's independent policies.

Q36. What happens if I get a UAD compliance message?

In general, the UAD Compliance Check indicates that the appraisal either was not submitted with the proper format or enumerated values, or the appraisal was not completed to meet the UAD requirements. For the initial phase of UCDP, the existence of UAD Compliance Check messages will not affect the successful submission of appraisals to UCDP. In the future, some or all of the UAD Compliance Check errors will change the status of the appraisal to "Unsuccessful", and require appraisals to be corrected by the appraiser and re-submitted by the lender or agent.

Q37. UPDATED What role do lenders play in reviewing the UAD Compliance Check?

Lenders are responsible for ensuring that their quality control processes include adherence to the new UAD standards once they become required. In the initial phase of UCDP, the system will complete a UAD Compliance Check, and return warning messages for appraisals that do not pass certain edits. Initially, these warnings are indicators to lenders that the appraisal may not meet UAD Requirements; but they will not affect the successful submission of appraisals to UCDP. However, since some of the UAD warnings will become critical edits that could prevent a lender from delivering the loan to the GSEs in the future, lenders are encouraged to work with their appraisers to resolve any UAD warning messages received to ensure the appraisal meets GSE requirements and work to incorporate this practice into their business processes. It may be necessary to obtain a new appraisal depending on the UAD Compliance Check findings received within UCDP.

Specific edits and timing of this change will be communicated in the future.

Q38. Will lenders need to determine which GSE the loan will be sold to prior to uploading to UCDP?

No. Lenders have the ability to upload and submit an appraisal to one or both GSEs, and do not need to know to which GSE the loan will be sold to before uploading the appraisal. Prior to loan delivery, lenders must submit the appraisal file to the GSE to which they plan to deliver the loan, and lenders must submit a Doc File ID for an appraisal with a “Successful” status as part of the loan delivery process to that GSE.

Q39. What happens if I upload an appraisal to UCDP, but do not deliver the loan to either GSE?

The appraisal data will remain in UCDP and with the GSE(s) you designated, even though the loan was not delivered to a specific GSE.

Q40. NEW When do the GSEs require lenders to submit their appraisals to UCDP?

Fannie Mae and Freddie Mac require appraisals to be submitted to UCDP **before** the loan is delivered to either GSE. We recommend lenders submit appraisals as early as possible to allow ample time for the correction process before funding is expected or required.

It is possible there could be data errors and the portal will require corrections be made by the appraiser to the appraisal report before the portal will provide a “successful” status, which is required for delivery.

Q41. Will there still be a need to keep multiple hard copies of appraisals in the loan file at our branch?

Lenders must follow each GSEs requirements and the lender’s own policy as it relates to retaining hard copies of appraisals.

Q42. UPDATED How long will the appraisal be available to the lender if they need to replace the one that was originally submitted?

An appraisal submitted to UCDP that receives a Doc File ID will be accessible for viewing within the portal for up to three years. If the appraisal is modified after the original submission to the portal and the submission needs to be updated you will be able to replace the original

submission or add another appraisal (as appropriate). This situation may occur on appraisals that support a new construction loan or if the appraisal for new construction is no longer valid because of the age of the appraisal.

Each GSE has existing guidelines that must be adhered to as applicable regarding the age of the appraisal and when a new or replacement appraisal should be uploaded to UCDP.

Q43. NEW What internet browsers support the use of UCDP?

Internet Explorer (IE) 6.0 or higher is the only supported/confirmed browser for UCDP. Other versions and other browsers (Mozilla, Firefox, etc) may work, but they are not supported.