Ginnie Mae

Request Pre-Approval in MFPDM

ISSUER QUICK REFERENCE CARD

This Quick Reference Card (QRC) has been created to help users navigate the Multifamily Pool Delivery Module (MFPDM) Pre-Approval Process on MyGinnieMae Portal. The steps below describe how a Data Entry User and an Authorized Signer User can add, save, validate, and submit a Pre-Approval Request to the Ginnie Mae Account Executive (AE) for applicable instances. Once the Pre-Approvals are accepted, the issuer can proceed with submission for Final Certification.

MULTIFAMILY PRE-APPROVAL REQUEST

There are 3 types of instances for Multifamily pools which require Issuers to obtain Pre-Approvals from Ginnie Mae AEs:

- Pools with **Basis Points Spread** that is outside the allowable range
- Cross Default/Cross Reference
 Pools with shared FHA/USDA case
 numbers
- Pools with Balloon Payments
- 1. Users will now see a new section on the Pool Details Page for **Pre-Approvals**.
- 2. Once a new Pool and Loan(s) are created, select **Validate** button to run the business rules validation.
- If one of the Pre-Approval conditions above apply, then the business rules may trigger fatal errors on the Pool and/or Loan Details pages. The message(s) will appear on screen directing Issuers to submit a Pre-Approval request.
- Go to the Pre-Approvals section and select the Yes radio button in the appropriate Pre-Approval types. Fill out the required fields. There can be multiple Pre-Approval types in one request.

a. Basis Point Spread:

- Request Approval By (the date requested for AE response)
- Project Name
- Upload Documents (Optional)
- Request Reason

Pool AB1234 Second State (Constant) Issue Type: X - Multifamily (Cinnie Mae I) Issue Date: Buartess Rules: Not Yet Run Project Number:	Pool Type: Pool Amount: \$ 0.00 Montgage Amount: \$ 0.00	Sudmission Type: Genutry Robit G 0000 % Weeker Robit G 0000 % Maturity Date:	* EXPORT B SAVE	O
Pool Details				
General information				
• Pre-Approvals				
 Pre Approval for Basis Point Spread - * Does this require Pre-Approval? O Yes No 				1
Pre Approval for Cross Default * Daes this require Pre-Approval ? Ves No				
Pre Approval for Balloon Payment *Does this resulte Pre-Approval? O Yes No				
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Pro Assemual for Pasia Paint Second					
Does this require Pre-Approval? Yes O No	* Basis Point Spread <u>0</u> 0.9	* Request Date 12/17/2020	* Request Approval By	* Project Name	
Upload Documents File Sige: 2 MB Max, File Format: PDF, Word Doc Occupation (State)	* Request Reason				Ÿ

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b. Cross Default/Cross Reference

- Request Approval By (the date requested for AE response)
- Project Name
- Upload Documents (Optional)
- Request Reason
- Select Shared Case Number Type
- Select Add and in fill out the fields in the grid. (Pool ID, Pool Type, Case Number, Issue Date, Project name)

c. Balloon Payments

- Request Approval By (the date requested for AE response)
- Investor Name (Optional)
- Upload Documents (Optional)
- Once all information is entered, select Save button and then select the Validate button. Select the new Request Pre-Approval button on the header menu. If there is more than one request within the Pool, all will be submitted.
- 6. Issuers and AEs will receive a **notification** confirming the request was sent to the AEs for Approval.

NOTE: Once the Pre-Approval request is sent to the AE, the Pool and Loan remain editable for the Issuer, except fields related to Pre-Approval.

7. To filter out and search for Pools with Pre-Approvals on the Pools & Loans Summary page, select **Pending Pre-Approval** quick filter button.

NOTE: Users can also select Advanced Search for further filtering by Pre-Approval Type and Pre-Approval Status.

 Issuers will receive AE response notifications and be able to view the Pre-Approval Status in the Pool Details Page. If Approved, select Validate to clear any Pre-Approval related fatal errors and proceed with Pool Submission.

If Declined, review the Pre-Approval and update or remove as needed.





7					
PENDING PRE-APPROVAL	READY FOR SUBMISSION	🛛 PASSED	* FAVORITE	P REJECTED	🖒 CERTIFIED

* Does this require Pre-Approval? Yes No	* Request Date 12/07/2020	* Request Approval By 12/24/2020	Investor Name hgjgj	Upload Documents File Size: 2 MB Max, File Format: PDF, Word Doc DocUMENTERED No data available.
Please make sure to certify balloon payment in loan details	n			UPLOAD
Pre-Approval Status Approved	Account Executive Anshika Shaw	Approval Date 12/07/2020	Account Executive's Comments Accepting - BP+BP\$	

 Pre Approval for Basis Point Spre * Does this require Pre-Approval? Wes No 	* Basis Point Spread 0.2	* Request Date 10.05/2020	* RequestApproval By 10/28/2020	* Project Name Demo
Upload Documents File Size: 2 MB Max, File Format: PDF, V Doc	* Request Reason Iord Need Approval	Pre Approval Status Rejected	Account Executive NagaMahesh Kanchanapalli	Decline Date 10/06/2020
374.docx Pool_Edits.pdf	Reason for Decline Testing			



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9. **Waiver letters** will be generated automatically and can be found in the header menu, under **Docs.**

NOTE: Cross Reference Case Numbers do not require Waiver Letters.

CANCEL PRE-APPROVAL

- 1. If the Pre-Approval sections have been completed but not yet submitted, the Pre-Approval request can be removed by changing the selection option for "Does this require Pre-Approval?" from Yes to **No**.
- 2. A confirmation window will display. Select **Yes**, **Discard changes** to confirm or select **Cancel** to keep all data in the request.

CANCEL PRE-APPROVAL REQUEST

- Once a Pre-Approval request has been submitted to the AE, it can be cancelled if the AE has not yet responded. Select Cancel Pre-Approval Request button on the header menu.
- Once this option is selected, a Cancel Pre-Approval confirmation window displays on the screen. Select OK to proceed.

A notification will be sent to the Issuer and AE confirming the Pre-Approval request has been cancelled. If there is more than one request within the Pool, all will be cancelled.

NOTE: Users can edit, remove, or cancel Pre-Approval requests for Pools in Draft status. Once a Pool is Submitted for Final Certification, changes to Pre-Approvals require users to Recall the pool.

Discard Changes	
Selecting 'No radio button in the Pre-Approval section will discard changes when clicking 'Save'. Are you sure you want to discard? CANCEL <u>VES, DISCARD CHANGES</u>	
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🗹 EDIT

CANCEL



· Pre-Approva

+ MORE

