



# State of New York Mortgage Agency

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**PRISCILLA ALMODOVAR**  
*President and CEO*

By E-mail and Regular Mail

May 17, 2007

**RE: Implementation of Web-based Lender Online System; Modification to the Loan Reservation Process and Timeframe; Form Changes Seller's Guide Bulletin #5-2007**

Dear Participating Lender:

As part of the State of New York Mortgage Agency's ("SONYMA") ongoing effort to streamline and simplify its programs, we are extremely pleased to announce the implementation of its Lender Online ("LOL") system. Effective June 11, 2007, lenders will be able to reserve all SONYMA mortgage loans using the internet-based LOL reservation and information system. The benefits of using LOL are as follows:

- Register loans and lock interest rates via the internet and receive an immediate confirmation of the assigned SONYMA loan number;
- Track loan statuses from reservation to SONYMA's receipt of all final recorded instruments and documents;
- Generate interactive versions of all SONYMA program forms with editable fields that are automatically populated by the data contained on LOL;
- Run pipeline reports including reports listing any outstanding loan documentation;
- Get important program announcements and interest rate updates, download program manuals, and training materials.

### **Lender Representations for the Use of LOL**

SONYMA encourages all lenders to use LOL, but for now will not require them to do so. Lenders opting not to use LOL may continue to reserve loans in the manner described below. Lenders electing to use LOL must do so for all loans.

Immediately upon completing training on LOL, Lenders will have the ability to enter loan reservations and access specific loan information and reports. Please note that for each loan reserved on LOL, lenders will make the representations and warranties as specified in Section B of Seller's Guide Appendix V - Lender Online User Guide. Appendix V, which provides detailed information on all aspects of LOL, can be downloaded from SONYMA's website by clicking on the following link:

[http://www.nyhomes.org/docs/appendix\\_v\\_lol\\_user\\_guide\\_0507.pdf](http://www.nyhomes.org/docs/appendix_v_lol_user_guide_0507.pdf)

Lender must understand that acceptance of a reservation by LOL does not guarantee that the loan will be approved by SONYMA, the PMI, and/or the pool insurer.

### **Lender-on-Line Training**

Prior to going “live” with LOL, SONYMA will be conducting a series of webinar training sessions to review the new reservation process and navigation of the LOL system, including tracking loan statuses and outstanding final documents. Attached is a flyer that shows the dates and times of each webinar. Please follow the instructions shown on the flyer for signing up for the webinar. Please note that each webinar is limited to 75 persons so it is very important that reservations be made as quickly as possible. SONYMA will confirm with each lender participant the approved training date for that individual.

Effective May 21, 2007, SONYMA requests that Lenders complete the attached revised Loan Reservation Worksheet and Rate Certification Form (SONYMA Form 238/4-07) and submit this form to SONYMA (via fax to 212-872-0406). SONYMA will use this revised form to enter these loan reservations on LOL. Effective June 11, 2007, after the training sessions are completed, Lenders may begin to reserve loans directly on LOL; it will no longer be necessary for Lenders to submit the Loan Reservation Worksheet and Rate Certification Form to SONYMA (unless the lender encounters a problem and is unable to reserve the loan on LOL or the lender has opted not to use LOL at this time).

### **Important Modification to SONYMA’s Policy for Reservation Timeframes**

SONYMA is amending its policy regarding the timeframe for lenders to reserve a mortgage loan. Effective on June 11, 2007, when Lenders begin to reserve loans on LOL, *whether or not Lender elects to use LOL*, Lenders will be required to submit the reservation within **three (3) calendar days** of the residential loan application date. Loans not reserved during this period will be required to be submitted to SONYMA for manual entry on LOL. Further, lenders may incur penalties for not submitting a reservation during the 3 calendar day window. Please note that the reservation date (instead of the application date) will be the lock-in date and will count as day one of the rate lock period.

### **New SONYMA Forms**

As a result of use of the LOL system, SONYMA has revised/created the following forms:

<b>Form Name and Number</b>	<b>Comments</b>
Loan Reservation Worksheet and Rate Certification Form (SONYMA Form 238/4-07)	Lenders should complete this form to submit a faxed reservation to SONYMA during the training period (and in the future, only if lender is unable to reserve on LOL). Form 238/4-07 replaces the Loan Reservation Worksheet & Lock Certification (Form 238/9-04). <i>Please discard Form 238/9-04.</i>
LOL Data Entry Change Request Form (SONYMA Form L1/4-07)	Lenders should submit Form L1/4-07 when changes are made to a loan after the loan has been reserved on LOL.

Please immediately discard the previously issued reservation form (Form 238/9-04) and replace it with Form 238/4-07. Camera-ready copies of these forms are attached. Lenders may begin using these forms by May 21, 2007 and **must use the new forms by May 28, 2007. In addition, refer to Seller’s Guide Appendix V, which outlines LOL procedures.** SONYMA is in the process of making revisions to its Seller’s Guide. The above guideline and form changes will be incorporated into the revised Guide upon completion. Interactive versions of each of the new forms are available for download from the Agency’s website at <http://www.nyhomes.org/home/index.asp?page=110>.

If you have any questions regarding the above, please contact Susie Pline at extension 391 or the undersigned at extension 392.

Sincerely,

A handwritten signature in black ink, appearing to read "George M. Leocata". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

George M. Leocata  
Senior Vice President/Single Family Programs

Enclosures

c: Lender Branch Contacts, Shipping and Final Document Contacts



## SONYMA LENDER ONLINE (LOL) TRAINING WEBINAR REGISTRATION INSTRUCTIONS

- 1) Log onto Internet Explorer.
- 2) Click on or enter the address: [genworth.webex.com](http://genworth.webex.com)  
**Note: do not enter "www".**
- 3) Click on "Event Center".
- 4) Click on "SONYMA Lender Online Training".
- 5) Select the preferred date and follow the screen instructions to register for the training session.

Available dates include:

- \* Wednesday, June 6, 2007 - 10:00 am
- \* Wednesday, June 6, 2007 - 2:00 pm
  
- \* Thursday, June 7, 2007 - 10:00 am
- \* Thursday, June 7, 2007 - 2:00 pm

**Please register by May 23, 2007. The dates will be confirmed on a first-come, first-served basis.**

The system will acknowledge that you have registered; however, this is not the final confirmation that the date and time selected have been approved. Later, you will receive the final e-mail confirmation of the date reserved for your training session. This confirmation will also provide the webinar Registration ID, password, and the telephone number to call to join the training conference call.

***Special thanks to Genworth Mortgage Insurance for providing the WebEx site for SONYMA's use in presenting the Lender Online training.***

Exhibit 1

SONYMA #: \_\_\_\_\_

## LOL DATA ENTRY CHANGE REQUEST FORM

FAX # 1-212-872-0406

SONYMA requires that this change request form be submitted for each loan for which data entry changes/corrections are required. Indicate the changes below.

**Borrower's Name:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**Data to be Changed:**

<u>Field Name</u>	<u>Previous Information</u>	<u>New Information</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SONYMA, please make the specified changes listed above. We hereby certify that the changes are true and correct.

Certified by: \_\_\_\_\_ (Contact)

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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**FOR SONYMA USE ONLY**

DATE OF DATA ENTRY CHANGE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MONTH DATE YEAR

OPERATOR INITIALS: \_\_\_\_\_





SONYMA LOAN RESERVATION WORKSHEET AND RATE CERTIFICATION
FAX # 1-212-872-0406

LENDER'S NAME: \_\_\_\_\_ ORIGINATOR CODE# \_\_\_\_\_
BRANCH CODE \_\_\_\_\_

PROGRAM: [ ] Low Interest Rate [ ] Achieving the Dream (attach Form ATD1) [ ] Construction Incentive (CIP)
[ ] \_\_\_\_\_ [ ] CCAL being utilized (attach Form C5)

1. LENDER LOAN # \_\_\_\_\_ 2. LOAN AMOUNT \$ \_\_\_\_\_
3. TERM OF LOAN \_\_\_\_\_ MONTHS 4. INTEREST RATE \_\_\_\_\_ %
5. APPLICATION DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 6. CCAL AMOUNT \$ \_\_\_\_\_ (if applicable)
SALES CONTRACT DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

BORROWER:

7. FIRST NAME \_\_\_\_\_ 8. LAST NAME \_\_\_\_\_
9. BORROWER SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 10. BORROWER'S DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
11. BORROWER'S SEX: [ ] (1) MALE [ ] (2) FEMALE 12. BORROWER'S RACE CODE:
13. BORROWER'S ETHNIC CODE: [ ] (1) WHITE [ ] (2) BLACK [ ] (3) ASIAN [ ] (4) AMERICAN INDIAN
[ ] (1) NON-HISPANIC [ ] (2) HISPANIC [ ] (3) DID NOT RESPOND [ ] (5) HAWAIIAN [ ] (6) DID NOT RESPOND [ ] (7) TWO OR MORE
14. BORROWER'S MARITAL STATUS:
[ ] (1) MARRIED [ ] (2) SEPARATED [ ] (3) UNMARRIED
[ ] (4) SINGLE PARENT

BORROWER'S CURRENT MAILING ADDRESS:

15. ADDRESS \_\_\_\_\_ 16. CITY \_\_\_\_\_ APT # \_\_\_\_\_
17. STATE \_\_\_\_\_ 18. ZIP CODE \_\_\_\_\_

CO-BORROWER:

20. FIRST NAME \_\_\_\_\_ 21. LAST NAME \_\_\_\_\_
22. CO-BORROWER SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 23. CO- BORROWER'S DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
24. CO-BORROWER'S SEX: [ ] (1) MALE [ ] (2) FEMALE 25. CO-BORROWER'S ETHNIC CODE:
26. CO-BORROWER'S MARITAL STATUS: [ ] (1) NON-HISPANIC [ ] (2) HISPANIC [ ] (3) DID NOT RESPOND
[ ] (1) MARRIED [ ] (2) SEPARATED [ ] (3) UNMARRIED [ ] (4) SINGLE PARENT

PROPERTY:

27. PURCHASE PRICE \$ \_\_\_\_\_ 28. ACQUISITION COST \$ \_\_\_\_\_
29. [ ] NEW CONST. (N) [ ] EXIST. (E) [ ] REHAB (R) 31. NO. OF FAMILY UNITS:
30. YEAR BUILT \_\_\_\_\_ [ ] (1) 1-FAM [ ] (2) 2-FAM [ ] (3) 3-FAM
[ ] (4) 4-FAM [ ] (8) CONDO [ ] (9) CO-OP
32. LOAN-TO-VALUE RATIO (LTV) \_\_\_\_\_ %
33. LOCK-IN TYPE 34. ESTIMATED DATE OF COMPLETION (NEW CONST/REHAB ONLY)
[ ] SHORT-TERM (S) [ ] LONG-TERM (L) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
MONTH DAY YEAR
35. IS THIS PROPERTY BEING REHABILITATED FROM PREVIOUS NON- 36. ADDRESS \_\_\_\_\_
RESIDENTIAL USE? [ ] YES [ ] NO

37. CITY/TOWN \_\_\_\_\_ APT # \_\_\_\_\_ 38. ZIP CODE \_\_\_\_\_
39. COUNTY \_\_\_\_\_ CODE \_\_\_\_\_ 40. CENSUS TRACT \_\_\_\_\_
42. [ ] TARGET AREA (T) [ ] NON-TARGET AREA (N) 41. BLOCK GROUP \_\_\_\_\_
43. PROJECT SET-ASIDE # (IF APPLICABLE) \_\_\_\_\_

HOUSEHOLD:

44. BORROWER'S GROSS ANNUAL INCOME \$ \_\_\_\_\_ 45. CO-BORROWER'S GROSS ANNUAL INCOME \$ \_\_\_\_\_
46. NON-APPLICANT GROSS ANNUAL INCOME \$ \_\_\_\_\_ 47. HOUSEHOLD SIZE \_\_\_\_\_
48. PRIOR HOMEOWNER [ ] YES [ ] NO 52. LOAN OFFICER \_\_\_\_\_
DATE LAST OCCUPIED \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 53. LOAN PROCESSOR \_\_\_\_\_
49. NO. OF PERSONS 21 OR OVER \_\_\_\_\_ 54. CONTACT PERSON \_\_\_\_\_
50. NO. OF PERSONS UNDER 21 \_\_\_\_\_ TEL # \_\_\_\_\_ FAX # \_\_\_\_\_
51. NO. OF DEPENDENTS \_\_\_\_\_ E-MAIL \_\_\_\_\_

LENDER INFORMATION

RATE CERTIFICATION

We, the above lender, hereby submit a request for the above-referenced mortgage application for SONYMA to assign the above referenced Interest Rate (item 4) in accordance with the terms of the applicable Availability of Funds and Notice of Terms Bulletin in effect on the Reservation Date. Attached is a copy of the executed and dated signature page of the residential loan application. In addition, if the property is new construction and we want to lock the loan as a short-term lock-in, attached is a copy of the contract of sale to support anticipated closing date. We further understand that SONYMA's acceptance of this form is subject to the requirements specified in the Seller's Guide. Loans improperly locked may result in a penalty to the Lender.

We hereby certify that we are liable to SONYMA, as of the date hereof, for payment of a Lock-in Fee in the amount of one percent (1.0%) of the Loan Amount stated in item 2 above. SONYMA will collect the Lock-in Fee in accordance with the terms set forth in SONYMA's Seller's Guide.

Certified by: \_\_\_\_\_ (Officer)

FOR SONYMA USE ONLY

DATE OF RESERVATION : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SONYMA # \_\_\_\_\_ OPERATOR INITIALS: \_\_\_\_\_
MONTH DATE YEAR



## APPENDIX V

# LENDER ONLINE USER GUIDE

### A. INTRODUCTION

This Appendix V is intended to assist Sellers in reserving Mortgage Loans with SONYMA using the Lender Online system (LOL). LOL is an internet-based Reservation and information system that allows Sellers to:

- Register loans and lock interest rates via the internet and receive an immediate confirmation of the assigned SONYMA Loan Number;
- Track loan statuses from Reservation to SONYMA's receipt of all final recorded instruments and documents;
- Generate interactive versions of all SONYMA program forms with editable fields that are automatically populated by the data contained on LOL;
- Run pipeline reports including reports listing any outstanding loan documentation;
- Get important program announcements and interest rate updates, download program manuals, and training materials.

LOL was designed by Emphasys Software in conjunction with SONYMA. See Section J for disclaimer language.

Please note that any capitalized words and all terms used in this Appendix V shall have the same meaning assigned to such terms in the Low Interest Rate Mortgage Program Seller's Guide (the "Seller's Guide"). Further, the terms "Lender" and "Borrower", when used in this document, shall have the same definition as "Seller" and "Mortgagor", respectively, in the Seller's Guide.

### B. SELLER REPRESENTATIONS AND WARRANTIES

This Appendix V supplements information provided in Sections 2.6, 2.7, and 3.1 of the Seller's Guide. SONYMA encourages all Lenders to use LOL, but Lenders are not required to do so. Lenders opting not to use LOL may continue to reserve loans in the manner described in Section 2.6(a) of the Seller's Guide. Lenders electing to use LOL must do so for all loans. SONYMA will not permit Lenders to reserve some Mortgage Loans with LOL and others by manual submission. If Lender decides after using LOL that it no longer wishes to do so, SONYMA will permit Lender to resume submitting manual Reservations in accordance with Seller's Guide Section 2.6(a).

Upon receiving permission from SONYMA that it may commence using LOL, Lender will have the ability to enter the Mortgage Loan Reservation data on LOL and will immediately have access to specific Mortgage Loan information and reports. Seller represents and warrants to SONYMA that with respect to each such Mortgage Loan:

1. Seller agrees to use LOL only in the manner described in this Appendix V, the Availability of Funds and Notice of Terms Bulletin, and any subsequent SONYMA-published lender

bulletins, and has complied with and met all requirements of the Seller's Guide and this Appendix V.

2. Seller, when reserving a Mortgage Loan in LOL, has made the initial determinations listed in Section 2.6(a) of the Seller's Guide and has accepted a loan application where the Borrower has entered into a fully executed contract of sale that is dated on or prior to the Residential Loan Application Date.
3. The interest rate offered to the Borrower by Seller conforms to the interest rates published in the current Availability of Funds and Notice of Terms Bulletin for the SONYMA program in which the Borrower is making an application.
4. All data entered into LOL is accurate, complete and up-to-date. Seller acknowledges that any improperly reserved loans may result in a penalty.
5. Seller will notify SONYMA of any changes to the Mortgage Loan information after the Lender's initial data entry on LOL by submitting the LOL Data Entry Change Request Form (SONYMA Form L1; **Exhibit 1**). If material changes are made to the Mortgage Loan, Lender must also notify the PMI and/or Pool Insurer, as applicable.
6. Seller understands that acceptance of a Reservation by LOL does not guarantee that the Mortgage Loan will be approved by SONYMA during the pre-closing compliance review described in Appendix III of the Seller's Guide or the post-closing (pre-purchase) review as described in Appendix IV of the Seller's Guide. In addition, acceptance by LOL does not guarantee that the Mortgage Loan meets all credit underwriting guidelines, which is the responsibility of the Seller, the PMI, and the Pool Insurer.
7. Seller acknowledges that, as of the Reservation Date, they are liable to SONYMA for payment of a Lock-in Fee in the amount of one percent (1.0%) of the loan amount entered in LOL.

## **C. GETTING STARTED**

LOL Users will note that this Appendix V can also be accessed from the opening page of LOL by clicking on "**To link to the LOL User Guide, [click here.](#)**"

### **1. Equipment and Program Requirements**

Lenders will need the following equipment or software in order to access the LOL System.

- a. Internet Access
- b. Web Browser: Microsoft Internet Explorer (version 4 or higher) (Other web browsers may not work properly.)
- c. Printer: Connected to Lender's PC or network
- d. Valid LOL User Name and Password
- e. Adobe Acrobat Reader (version 4 or higher): Used to view and print forms and

documents.

## 2. Computer System Requirements

The manner in which the user's browser displays LOL is determined by the user's computer and browser settings. The recommended settings are as follows:

- a. Display: Setting at a resolution of 800x600 pixels or higher
- b. Browser: Font size should be small enough to allow viewing the full width of the page.
- c. Authorization: The LOL Administrator must obtain a user name and password from SONYMA. After the initial log-on, LOL User can change the password. Refer to Item E of this Appendix V for detailed procedures regarding User Accounts Management and changing passwords.

**Note: Users may click on the User Accounts tab to change user password.**

### D. LOGGING ONTO LOL

To log onto LOL, LOL User enters the following web address in his/her web browser:

<https://www.SONYMAonline.org>

Refer to **Figure 1 below** to view LOL logon screen information.

The screenshot shows the LOL System Login interface. At the top left, there is a logo for 'Lender Online For All Your Clients' Needs' featuring a house icon. To the right is the 'SONYMA' logo with a house icon. Below these is a navigation bar with 'How to Start?' and 'System Login' tabs. The 'System Login' tab is active, showing a form with the following elements:

- How to Start?** (with a hand icon): Please enter your user name and password, then click on the "Login" button.
- Notes:** The user name and password fields are **case sensitive**. If you **forgot** your personal account information please contact your system administrator.
- \*User Name:** A text input field containing 'mmason'.
- \*Password:** A password input field with masked characters (dots).
- Login:** A blue button to submit the login information.

At the bottom of the page, it says 'Powered by **emphasys** Copyright © 2004 Emphasys Software. All rights reserved. | [About Lender Online](#)'.

**Figure 1**

1. In the LOL log-on screen, enter the LOL User name and password. All LOL Users will be prompted to change their password after logging on to LOL for the first time.

**Note: Please see Section E. 4(a)(ii) below for instructions on changing passwords.**

2. Press the “Enter” key or click on the “Login” button

## **E. USER ACCOUNTS MANAGEMENT**

Prior to accessing LOL for the first time, Lender must determine how it will use LOL from an organizational standpoint. LOL provides flexibility to enable Lender to set up users from management to mortgage processors and sales staff. Seller must decide which staff will be permitted to register loans with SONYMA, view loan statuses, and/or generate reports. The system was designed to provide controls so that mortgage branch managers, processors, and sales staff can only view and run reports of loans from their branch or for that individual.

### **1. Lender Setup Options**

Lender may choose one of the following options to reserve loans and access LOL:

a. Lender Level 

This option requires all loans to be registered from one central location within Seller’s organization. This option should be used if Seller wishes to control all loan Reservations from one office location.

b. Branch Level 

This option allows each of Seller’s mortgage branch locations to independently register loans. This option should be used if Seller wishes to allow its mortgage branches to control all loan Reservations within each branch office. *Note: Branch locations must coincide with those that SONYMA has listed on its records and where SONYMA has assigned a branch code to that branch.*

c. Individual Level 

This option gives Seller maximum flexibility by enabling individual employees (e.g., loan officers, processors, etc.) to independently register loans under their name. Seller should use caution in choosing this option. While this option provides the most flexibility, it minimizes the control Seller has over its loan pipeline.

d. Lender & Branch Level 

This option allows Seller to register loans from one central location within Seller’s organization and also allows each of Seller’s mortgage branch locations to independently register loans. This option allows the Seller flexibility to control all loan Reservations from one office location (Lender Level) and allow its mortgage branches to control all loan Reservations within each branch office (Branch Level). *Note: Branch locations must coincide with those that SONYMA has listed on its records and where SONYMA has assigned a branch code to that branch.*

If Seller decides that the setup option chosen is not optimal for its needs, it may change to another option by notifying SONYMA.

## 2. LOL Administrator

Before using LOL, Seller must notify SONYMA of the individual who will be its LOL Administrator. Upon receiving this notification, SONYMA will set up the LOL Administrator with a user name and password. Upon logging on to LOL for the first time, the LOL Administrator will be prompted to change their password. [See Section 4(a)(ii) below for instructions on changing passwords.] The LOL Administrator will be responsible for determining the authorization level of each LOL User and for maintenance of all Lender users and passwords at the same authority level and the level below. Note that users at a higher level can add and remove LOL Users at lower levels and have access to a wider range of information and reports. For example, the LOL Administrator must add the highest level contact at each branch that will be using LOL. The branch contact will then be able to setup users within that branch.

It is the responsibility of the LOL Administrator to maintain a list of all LOL Users within Lender's organization. Detailed procedures are outlined below for changing passwords, adding new users, changing access levels, deactivating users, and setting up or removing contacts.

Refer to Figures **2a through 2i** below to view LOL Administrator and User screen information.

## 3. Security Levels

The following LOL security levels are available:

### a. Lender Level

LOL Users with this security level may complete the following tasks:

- Enter loan Reservations for all Lender branch offices
- Access reports, SONYMA loan documents, and loan status information for all Lender branch offices
- Setup other LOL Users to allow access to the system, at any level
- Change LOL access level for an LOL User of the same authority level or a lower level
- Deactivate an existing LOL User of the same authority level or a lower level
- Change individual LOL User's password
- Add new Contact(s)
- Modify Selected User(s) Information
- Add Selected User(s) to Contact List
- Remove Selected User(s) from Contact List

### b. Branch Level

LOL Users with this security level may complete the following tasks:

- Enter loan Reservations for a SONYMA assigned Lender branch office only
- Access reports, SONYMA loan documents, and loan status information for assigned Lender branch only

- Setup other LOL Users to allow access to the system, at the assigned branch office or individual level only
- Change LOL access level for an LOL User of the same authority level or a lower level
- Deactivate an existing LOL User of the same authority level or a lower level
- Change individual LOL User's password
- Add new Contact(s)
- Modify Selected User(s) Information
- Add Selected User(s) to Contact List
- Remove Selected User(s) from Contact List

**c. Individual Level** 

LOL Users with this security level may complete the following tasks:

- Enter loan Reservations for assigned branch office only
- Access reports, SONYMA loan documents, and loan status information for specific individual's loans only
- Change individual LOL User's password

**d. Enter Reservations Only (Clerk)** 

LOL Users with this security level may complete the following tasks:

- Enter loan Reservations for assigned branch office only
- Access SONYMA loan documents and loan status information for assigned branch office only
- Change individual LOL User's password

**e. View Reports Only** 

LOL Users with this security level may complete the following tasks:

- Access reports, SONYMA loan documents, and loan status information for assigned branch office only
- Change individual LOL User's password

**f. View Documents Only** 

LOL Users with this security level may complete the following tasks:

- View SONYMA loan documents for assigned branch office only
- Change individual LOL User's password

#### 4. User Maintenance

The LOL Administrator can complete the following functions in order to manage user access to the LOL system. Click on the User Accounts tab and refer to one of the two sections displayed on the screen. (Refer to **Figure 2a** below.)

Once the data has been entered, user must press "Save" to complete the transaction. Pressing "Cancel" will void the transaction.

**Note:** Not all functions are accessible for all LOL Users. If the user does not have access to a specific function, the function will not appear.

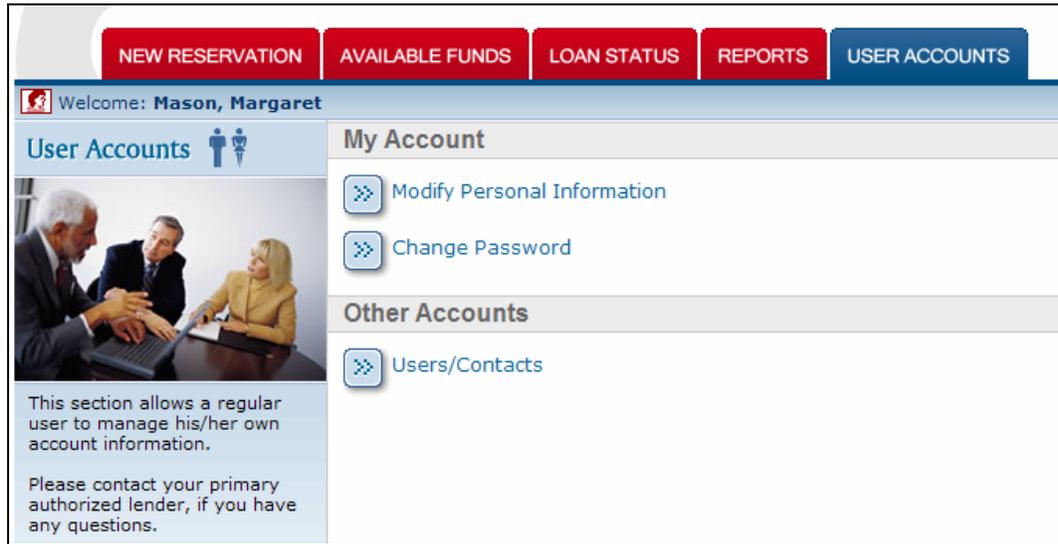


Figure 2a

a. **My Account** – LOL Administrator can complete the following functions in this section:

i. **Modify Personal Information (Refer to Figure 2b below.)**

\* Use this function to change individual user’s name, telephone number, fax number, and/or e-mail address

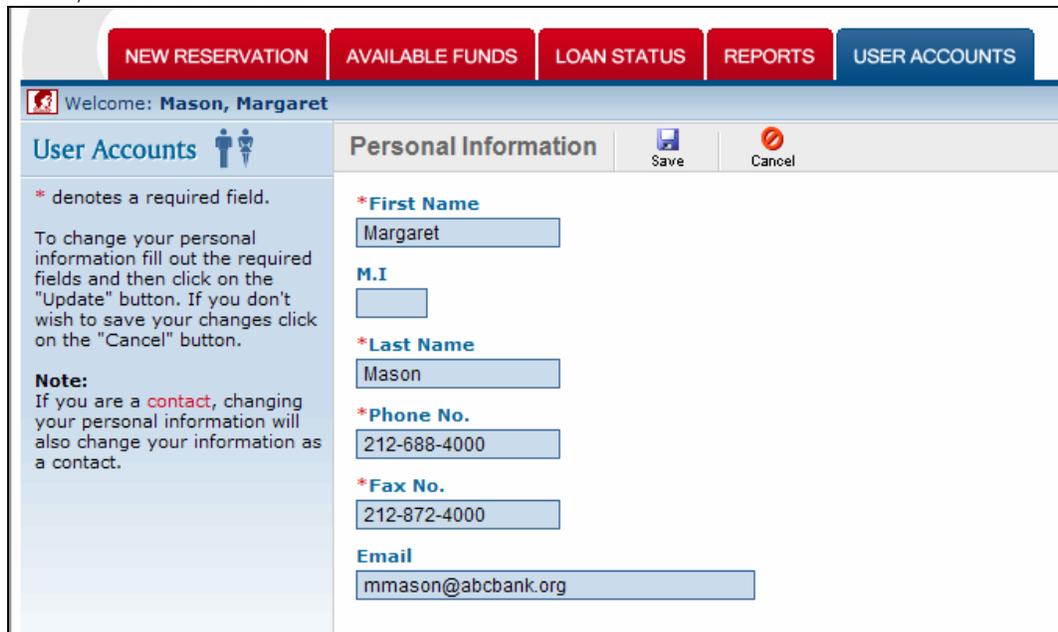


Figure 2b

ii. **Changing Passwords (Refer to Figure 2c below)**

\* User passwords must be 8 to 15 alphanumeric characters, must contain both upper

and lower case letters, and must contain both letters and numbers

- \* User passwords will expire every 90 days
- \* To assign a new user password, enter the password at the “New Password” prompt and re-enter the same password at the “Retype Password” prompt. Click on the “Save” button to complete the transaction or click on the “Cancel” button to void the transaction.

The screenshot shows a web application interface for a user named Margaret Mason. At the top, there is a navigation menu with buttons for 'NEW RESERVATION', 'AVAILABLE FUNDS', 'LOAN STATUS', 'REPORTS', and 'USER ACCOUNTS'. Below the menu, a blue bar displays 'Welcome: Mason, Margaret'. The main content area is titled 'User Accounts' and contains a 'Change Personal Password' form. The form has two input fields: '\*New Password' and '\*Retype Password', both marked as required. To the left of the form, there is a 'Notes' section explaining that the 'New Password' field is case sensitive and that the user will need to enter their new password the next time they log in. Below the form, there is a 'Password Restrictions' section listing requirements: at least 8 characters long, unique, containing upper and lower case letters, and containing letters and numbers. The form also includes 'Save' and 'Cancel' buttons.

Figure 2c

**b. Other Accounts** – LOL Administrator can complete the following functions in this section:

**i. Add New User (at the same or lower level of access) (Refer to Figures 2a above and 2d and 2e below)**

- \* Click on the Users/Contacts link
- \* Click on the “New” button and enter new LOL User information
- \* Click on the “Save” button to complete transaction or click on the “Cancel” button to void the transaction.
- \* User names and passwords cannot be repeated for a Lender institution (adding a number to a user name or password can be used to differentiate one LOL User from another) (i.e. previous user = jjones; new user = jjones1)
- \* The system will accept any spelling variation of a user’s name as a new user. To avoid the addition of a duplicate user, complete a search or print a list of LOL User Names to ensure that the individual does not currently have an LOL Login Name. (Refer to **Figure 2d**.)
- \* The Branch Name is a required field.

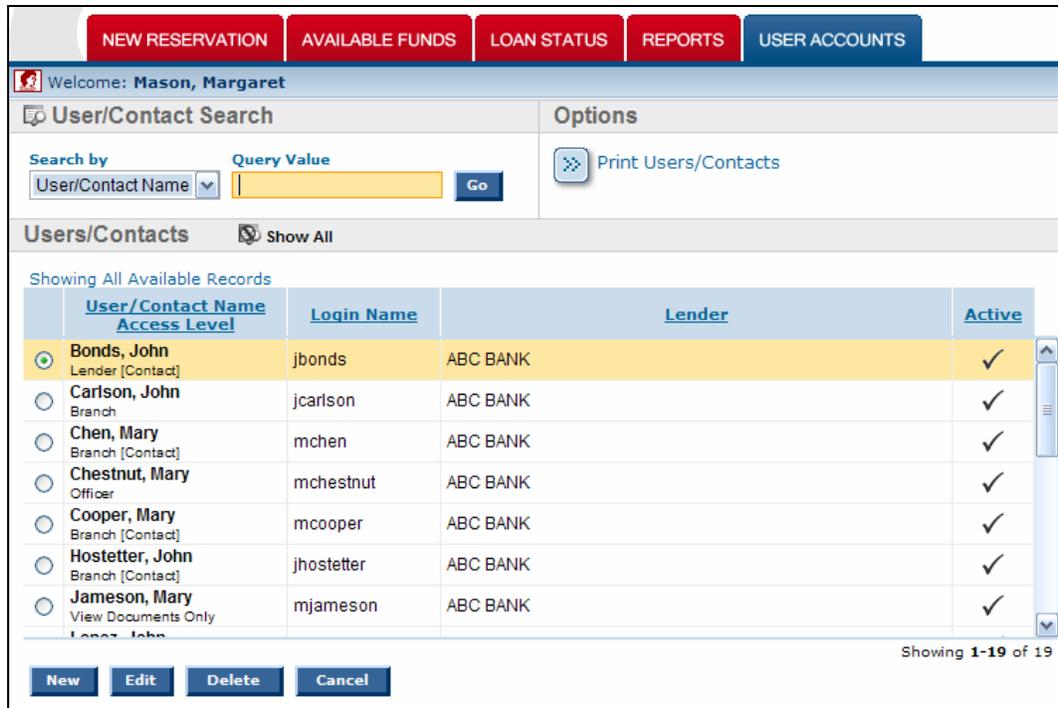


Figure 2d

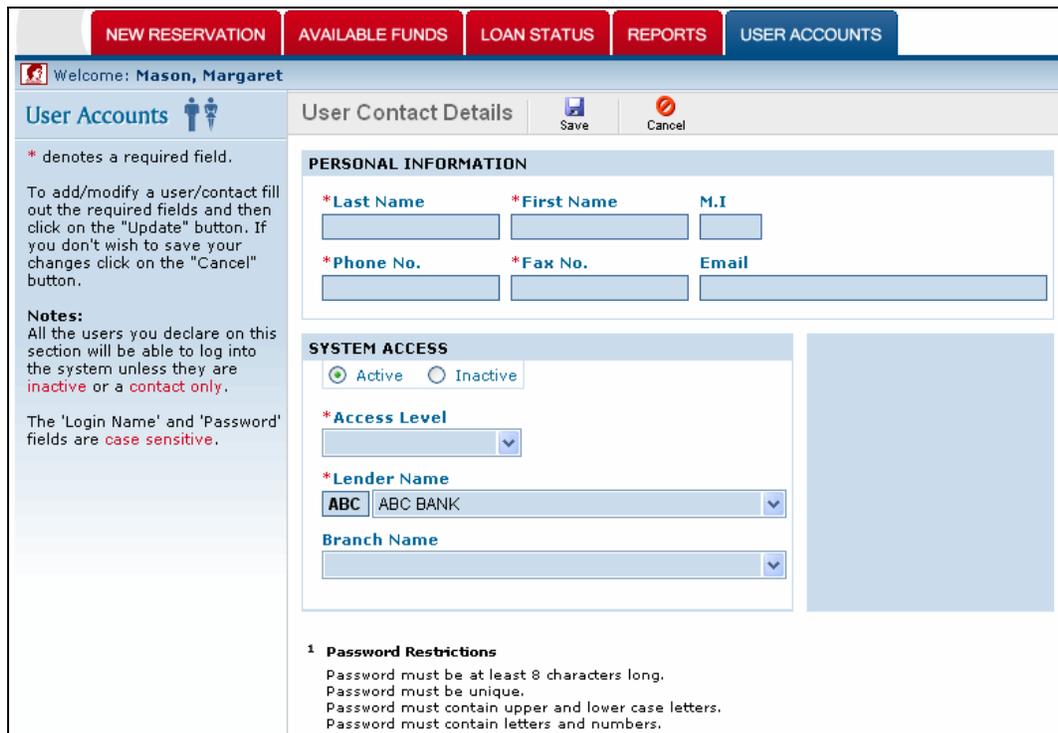


Figure 2e

ii. Edit User Information (Refer to Figure 2d above and Figure 2f below)

- \* From the user list, highlight the appropriate LOL User name and click on the "Edit" button
- \* Change the Personal Information for the listed LOL User

- \* Change the System Access information or access level for listed LOL User (of same authority level or a lower level)
- \* Change the Login Name or Password for the listed LOL User (refer to Section 4(a)(ii) above for information on changing passwords).
- \* Click on the “Save” button to complete the transaction or click on the “Cancel” button to void the transaction.

The screenshot shows a web application interface for 'User Accounts'. At the top, there are navigation tabs: NEW RESERVATION, AVAILABLE FUNDS, LOAN STATUS, REPORTS, and USER ACCOUNTS. Below the tabs, a welcome message reads 'Welcome: Mason, Margaret'. The main heading is 'User Accounts' with a person icon. A sub-heading 'User Contact Details' is followed by 'Save' and 'Cancel' buttons. The form is divided into several sections:

- PERSONAL INFORMATION:** Fields for Last Name (Carlson), First Name (John), M.I., Phone No. (212-688-4000), Fax No. (212-892-4000), and Email (jcarlson@abcbank.com).
- SYSTEM ACCESS:** Radio buttons for Active (selected) and Inactive. A dropdown for Access Level is set to 'Branch'. Checkboxes for Admin and Contact are present. A dropdown for Lender Name is set to 'ABC' (ABC BANK). A dropdown for Branch Name is set to 'ROCHESTER'.
- SYSTEM LOGIN:** Fields for Login Name (jcarlson), Password (masked with dots), and Retype Password (1). A checkbox for 'User must Change Password at Next Logon' is present.

On the left side, there are instructions: '\* denotes a required field.' and 'To add/modify a user/contact fill out the required fields and then click on the "Update" button. If you don't wish to save your changes click on the "Cancel" button.' Below this, a 'Notes:' section states: 'All the users you declare on this section will be able to log into the system unless they are inactive or a contact only.' and 'The "Login Name" and "Password" fields are case sensitive.'

At the bottom, a section titled '1 Password Restrictions' lists: 'Password must be at least 8 characters long.', 'Password must be unique.', 'Password must contain upper and lower case letters.', and 'Password must contain letters and numbers.'

Figure 2f

### iii. Deactivate or Delete a User (Refer to Figures 2d and 2e below)

- \* LOL Users with Lender Level or Branch Level authority can deactivate or delete another LOL User at the same or lower level.

**Note:** Prior to the deactivation of an LOL User, a list of all loans associated with this user will appear on the screen. The LOL Administrator or LOL Users with Lender Level or Branch Level authority must re-assign these loans to any one of the remaining authorized LOL Users. This can be completed by following the prompts on the screen.

- \* To **deactivate** an existing user, highlight the appropriate LOL User name on the Users/Contact list and click on the “Edit” button.
- \* Click on the “Inactive” button.
- \* Click on the “Save” button to complete the transaction or click on the “Cancel” button to void the transaction.
- \* To **reinstate** a deactivated user, perform the same steps and click on the “Active” button and then click “Save”.
- \* To **delete** an existing user, highlight the appropriate LOL User name on the Users/Contact list and click on the “Delete” button.

\* When the prompt appears, click on the “OK” button to complete the transaction.

## 5. Contact Persons

Lenders can identify individuals as contact persons who may or may not be LOL users. When entering each Reservation in LOL, the system requires the LOL User to enter the Loan Officer name, the Contact Person (the person SONYMA should contact regarding the loan file, if necessary), and the Loan Processor name. (They can be all the same or different individuals.)

Only LOL Users with Lender Level or Branch Level authority can complete the following functions under this option. Click on the “User Accounts” tab and refer to the “Other Accounts” section of the screen.

### a. General Information

- \* A person designated as the Contact on a Reservation will be the primary point of contact for SONYMA personnel when it becomes necessary to communicate with the Lender as questions or issues arise concerning the loan Reservation.
- \* A Contact does not have to be an LOL User and if not, will not have access to LOL.

**Note:** Not all functions are accessible for all LOL Users. If the user does not have access to a specific function, the function will not appear.

### b. Add New Contact (Refer to Figures 2a and 2d above and 2g below)

NEW RESERVATION AVAILABLE FUNDS LOAN STATUS REPORTS USER ACCOUNTS

Welcome: Mason, Margaret

User Accounts

User Contact Details Save Cancel

\* denotes a required field.

To add/modify a user/contact fill out the required fields and then click on the "Update" button. If you don't wish to save your changes click on the "Cancel" button.

**Notes:**  
All the users you declare on this section will be able to log into the system unless they are inactive or a contact only.

The 'Login Name' and 'Password' fields are case sensitive.

**PERSONAL INFORMATION**

\*Last Name \*First Name M.I.

\*Phone No. \*Fax No. Email

**SYSTEM ACCESS**

Active  Inactive

\* Access Level  
Contact Only

\*Lender Name  
ABC | ABC BANK

Branch Name

**1 Password Restrictions**  
Password must be at least 8 characters long.  
Password must be unique.  
Password must contain upper and lower case letters.  
Password must contain letters and numbers.

Figure 2g

- \* Use this function to add an individual who will be a Contact only and will not be an LOL User.
- \* Click on the Users/Contacts link
- \* Click on the “New” button and add the new LOL Contact information.
- \* Click on the “Save” button to complete the process or select “Cancel” to cancel the process.

**c. Modify Selected LOL Contact Information (Refer to Figures 2a and 2d above and 2h below)**

- \* Use this function to make changes to an individual LOL Contact name, telephone number, fax number, e-mail address, access level, and/or branch office.

The screenshot shows a web application interface for managing user accounts. At the top, there is a navigation bar with buttons for 'NEW RESERVATION', 'AVAILABLE FUNDS', 'LOAN STATUS', 'REPORTS', and 'USER ACCOUNTS'. Below this, a welcome message reads 'Welcome: Mason, Margaret'. The main content area is titled 'User Accounts' and 'User Contact Details'. On the left, there is a 'Notes' section with instructions: '\* denotes a required field. To add/modify a user/contact fill out the required fields and then click on the "Update" button. If you don't wish to save your changes click on the "Cancel" button. Notes: All the users you declare on this section will be able to log into the system unless they are inactive or a contact only. The "Login Name" and "Password" fields are case sensitive.' The main form is divided into two sections: 'PERSONAL INFORMATION' and 'SYSTEM ACCESS'. The 'PERSONAL INFORMATION' section includes fields for Last Name (Chestnut), First Name (Mary), M.I., Phone No. (212-688-4000), Fax No. (212-872-4000), and Email (mchestnut@abcbank.org). The 'SYSTEM ACCESS' section includes radio buttons for Active and Inactive, a dropdown for Access Level (Contact Only), a dropdown for Lender Name (ABC BANK), and a dropdown for Branch Name (BROOKLYN). At the bottom, there is a 'Password Restrictions' section with the following rules: Password must be at least 8 characters long, Password must be unique, Password must contain upper and lower case letters, and Password must contain letters and numbers.

Figure 2h

- \* Click on the Users/Contacts link
- \* Highlight the appropriate LOL Contact’s name appearing on the LOL User/Contact list.
- \* Click on the “Edit” button and enter the appropriate data.
- \* Click on the “Save” button to complete the process or select “Cancel” to cancel the process.

**d. Add Selected LOL User(s) to Contact List (Refer to Figures 2a and 2d above and 2i below)**

- \* Use this function to add an existing LOL User to the Contact list.
- \* Click on the Users/Contacts link
- \* Highlight the appropriate LOL User’s name appearing on the LOL User/Contact list.
- \* Click on the “Edit” button and then check the “Contact” box.

- \* Click on the “Save” button to complete the process or select “Cancel” to cancel the process.

Figure 2i

**e. Remove Selected LOL User(s) from Contact List (Refer to Figure 2d and 2i above)**

- \* Use this function to delete an LOL User from the Contact list.
- \* Highlight the appropriate LOL User’s name appearing on the LOL User/Contact List.
- \* Click on the “Edit” button and then uncheck the “Contact” box.
- \* Click on the “Save” button to complete the process or select “Cancel” to cancel the process.

**F. NAVIGATING THE LOL SITE**

Upon entering the LOL site (www.SONYMAonline.org), the Home Page is displayed. From this page, the LOL User can access all of the features of the site by clicking on the links to each function.

**1. Home Page (Refer to Figure 3 below)**

LOL’s Home Page will display important program information including rate information and recent program announcements. It will also have a link to this Appendix V.

The Home Page contains two toolbars. In the top right of the page is the Information Toolbar and across the center of the page is the Main Functions Toolbar.

The State of New York Mortgage Agency  
TEST SYSTEM TO BE USED FOR TRAINING ONLY

Home | Bulletin Board | Program Documents | Glossary | Help | Contact Us | Log Out

NEW RESERVATION | AVAILABLE FUNDS | LOAN STATUS | REPORTS | USER ACCOUNTS

Welcome: Mason, Margaret

### Welcome to SONYMA's Lender Online (LOL)

NOTE: Please be advised that LOL will not be available from 9:00pm to 1:30am each day.

CURRENT INTEREST RATES:

Program	Term (Years)	Rate Lock Period	Loans without CCAL		Loans with CCAL	
			Interest Rate	Points	Interest Rate	Points
Low Interest Rate	20, 25, 30	100 Days (Short-Term)	5.375%	1	5.875%	1
	20, 25, 30	220 Days (Long-Term)	6.375%*	1	6.875%*	1
	40	100 Days (Short-Term)	5.500%	1	6.000%	1
	40	220 Days (Long-Term)	6.500%*	1	7.000%*	1
Construction Incentive	30	240 Days (Long-Term)	4.0%/6.0%	1	4.50%/6.50%	1
Achieving the Dream	30	100 Days (Short-Term)	4.875%	1	5.375%	1
	30	220 Days (Long-Term)	4.875%	1	5.375%	1
	40	100 Days (Short-Term)	5.000%	1	5.500%	1
	40	220 Days (Long-Term)	5.000%	1	5.500%	1

Figure 3

a. **Information Toolbar** - This toolbar contains links to the following functions or display screens:

\***Bulletin Board** – Allows LOL User to link to the Information for Participating Lenders page on the SONYMA website (www.nyhomes.org) that lists information regarding SONYMA programs, forms, announcements or updates.

\***Program Documents** – Allows LOL User to link to the Application and Closing Forms page on the SONYMA website that displays links to SONYMA program forms and other documents.

\***Glossary** – Allows LOL User to link to the online glossary of terms.

\***Help** – Allows LOL User to link to the general LOL help screen.

\***Contact Us** - Allows LOL User to e-mail SONYMA if encountering a problem while using LOL.

\***Log Out**

b. **Main Functions Toolbar** – This toolbar links to the following critical functions or display screens:

\***New Reservation** – Allows LOL User to reserve a new loan application and upon acceptance of the Reservation by LOL, will display the SONYMA Loan Number.

\***Loan Status** – Allows LOL User to track the current status of the loan application from Reservation to SONYMA's receipt of all final recorded instruments and

documents.

**\*Reports** - Allows LOL User to run pipeline reports including reports listing any outstanding loan documentation.

**\*User Accounts** - Allows LOL User to manage user accounts (see Section E. above)

**Note:** The **Available Funds** tab has been disabled and is not functional.

Each of these functions are described in more detail in the below sections.

## **G. RESERVING A LOAN ON LOL**

This Section G covers only those requirements under this Appendix that differ from the requirements set forth in Section 2.6 of the Seller's Guide. This Section G and Section 2.6 of the Seller's Guide shall be read together.

LOL has built in edits to detect data entry errors and to determine whether a Mortgage Loan may be eligible for SONYMA financing. For example, LOL will display an error message for a loan that is over the income or purchase price limits for the program under which the loan is being reserved. If LOL makes the determination that the loan entered does not qualify, Lender should ensure it has made the correct data entries before rejecting the loan for SONYMA financing. For instance, if the loan has been rejected for being over the income limits, Lender should check all the entries that would affect that response. The below listed fields, if not entered correctly, are some of those fields that could impact LOL's decision to accept a loan:

Program Name  
Property City and County Name  
Number of Persons Expecting to Occupy Household  
Target or Non-Target Area  
Annual Household Income  
Purchase Price and Acquisition Cost

Please refer to **Exhibit 2** for help on troubleshooting error messages displayed by LOL after entering a Reservation.

### **1. Entering a New Reservation**

If Mortgagor meets the criteria listed in Section 2.6 of the Seller's Guide, Lender, upon accepting a Mortgage Loan application from Mortgagor, has **three (3) calendar days** from the Residential Loan Application Date to reserve the loan with SONYMA.

If the loan is not reserved within three (3) calendar days from the Residential Loan Application Date, the Reservation will not be accepted by LOL. The Lender must contact SONYMA to determine if SONYMA will accept the Reservation, the interest rate at which the loan will be locked and whether Lender will be assessed a penalty.

**Note:** The Reservation Date becomes the Lock-in Date and counts as day one of the rate lock-in period.

Section 2.6 of the Seller’s Guide provides details on manually submitting a faxed Reservation form to SONYMA.

To enter a new reservation on LOL:

- a. Click on the “New Reservation” tab at the top left of the Home Page screen. A list of available SONYMA programs is displayed. Refer to **Figure 4** below to view the SONYMA program menu.

**Note:** Depending on the availability of current programs and products, this screen may display different programs and products in the future.

- b. Click on the appropriate SONYMA program name. If the Mortgagor has opted to receive a Closing Cost Assistance Loan (CCAL), ensure that the appropriate program with CCAL has been selected.



Figure 4

- c. The New Reservation Data Entry Form is displayed. Refer to **Figure 5** below.

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- d. Click on “Show Help” (at the top of the form) to list a brief description of the required data and/or data format for each data entry field. Listed below are a few additional comments regarding data entry of loan information on LOL.
- \* All fields identified with a red asterisk(\*) are required entry data fields; LOL User must enter data in these fields for the Reservation to be accepted.
  - \* After each entry, LOL User may press the “Tab” key to move to the next entry box or the LOL User can move to any other entry box by clicking on the box with the mouse.
  - \* If the loan application has a co-borrower, click in the box entitled “Check if Co-Borrower”.
  - \* Note that there is a field for Borrower Race Code; however, there is no field for the Co-Borrower Race Code.
  - \* If a Borrower indicates on the 1003 that he/she is more than one race, select the “Two or More” option under the “Race” field.
  - \* If the Borrower’s or Co-Borrower’s marital status is initially entered as “Single Parent”, the Single Parent data field defaults to “Yes”. If, prior to submitting a Reservation, the LOL User changes the response in the Marital Status field to an option other than “Single Parent”, the LOL User must also change the data in the Single Parent field to “No”.
  - \* At the time of the initial data entry in the “Purchase Price” field, the “Acquisition Cost” field is automatically updated with the same information. If prior to submitting the Reservation, the user changes the Purchase Price amount data, the user must also manually change the Acquisition Cost amount, as applicable. Note that changes to the “Purchase Price” field will not automatically change the “Acquisition Cost” field. Lenders are reminded that the Acquisition Cost is defined in Section 2.406 of the Seller’s Guide and should be entered in accordance with the provisions of this section.
  - \* LOL automatically assigns the County Name to the property, based upon the City Name entered by the LOL User. New York State has several duplicate city names. If the correct County Name does not appear on the Reservation screen, LOL User must refer to the City field drop down list to select the second or third (duplicate) City Name until the correct City/County combination is displayed.
  - \* Enter whole dollar amounts in all numerical fields.
  - \* Enter the Income as an annual figure (multiply the monthly income by 12 to determine the annual income).
  - \* The Loan Officer and Loan Processor on the New Reservation Data Entry Screen default to the user who logged on LOL. Different users may be selected from the drop down list. If two users are designated as the Loan Officer and Loan Processor, both will have access to the loan information on LOL.

\* Refer to **Exhibit 2** of this Appendix for a listing of data entry error messages. If data entry errors are detected by LOL, make the necessary corrections and re-submit the Reservation by completing the procedures outlined in Item 4 below.

\* If, during the Reservation data entry process the user clicks on the “Home” icon, the user will be directed back to the Home or first page and all data entry will be lost. **The loan will not be reserved.**

**Note:** Once a Reservation has been accepted, Lender users can no longer make changes to the loan data. Lenders must notify SONYMA of loan information changes by submitting the LOL Data Entry Change Request Form (SONYMA Form L1; **Exhibit 1**).

## **2. Data Entry Error Messages (errors that occur during data entry process)**

These Data Entry Error Messages occur when the LOL User is attempting to enter data in each specific field on the LOL Reservation Data Entry Screen. The system will display a box to alert the LOL User of the error and will provide a resolution. **Exhibit 2** (Section A) also provides suggestions for entering data and troubleshooting error messages.

When an error message is received, LOL User must click on “OK” to return to the Reservation data entry screen. LOL User should follow the instructions displayed in the error message box to correct the error.

## **3. Identifying Census Tract and Block Number**

To identify the correct Census Tract and Block Number for a specific property, user may click on the “Find It” button (beside the “Census Tract” data entry field on the LOL Reservation Data Entry Screen), which will link to the United States Census Bureau’s website.

Refer to **Figure 6** below to view the US Census Bureau website screen.

- a. Ensure that the “Address Search” Tab has been selected.
- b. Enter the property’s Street Address, City, State or the Street Address and Zip Code.
- c. Press “Go”
- d. If found, the property’s County, Census Tract, and Block Group (among other things) will appear on the screen.
- e. LOL User should enter the census tract and block group data in the appropriate fields on the LOL Reservation Data Entry Screen according to the format outlined in the “Show Help” description.

**Note:** If the property address cannot be found in the Census Bureau website (as in some cases with new construction), or if the Census Bureau’s web site is down, enter “999” in the Census Tract field and leave the Block Group field blank.

The screenshot shows the U.S. Census Bureau American FactFinder search interface. The page title is "U.S. Census Bureau American FactFinder". The navigation menu includes "Main", "Search", "Feedback", "FAQs", "Glossary", "Site Map", and "Help". The search path is "You are here: Main > Search > Advanced Geography Search". The search method is set to "geography". The user has selected "Census 2000" as the year and program. The search criteria are: Street Address: "641 Lexington Avenue", City: "New York", State: "New York", and ZIP Code: "10022". The results show "Geographies containing 641 Lexington Ave , New York , New York, 10022:" and a list of geographies. The "County Subdivision: Manhattan borough" is circled in red.

Figure 6

#### 4. Submitting the Reservation

After all Mortgage Loan information has been entered on the LOL Reservation Data Entry Screen, LOL User must click on the “Submit” button in order to complete the Reservation. Refer to **Exhibit 2** (Section B) of this Appendix for a listing of program error messages which may appear after submitting a Reservation.

- a. If data entry or program errors are detected by LOL, make the necessary corrections by following the procedures outlined in Items 5 and 6 below, and re-submit the Reservation.
- b. If no data entry errors are detected, the system will proceed with the Reservation. If approved, a Reservation Acceptance Notice (LOL Reservation Confirmation) will be displayed. The SONYMA Loan Number will be assigned upon the acceptance of the Reservation and will be displayed on the Reservation Acceptance Notice. The LOL User should click on “Print this Page” to print this confirmation notice. To print the completed Reservation Form, click on “Click Here” to view the form and click on the printer icon to print the Reservation Form. Lender will need a copy of this form if changes to the Reservation are requested at a later date.

Refer to **Figures 7a and 7b** to view a sample of the Reservation Acceptance Notice and the confirmation form.

The screenshot shows the SONYMA Lender Online interface. At the top, there is a navigation bar with links for Home, Bulletin Board, and Program Documents. The main header identifies the user as Wyatt, Mary and displays the SONYMA logo and the text 'Lender Online For All Your Clients' Needs'. Below the header, there are four main menu buttons: NEW RESERVATION, AVAILABLE FUNDS, LOAN STATUS, and USER ACCOUNTS. The central content area is titled 'Reservation Acceptance Notice' and features a large red heading: 'YOUR RESERVATION HAS BEEN ACCEPTED!'. Below this, the reservation/loan number '895ABC88913' is displayed and circled in red. A 'Disclaimer Statement' follows, explaining that the reservation is subject to the accuracy of the data entered by the lender and the pool insurer's underwriting. At the bottom of the notice, there are two buttons: 'Click here' to view and/or print the reservation, and 'Print this page'.

Figure 7a

**Note:** LOL confirmation may take several seconds, depending on the speed of the user's connection to the Internet and other factors. The SONYMA loan number will appear at the top of the Reservation Acceptance Notice. This number will appear on all SONYMA reports and must be used by the Lender when communicating to SONYMA about a specific loan.

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 <b>RESERVATION ACCEPTED</b>						
GENERAL INFORMATION						
Reservation/Loan No.	Reservation Accepted Date		Commitment Expiration Date		Reservation Expiration Date	
895ABC88913	Tuesday, February 13, 2007, at 12:41 PM		05/23/2007		04/28/2007	
Lender Loan No.	Lender ID No.		Lender Name			
0020357448	ABC		ABC BANK			
FIRST MORTGAGE						
Program					Loan Type	
Achieving the Dream Mortgage Program					Conventional	
Amount	Term	Interest Rate		CCAL Amount		
\$99,200	360 months	4.8750%		\$0		
BORROWER						
Full Name		Social Security No.		Age	Sex	Race
MARKESE, MARY		111-11-4000		26	Female	White
Marital Status		Single Parent		Wages	From Assets	
Unmarried				\$39,996		
Address					Home Phone	Business Phone
119 Mill Hollow Crossing Rochester , NY 14626-0000					000-000-0000	000-000-0000
PROPERTY						
Purchase Price		Acquisition Cost		New/Exist/Rehab		Year Built
\$124,000		\$124,000		Existing		1966
House No.		Street	Unit No.	City	State	Zip Code
110		Dohrcrest Dr		Rochester	NY	14612-0000
Census Tract		Block Group		In Targeted Area		Project
456.00				No		Existing
HOUSEHOLD						
Household Size	No. of Income Recipients	No. of Persons 21 or Over	No. of Persons Under 21	No. of Dependents	No. of Disabled/Handicap	No. of Elderly
1	1					
Prior Homeowner		Date Last Occupied		Non-Applicant Annual Income		Total Household Income
No						\$39,996
OFFICERS & CONTACTS						
Loan Officer		Loan Processor		Contact Person		Transcripitor
Myers, Mary		Mason, Margaret		Wyatt, Mary		Wyatt, Mary
Disclaimer Statement						
This reservation is subject to the accuracy of the data entered by lender, the lender's and pool insurer's underwriting of the loan for borrower creditworthiness, and IRS compliance with all requirements of the State of New York Mortgage Agency as set forth in the Seller's Guide. SONYMA will confirm the eligibility upon performing a pre-closing and pre-purchase review of the loan file.						

Figure 7b

## 5. LOL Error Messages (errors that occur after Reservation is submitted for approval)

These LOL Error Messages occur after the user has pressed the “Submit” button to reserve a loan on LOL. If the Reservation is rejected, the system will alert the user of the reason.

**Exhibit 2 (Section B)** lists the possible program error messages and the action for the LOL User to take in order to enter a valid Reservation.

**Note:** In some cases, after Lender has ensured that all data has been entered accurately and in accordance with Exhibit 2, LOL may still reject the Reservation. If the LOL User is unsure as to why the Reservation was rejected, please contact SONYMA for more information.

## 6. Troubleshooting LOL Reservation Issues

If for any reason, LOL does not accept the Reservation submitted, Lender should contact SONYMA's Reservation Department (212-688-4000 x431) to troubleshoot the problem or error message. In certain cases the Reservation Department may request that Lender fax to SONYMA a fully completed and signed Loan Reservation Worksheet and Rate Certification (SONYMA Form 238), along with the dated and signed page of the loan application, and any other forms as required for CCAL or other programs. Follow the procedures outlined in the SONYMA Seller's Guide, Section 2.6. SONYMA will attempt to enter the Reservation for the Lender and will respond to Lender to explain how to remedy a similar situation in the future.

a. Situations that may prevent the Lender from entering LOL Reservations include:

\*Lender did not reserve the loan within the three (3) day timeframe from the Residential Loan Application Date.

\*Lender's internet access is down.

\*LOL website is down.

b. After SONYMA personnel have reserved the loan, and Lender once again has access to LOL, Lender may view the new loan data immediately on LOL.

**Note: Seller shall not rely on a fax confirmation to confirm that SONYMA has received the loan Reservation. Seller must review the reports on LOL to ensure that the loan was reserved.**

**NOTE: IF SONYMA LEARNS THAT LOL WILL NOT BE OPERATIONAL FOR A CONSIDERABLE PERIOD OF TIME, SONYMA WILL SEND LENDER AN ANNOUNCEMENT WITH INSTRUCTIONS ON HOW TO PROCEED.**

## 7. Data Entry Change Requests (after data was entered on LOL)

Once a Mortgage Loan has been reserved on LOL, Lender does not have the ability to make changes to the Mortgage Loan data. Any material changes must be reported to SONYMA for correction or change. Lender must complete and fax to SONYMA's Reservation Department the LOL Data Entry Change Request Form (SONYMA Form L1; **Exhibit 1**).

If Lender determines that the original data entry requires corrections or changes, the following procedures must be followed:

\* Lender completes the LOL Data Entry Change Request Form (SONYMA Form L1; **Exhibit 1**).

\* Lender faxes the LOL Data Entry Change Request Form to SONYMA's reservation fax number, as indicated on Form L1.

\* SONYMA personnel enters the correct data.

\* Lender can view the changes on LOL within one-half hour of SONYMA's data entry.

**Note:** Seller shall not rely on a fax confirmation to confirm that SONYMA has received the LOL Data Entry Change Request Form. Seller must review the loan status and/or reports on LOL to ensure that the loan data was revised correctly.

## 8. Lender Pipeline

Mortgage Loans will be displayed on LOL until one of the following events occur, at which time the Mortgage Loan will be purged from LOL.

- a. Loan was rejected or cancelled for a period of more than 120 days prior to the current date.

**Reminder:** Reservations are automatically cancelled by SONYMA 75 days from the Reservation Date if the pre-closing loan file has not been received by SONYMA. After cancellation, if Lender still intends to submit the loan file to SONYMA, Lender must immediately send written notification to SONYMA to request that the Reservation be reinstated. If the Reservation remains cancelled, SONYMA will bill Lender for the Lock-in Fee as set forth in Section 2.106 of the Seller's Guide.

- b. All final recorded instruments and title policies for the Mortgage Loan have been delivered by Lender to SONYMA.

## H. TRACKING LOAN STATUS

### 1. Navigating the Loan Status Screen

Refer to **Figure 8a** below to view LOL screen information.

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date
	890ABC88414		ADAMS, JOHN 111-11-1117	ADAMS, MARY 111-11-1118	Lender Review	Approved	01/17/2006
	895ABC88447	60043	ADAMS, MARY M 111-11-1191		SONYMA Commitmt	Approved	02/16/2006
	890ABC88829	9999999999	AFINIGENOV, JOHN 111-11-1119		SONYMA Reviewed	Approved	12/21/2006
	890ABC88830	1111111100	AGASSI, JOHN 111-11-1120		SONYMA Reviewed	Approved	12/21/2006
	890ABC88847	777	AHRENS, JOHN 111-11-1121		SONYMA Reviewed	Pending	12/22/2006
	810ABC88878	88766	BAREFOOT, MARY		Lender Review	Pending	01/05/2007

Figure 8a

- a. Click on the Loan Status tab in the Main Functions toolbar. Depending on the level of access authority, this screen will display a listing of loans in LOL. If the LOL User has Individual Level Authority, he/she can only access the loans reserved or taken by him/her. If the LOL User has Branch Level Authority, he/she can access all loans for that branch. The LOL Administrator or a person with Lender Level Authority has access to all of Lender's loans.
- b. To access a specific Mortgage Loan, scroll down the display list on the Loan Status screen until the Reservation has been found and click on the "View" button (under the "Actions" column) or LOL User may locate the loan by conducting a search.

**Note:** On the main Loan Status screen, LOL User can click on any of the headings to sort the loan list by SONYMA (Reservation) #, Lender Loan #, Borrower Name, Co-Borrower Name, Current Processing Stage, Current Processing Status, or Current Processing Date.

## 2. Using the Loan Search Function

To search for a specific Mortgage Loan, select one of the following:

### a. Quick Search (Refer to Figure 8b below)

If LOL User knows the SONYMA Loan Number, use the Quick Search to find the Reservation. Enter the 11 character SONYMA Loan Number in the Reservation No. box and click on the "Go" button. If entered properly, the Reservation will appear on the Loan Status screen. Click on the "View" button (under the "Actions" column) to access details about the Reservation.

The screenshot shows the 'Loan Status' screen with a navigation bar at the top containing 'NEW RESERVATION', 'AVAILABLE FUNDS', 'LOAN STATUS', 'REPORTS', and 'USER ACCOUNTS'. Below the navigation bar is a welcome message for 'Mason, Margaret'. The search interface is divided into 'Quick Search' and 'Advanced Search'. The 'Quick Search' section has a 'Reservation No.' field containing '890ABC88414' and a 'Go' button. The 'Advanced Search' section has checkboxes for 'Lender Loan No.', 'Borrower Name/SSN', and 'Co-Borrower Name/SSN', each with an input field and a 'Go' button. Below the search interface is a table of loans with columns for 'Actions', 'Reservation', 'Lender Loan No.', 'Borrower Name', 'Co-Borrower Name', 'Stage', 'Status', and 'Date'. The table contains six rows of loan data.

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date
View Reprint PDF Docs	890ABC88414		ADAMS, JOHN 111-11-1117	ADAMS, MARY 111-11-1118	Lender Review	Approved	01/17/2006
View Reprint PDF Docs	895ABC88447	60043	ADAMS, MARY M 111-11-1191		SONYMA Commitmt	Approved	02/16/2006
View Reprint PDF Docs	890ABC88829	9999999999	AFINIGENOV, JOHN 111-11-1119		SONYMA Reviewed	Approved	12/21/2006
View Reprint PDF Docs	890ABC88830	1111111100	AGASSI, JOHN 111-11-1120		SONYMA Reviewed	Approved	12/21/2006
View Reprint PDF Docs	890ABC88847	777	AHRENS, JOHN 111-11-1121		SONYMA Reviewed	Pending	12/22/2006
View Reprint PDF Docs	910ABC88878	89766	BAREFOOT, MARY		Lender Review	Pending	01/05/2007

Figure 8b

### b. Advanced Search (Refer to Figure 8c below)

LOL User can use the Advanced Search to search by any of the following categories:

\* Lender Loan Number – Click on the box to the left of "Lender Loan No.", enter the

loan number, and click on the “Go” button.

- \* Borrower Name or Social Security Number - Click on the box to the left of “Borrower Name/SSN”, in the first box enter any combination of the borrower’s last or first name (or enter one or more letters) and the system will display a list of those entries meeting the criterion, **or** in the “SSN” box, enter the complete Social Security Number. Click the “Go” button to complete the search.
- \* Co-Borrower Name or Social Security Number - Click on the box to the left of “Co-Borrower Name/SSN”, in the first box enter any combination of the co-borrower’s last or first name (or enter one or more letters) and the system will display a list of those entries meeting the criterion, **or** in the “SSN” box, enter the complete Social Security Number. Click the “Go” button to complete the search.

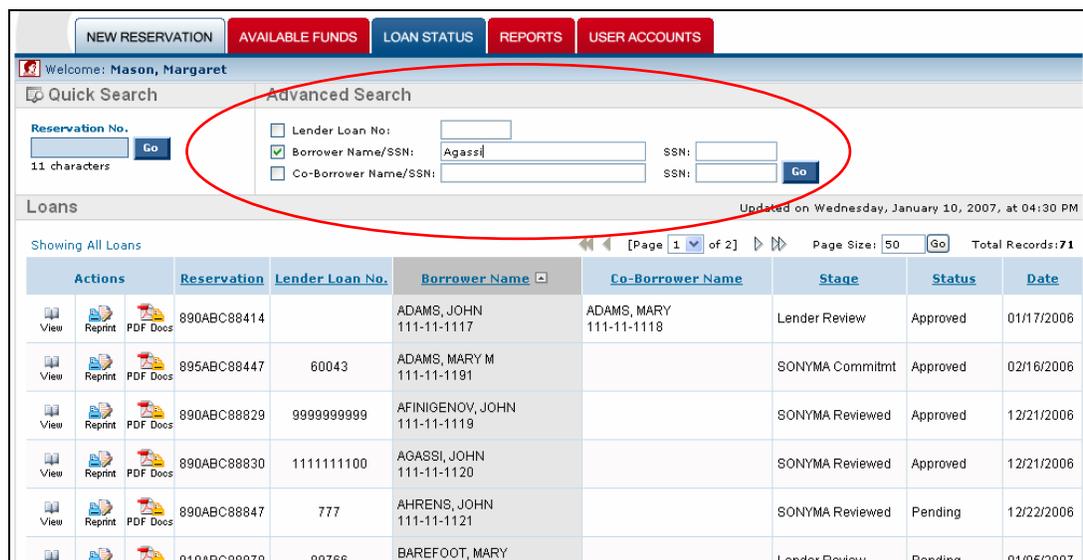


Figure 8c

- c. The Loan Status screen will provide detailed information regarding the loan selected. Lenders should check this screen frequently to identify the status of the Reservation including exception items that may be holding up the pre-closing compliance review approval process or the post-closing review approval process. Lenders can also verify that a loan has been approved, extended, cancelled, or rejected by referring to this screen and can identify any documents that are still outstanding. **Refer to Figure 8f to view the Loan Status screen.**

LOL User may click on the “Reprint” button to print the Reservation form.

LOL User may view or print interactive PDF SONYMA loan documents. (see Figures 8d and 8e below)

- \* Click on “PDF Docs” button for the appropriate loan appearing on the loan list on the Loan Status screen
- \* Documents that appear on this document list will be applicable to the SONYMA program under which the loan was reserved, and if a cooperative share loan, will display SONYMA cooperative documents
- \* Place a check mark in the box beside the selected document(s) or check the box at

- the top of the list to select all documents
- \* Click on “Generate Documents”
- \* On the new screen, a list of the PDF documents will appear. Click on each document name to open the document in Adobe Acrobat. To open all documents simultaneously in Adobe Acrobat, click on “Print All Documents”.
- \* Certain fields in the documents are automatically populated by data contained on LOL. The forms are completely interactive and any blank spaces can be entered or altered.

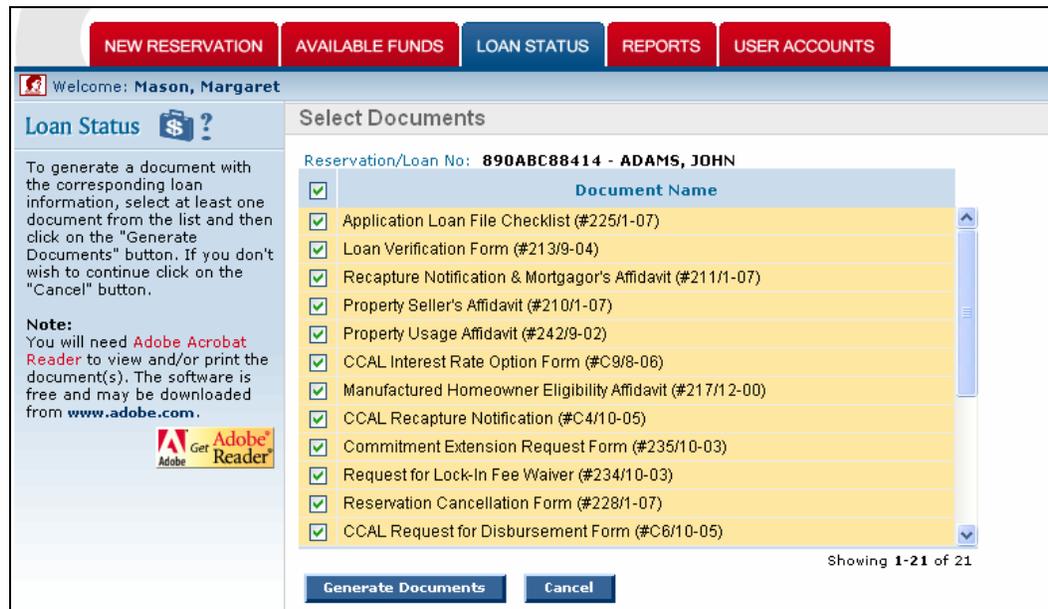


Figure 8d

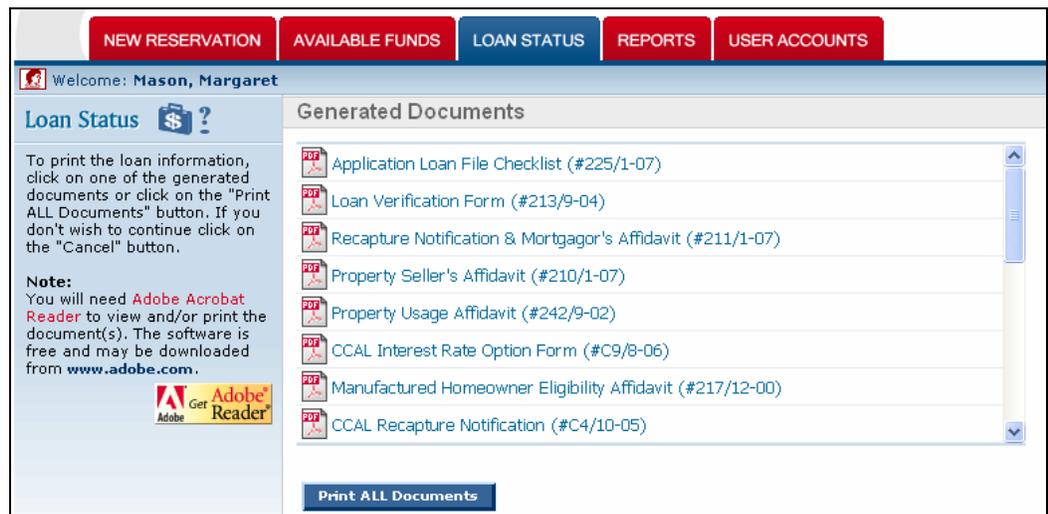


Figure 8e

### 3. Determining Current Loan Status

After finding the Reservation on LOL, click on the “View” button to view specific loan information. To determine a Mortgage Loan’s current status, please refer to the “Stage/Status/Date” box. LOL will display in a chronological order all statuses as the Mortgage Loan progresses through the review process. *Please note that the entry at the TOP of the box is the Mortgage Loan’s most current status.*

Refer to **Figure 8f** below to view a sample of the LOL Loan Status screen.

NEW RESERVATION		AVAILABLE FUNDS		LOAN STATUS		REPORTS		USER ACCOUNTS	
Welcome: Mason, Margaret									
Loan/Reservation Status Details					Updated on Tuesday, January 9, 2007, at 01:00 PM				
« Back		Reprint Reservation		Select Documents		Cancel Loan			
Loan Cancellations are <b>NOT ALLOWED</b> .									
<b>GENERAL INFORMATION</b>									
Lender Loan No: <b>60043</b> Reservation/Loan No: <b>895ABC88447</b> Application Date: <b>01/18/2006</b> Reservation Expires: <b>04/05/2006</b> Commitment Expires: <b>04/27/2006</b> Extension Date: Lock-in Type: <b>S</b> Borrower Name: <b>ADAMS, MARY M</b> Social Security No: <b>111-11-1191</b>					Lender ID No: <b>ABC</b> Lender Name: <b>ABC BANK</b> Branch Name: <b>ROCHESTER</b> Loan Officer: Submitted by: PMI Insurer: <b>Genworth MI Co.</b> PMI Certificate No: <b>6300613100</b> Pool Servicer: <b>Genworth MI Co.</b> Pool Certificate No: <b>6350043707</b> Origination Reviewer: <b>MWH</b> Closing Reviewer: Final Reviewer:				
<b>FIRST MORTGAGE</b>					<b>SECOND MORTGAGE</b>				
Program: <b>Achieving the Dream Mortgage Program</b> Loan Type: <b>Conventional</b> Loan Amount: <b>\$61,200</b> Term: <b>360 months</b> Initial Interest Rate: <b>4.7500%</b> CCAL Amount: <b>\$5,000</b>					Program: Loan No: Loan Type: Loan Amount: <b>\$0</b> Term: <b>0 months</b> Initial Interest Rate: <b>0.0000%</b>				
<b>PROPERTY ADDRESS</b>					<b>STAGE/STATUS/DATE</b>				
<b>107 CLAYBROOK STREET</b> <b>Rochester, NY 14609-0000</b> County: <b>Monroe</b>					<ul style="list-style-type: none"> <li>• SONYMA Commitmt / <b>Approved</b> on 02/16/2006</li> <li>• SONYMA Reviewed / <b>Approved</b> on 02/16/2006</li> <li>• SONYMA Received on 02/15/2006</li> <li>• Pool Ins Review / <b>Approved</b> on 02/06/2006</li> <li>• Lender Review / <b>Approved</b> on 01/20/2006</li> </ul>				
<b>CONDITIONS/EXCEPTIONS</b>					<b>REJECTION REASONS</b>				

Figure 8f

**a. Pre-Closing Loan Statuses**

- **How to Determine When a Loan was Reserved**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Lender Review/Pending on MM/DD/YYYY

STAGE/STATUS/DATE
• Lender Review / <b>Pending</b> on 11/01/2006
• Reserved on 11/01/2006

- **How to Determine if the Pre-Closing (Compliance) Loan File was Received by SONYMA for Review**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

SONYMA Received on MM/DD/YYYY

STAGE/STATUS/DATE
• SONYMA Received on <b>02/16/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>02/15/2006</b>
• Lender Review / <b>Approved</b> on <b>01/31/2006</b>
• Reserved on <b>01/31/2006</b>

- **How to Determine if the Pre-Closing (Compliance) Loan File was Reviewed by SONYMA**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

SONYMA Reviewed/Approved on MM/DD/YYYY, or

STAGE/STATUS/DATE
• SONYMA Reviewed / <b>Approved</b> on <b>12/21/2006</b>
• SONYMA Received on <b>12/20/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>12/21/2006</b>
• Lender Review / <b>Approved</b> on <b>05/24/2006</b>
• Reserved on <b>05/24/2006</b>

**Note:** This status does not indicate that the loan was approved for closing by SONYMA. Only the statement “SONYMA Commitment/Approved” indicates that SONYMA has approved the Mortgage Loan for closing.

SONYMA Reviewed/Pending on MM/DD/YYYY, or

STAGE/STATUS/DATE
• SONYMA Reviewed / <b>Pending</b> on <b>05/18/2006</b>
• SONYMA Received on <b>05/15/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>05/14/2006</b>
• Lender Review / <b>Approved</b> on <b>02/14/2006</b>
• Reserved on <b>02/14/2006</b>

SONYMA Reviewed/File Rejected on MM/DD/YYYY, or

STAGE/STATUS/DATE
• SONYMA Reviewed / <b>File Rejected</b> on <b>10/16/2006</b>
• SONYMA Received on <b>07/15/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>07/17/2006</b>
• Lender Review / <b>Approved</b> on <b>06/07/2006</b>
• Reserved on <b>06/07/2006</b>

SONYMA Reviewed/Cancelled on MM/DD/YYYY.

STAGE/STATUS/DATE
• SONYMA Reviewed / <b>Cancelled</b> on <b>10/20/2006</b>
• SONYMA Received on <b>05/15/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>05/14/2006</b>
• Lender Review / <b>Approved</b> on <b>02/14/2006</b>
• Reserved on <b>02/14/2006</b>

- **How to Determine if the Pre-Closing (Compliance) Loan File was Suspended for Outstanding Conditions/Exceptions**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

SONYMA Reviewed/Pending on MM/DD/YYYY, **and** the “Conditions/Exceptions” section lists the outstanding items necessary to make a final decision on the loan.

STAGE/STATUS/DATE
• SONYMA Reviewed / <b>Pending</b> on <b>05/18/2006</b>
• SONYMA Received on <b>05/15/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>05/14/2006</b>
• Lender Review / <b>Approved</b> on <b>02/14/2006</b>
• Reserved on <b>02/14/2006</b>

CONDITIONS/EXCEPTIONS
1. *Computer-generated Paystubs for Past 30 Days
2. -Paystubs must be submitted for all Household
3. Members (age 21 and older).
----- <b>Comments</b> -----
Submit 2004 Federal tax return.

- **How to Determine if the Loan has been Approved by the Pool Insurer**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Pool Ins Review/Approved on MM/DD/YYYY

STAGE/STATUS/DATE
• Pool Ins Review / <b>Approved</b> on <b>07/25/2006</b>
• Lender Review / <b>Approved</b> on <b>06/27/2006</b>
• Reserved on <b>06/27/2006</b>

- **How to Determine if the Pre-Closing (Compliance) Loan File was Approved by SONYMA and the Pool Insurer for Closing**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

SONYMA Commitmt/Approved on MM/DD/YYYY **and**  
 Pool Ins Review/Approved on MM/DD/YYYY

STAGE/STATUS/DATE
• SONYMA Commitmt / <b>Approved</b> on <b>12/08/2006</b>
• SONYMA Reviewed / <b>Approved</b> on <b>12/07/2006</b>
• SONYMA Received on <b>12/07/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>12/06/2006</b>
• Lender Review / <b>Approved</b> on <b>11/02/2006</b>
• Reserved on <b>11/02/2006</b>

**Note:** If the Mortgage Loan was approved subject to satisfying certain conditions, the conditions will be listed in the “Conditions/Exceptions” section.

- **How to Determine if SONYMA has Granted a Commitment Extension**

The “Extension Date” field under the “General Information” section will reflect the date in which the extension was processed **and** the “Commitment Expires” field will reflect the new expiration date.

GENERAL INFORMATION
Lender Loan No: <b>1565456</b>
Reservation/Loan No: <b>890ABC88566</b>
Application Date: <b>02/01/2006</b>
Reservation Expires: <b>04/19/2006</b>
Commitment Expires: <b>08/19/2006</b>
Extension Date: <b>01/09/2007</b>
Lock-in Type: <b>S</b>
Borrower Name: <b>FAROOQ, JOHN</b>
Social Security No: <b>111-11-1130</b>

**Note:** If SONYMA is required to approve more than one commitment extension, please note that only the “Commitment Expires” field will reflect a new expiration date. The “Extension Date” field will not be updated again.

- **How to Determine if the Loan was Rejected**

The “Stage/Status/Date” section on the Loan Status Screen will indicate:

Lender Review/File Rejected on MM/DD/YYYY, **or**

**Note:** The rejection reasons will be indicated in the “Rejection Reasons” box on the Loan Status screen.

STAGE/STATUS/DATE
• Lender Review / <b>File Rejected</b> on <b>11/30/2006</b>
• Reserved on <b>11/14/2006</b>

REJECTION REASONS
<ol style="list-style-type: none"> <li>1. Loan application denied by lender. Lock-in fee waiver approved by</li> <li>2. SONYMA. Lock-in fee must be refunded to the applicant.</li> </ol>

**Note:** This status will only appear in the Lender Review stage if SONYMA has approved Lender's request for a lock-in fee waiver.

Pool Ins Review/File Rejected on MM/DD/YYYY, or

STAGE/STATUS/DATE
<ul style="list-style-type: none"> <li>• Pool Ins Review / <b>File Rejected</b> on <b>11/30/2006</b></li> <li>• Lender Review / <b>Approved</b> on <b>11/02/2006</b></li> <li>• Reserved on <b>11/02/2006</b></li> </ul>
REJECTION REASONS
<ol style="list-style-type: none"> <li>1. Loan application denied by pool insurer.</li> <li>2. Please contact the pool insurer for more information.</li> </ol>

SONYMA Reviewed/File Rejected on MM/DD/YYYY, or

STAGE/STATUS/DATE
<ul style="list-style-type: none"> <li>• SONYMA Reviewed / <b>File Rejected</b> on <b>10/16/2006</b></li> <li>• SONYMA Received on <b>07/15/2006</b></li> <li>• Pool Ins Review / <b>Approved</b> on <b>07/17/2006</b></li> <li>• Lender Review / <b>Approved</b> on <b>06/07/2006</b></li> <li>• Reserved on <b>06/07/2006</b></li> </ul>
REJECTION REASONS
<p>----- <b>Comments</b> -----</p> <p>Household income exceeds limit of \$64,100.</p>

SONYMA Commitmt/File Rejected on MM/DD/YYYY.

STAGE/STATUS/DATE
<ul style="list-style-type: none"> <li>• SONYMA Commitmt / <b>File Rejected</b> on <b>10/16/2006</b></li> <li>• SONYMA Reviewed / <b>Approved</b> on <b>02/16/2006</b></li> <li>• SONYMA Received on <b>02/09/2006</b></li> <li>• Pool Ins Review / <b>Approved</b> on <b>01/30/2006</b></li> <li>• Lender Review / <b>Approved</b> on <b>01/23/2006</b></li> </ul>

REJECTION REASONS
1. Insufficient collateral.
2. Property structural/environmental issues.

- **How to Determine if the Loan was Cancelled**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Lender Review/Cancelled on MM/DD/YYYY, **or**

**Note:** The cancellation reasons will be indicated in the “Rejection Reasons” box on the Loan Status screen.

STAGE/STATUS/DATE
• Lender Review / <b>Cancelled</b> on <b>11/01/2006</b>
• Reserved on <b>06/05/2006</b>
REJECTION REASONS
1. Loan cancelled by SONYMA via automatic sweep due to no activity.

**Reminder:** Reservations are automatically cancelled 75 days from the Reservation Date if the pre-closing loan file has not been received by SONYMA. If Lender still intends to submit the loan file to SONYMA, Lender must immediately send written notification to SONYMA to request that the Reservation be reinstated.

**Note:** If the above status is displayed and the loan will not be reinstated, Lender should submit a Request for Lock-in Fee Waiver (Form 234) in order to refund the 1% Lock-in Fee to the applicant and to avoid being billed by SONYMA for the Lock-in Fee. Refer to Section 2.106 of the Seller’s Guide for details on this process.

Pool Ins Review/Cancelled on MM/DD/YYYY, **or**

STAGE/STATUS/DATE
<ul style="list-style-type: none"> <li>• Pool Ins Review / <b>Cancelled</b> on <b>12/27/2006</b></li> <li>• Lender Review / <b>Approved</b> on <b>11/14/2006</b></li> <li>• Reserved on <b>11/14/2006</b></li> </ul>
REJECTION REASONS
<p>----- <b>Comments</b> -----</p> <p>Loan cancelled by pool insurer due to non-activity.</p>

SONYMA Reviewed/Cancelled on MM/DD/YYYY, or

STAGE/STATUS/DATE
<ul style="list-style-type: none"> <li>• SONYMA Reviewed / <b>Cancelled</b> on <b>10/20/2006</b></li> <li>• SONYMA Received on <b>05/15/2006</b></li> <li>• Pool Ins Review / <b>Approved</b> on <b>05/14/2006</b></li> <li>• Lender Review / <b>Approved</b> on <b>02/14/2006</b></li> <li>• Reserved on <b>02/14/2006</b></li> </ul>
REJECTION REASONS
<p>----- <b>Comments</b> -----</p> <p>loan cancelled by SONYMA due to lack of activity.</p>

SONYMA Commitmt/Cancelled on MM/DD/YYYY.

STAGE/STATUS/DATE
<ul style="list-style-type: none"> <li>• SONYMA Commitmt / <b>Cancelled</b> on <b>12/28/2006</b></li> <li>• SONYMA Reviewed / <b>Approved</b> on <b>01/19/2006</b></li> <li>• SONYMA Received on <b>01/13/2006</b></li> <li>• Pool Ins Review / <b>Approved</b> on <b>01/11/2006</b></li> <li>• Lender Review / <b>Approved</b> on <b>12/30/2005</b></li> </ul>
REJECTION REASONS
<ol style="list-style-type: none"> <li>1. Loan cancelled by SONYMA due to commitment expiration.</li> </ol>

If the loan was cancelled by SONYMA due to inactivity, the “Rejection Reasons” section on the Loan Status screen will indicate:

Loan cancelled by SONYMA via automatic sweep due to no activity, **or**

Loan cancelled by SONYMA due to commitment expiration.

- **How to Determine if SONYMA Approved/Denied a Lock-in Fee Waiver**

If the Lender's request for a Lock-in Fee Waiver was approved, the "Stage/Status/Date" section on the Loan Status screen will indicate:

Lender Review/File Rejected on MM/DD/YYYY, **or**

SONYMA Commitmt/File Rejected on MM/DD/YYYY, **and**

the "Rejection Reasons" section will have the following language:

*"Loan application denied by lender. Lock-in fee waiver approved by SONYMA. Lock-in fee must be refunded to the applicant."*

<b>STAGE/STATUS/DATE</b>
<ul style="list-style-type: none"><li>• Lender Review / <b>File Rejected</b> on <b>11/30/2006</b></li><li>• Reserved on <b>11/14/2006</b></li></ul>
<b>REJECTION REASONS</b>
<ol style="list-style-type: none"><li>1. Loan application denied by lender. Lock-in fee waiver approved by</li><li>2. SONYMA. Lock-in fee must be refunded to the applicant.</li></ol>

If the Lender's request for a Lock-in Fee waiver was denied, the "Stage/Status/Date" section on the Loan Status screen will indicate:

Lender Review/Cancelled on MM/DD/YYYY, **or**

SONYMA Commitmt/Cancelled on MM/DD/YYYY, **and**

the "Rejection Reasons" section will have the following language:

*"Loan application denied by lender. Lock-in fee waiver request DENIED by SONYMA. Lender must not refund the lock-in fee to the applicant."*

STAGE/STATUS/DATE
<ul style="list-style-type: none"> <li>• Lender Review / <b>Cancelled</b> on <b>01/09/2007</b></li> <li>• Reserved on <b>11/02/2006</b></li> </ul>
REJECTION REASONS
<ol style="list-style-type: none"> <li>1. Loan application denied by lender. Lock-in fee request DENIED by</li> <li>2. SONYMA. Lender must not refund the lock-in fee to the applicant.</li> </ol>
<p align="center">----- <b>Comments</b> -----</p> <p>Applicant's income appears to be within SONYMA's limits. Please reinstate loan.</p>

Refer to the SONYMA Seller's Guide, Section 2.106 for further details regarding lock-in fee waivers.

- **How to Determine the Reservation's Program, Loan Type, Loan Amount, Interest Rate Locked, and Term**

Lenders can find any of these items for a Reservation by viewing the First Mortgage box as shown below. Please note the following guidelines:

Program – If the loan was reserved under a program with a CCAL, the interest rate will be higher than the same program without a CCAL.

Loan Type – All programs except for the Construction Incentive Program will display "Conventional". If a Construction Incentive Program loan, "Step" will be displayed.

Term – Only the Low Interest Rate Program offers a term other than 360 or 480 months. The Construction Incentive Program only offers terms of 360 months.

Initial Interest Rate - The interest rate displayed is the rate locked and may not be the actual closing rate. Lenders should refer to the Availability of Funds and Notice of Terms Bulletin for closing interest rates.

CCAL Amount – Until lender receives the final CCAL Request for Disbursement Form (Form C6) approved by SONYMA, the amount reflected is only an estimate.

<b>FIRST MORTGAGE</b>	
Program:	<b>Low Interest Rate - Short Term with CCAL</b>
Loan Type:	<b>Conventional</b>
Loan Amount:	<b>\$50,000</b>
Term:	<b>360 months</b>
Initial Interest Rate:	<b>6.2500%</b>
CCAL Amount:	<b>\$6,300</b>

**Note:** If any of these fields are incorrect, please notify SONYMA immediately.

- **How to Determine the Amount of CCAL Approved by SONYMA**

The Loan Status screen will indicate:

The CCAL loan amount, **and**

The “Conditions/Exceptions” section on the Loan Status screen will indicate:

CCAL amount of \$NN,NNN.NN – Approved MM/DD/YYYY.  
Reviewed by XXX, **or**

CCAL amount revised MM/DD/YYYY - \$NN,NNN.NN.  
Reviewed by XXX.

<b>CONDITIONS/EXCEPTIONS</b>
----- <b>Comments</b> -----
CCAL amount of \$4,500.00. - Approved 1/09/07. Reviewed by MO.

- **How to Determine if the CCAL Request was Denied/Declined**

The Loan Status screen will indicate:

No CCAL loan amount, **and**

The “Conditions/Exceptions” section on the Loan Status screen will indicate:

CCAL Request not approved – Ineligible. Reviewed MM/DD/YYYY. Please contact Olivia Jarvis or Mazie Orr at (212) 688-4000, ext. 396 or 509, respectively, for explanation, **or**

Received CCAL Interest Rate Option Form (C9) from mortgagor, declining CCAL.

CONDITIONS/EXCEPTIONS
<p align="center">----- <b>Comments</b> -----</p> <p>CCAL Request not approved-Ineligible. Reviewed 4/15/06. Please contact Olivia Jervis or Mazie Orr at (212) 688-4000,ext.396 or or 509, respectively, for explanation.</p>

**b. Post-Closing Loan Statuses**

- **How to Determine if Loan was Reported as Closed**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Closed on MM/DD/YYYY

STAGE/STATUS/DATE
• Closed on <b>04/21/2006</b>
• SONYMA Commitmt / <b>Approved</b> on <b>02/17/2006</b>
• SONYMA Reviewed / <b>Approved</b> on <b>02/17/2006</b>
• SONYMA Received on <b>02/15/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>02/10/2006</b>
• Lender Review / <b>Approved</b> on <b>01/17/2006</b>
• Reserved on <b>01/17/2006</b>

- **How to Determine if the Post-Closing Loan File was Received for Review by SONYMA**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Closed Docs Rec (received) on MM/DD/YYYY

STAGE/STATUS/DATE
• Closed Docs Rec on <b>09/15/2006</b>
• Closed on <b>08/18/2006</b>
• SONYMA Commitmt / <b>Approved</b> on <b>07/15/2006</b>
• SONYMA Reviewed / <b>Approved</b> on <b>05/31/2006</b>
• SONYMA Received on <b>05/31/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>05/30/2006</b>
• Lender Review / <b>Approved</b> on <b>05/09/2006</b>
• Reserved on <b>02/03/2006</b>

- **How to Determine if the Post-Closing Loan File was Approved for Purchase**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Closed Docs Rev (reviewed)/Approved on MM/DD/YYYY

STAGE/STATUS/DATE
• Final Documents / <b>Outstanding</b> on <b>03/26/2006</b>
• Closed Docs Rev / <b>Approved</b> on <b>03/26/2006</b>
• Closed Docs Rec on <b>03/25/2006</b>
• Closed on <b>03/18/2006</b>
• SONYMA Commitmt / <b>Approved</b> on <b>02/17/2006</b>
• SONYMA Reviewed / <b>Approved</b> on <b>02/17/2006</b>
• SONYMA Received on <b>02/15/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>02/10/2006</b>
• Lender Review / <b>Approved</b> on <b>01/13/2006</b>
• Reserved on <b>01/13/2006</b>

- **How to Determine if the Post-Closing Loan File was Suspended for Outstanding Conditions/Exceptions**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Closed Docs Rev (reviewed)/File Incomplete on MM/DD/YYYY, **and** the “Conditions/ Exceptions” section lists the outstanding items necessary to make a final decision on the loan.

STAGE/STATUS/DATE
• Closed Docs Rev / <b>File Incomplete</b> on <b>02/22/2006</b>
• Closed Docs Rec on <b>02/21/2006</b>
• Closed on <b>02/16/2006</b>
• SONYMA Commitmt / <b>Approved</b> on <b>01/20/2006</b>
• SONYMA Reviewed / <b>Approved</b> on <b>01/19/2006</b>
• SONYMA Received on <b>01/13/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>01/09/2006</b>
• Lender Review / <b>Approved</b> on <b>12/29/2005</b>
• Reserved on <b>12/29/2005</b>

CONDITIONS/EXCEPTIONS
1. *Uniform Settlement Statement (HUD1)
2. -Document must be signed by all parties.

- **How to Determine if Post-Closing Loan File was Returned to Lender for Outstanding Conditions/Exceptions**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Closed Docs Rev (reviewed)/File Returned on MM/DD/YYYY, **and** the “Conditions/ Exceptions” section lists the outstanding items

necessary to make a final decision on the loan.

STAGE/STATUS/DATE
• Closed Docs Rev / <b>File Returned</b> on <b>02/09/2006</b>
• Closed Docs Rec on <b>01/25/2006</b>
• Closed on <b>12/28/2005</b>
• SONYMA Commitmt / <b>Approved</b> on <b>12/07/2005</b>
• SONYMA Reviewed / <b>Approved</b> on <b>12/07/2005</b>
• SONYMA Received on <b>11/30/2005</b>
• Pool Ins Review / <b>Approved</b> on <b>11/01/2005</b>
• Lender Review / <b>Approved</b> on <b>10/31/2005</b>
• Reserved on <b>08/08/2005</b>

CONDITIONS/EXCEPTIONS
1. *Orig. Mtg Title Insurance Policy/Alta Policy
2. -Amount of insurance is incorrect or CCAL amount is not included.

**c. Post-Purchase Loan Statuses**

- **How to Determine if the Loan was Purchased by SONYMA**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Purchased on MM/DD/YYYY

STAGE/STATUS/DATE
• Final Documents / <b>Outstanding</b> on <b>01/07/2007</b>
• <b>Purchased on 01/15/2007</b>
• <del>Closed Docs Rev / <b>Approved</b> on <b>01/07/2007</b></del>
• Closed Docs Rec on <b>01/05/2007</b>
• Closed on <b>12/30/2006</b>
• SONYMA Commitmt / <b>Approved</b> on <b>11/20/2006</b>
• SONYMA Reviewed / <b>Approved</b> on <b>11/20/2006</b>
• SONYMA Received on <b>11/20/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>11/20/2006</b>
• Lender Review / <b>Approved</b> on <b>11/20/2006</b>
• Reserved on <b>11/20/2006</b>

- **How to Determine what Final Closed Documents are Outstanding**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Final Documents/Outstanding on MM/DD/YYYY, **and** the “Conditions/Exceptions” section will list all outstanding documents.

STAGE/STATUS/DATE
• Final Documents / <b>Outstanding</b> on <b>10/13/2006</b>
• Purchased on <b>10/19/2006</b>
• Closed Docs Rev / <b>Approved</b> on <b>10/13/2006</b>
• Closed Docs Rec on <b>10/13/2006</b>
• Closed on <b>10/13/2006</b>
• SONYMA Commitmt / <b>Approved</b> on <b>10/12/2006</b>
• SONYMA Reviewed / <b>Approved</b> on <b>10/11/2006</b>
• SONYMA Received on <b>10/11/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>10/11/2006</b>
• Lender Review / <b>Approved</b> on <b>10/11/2006</b>
• Reserved on <b>10/11/2006</b>

CONDITIONS/EXCEPTIONS
1. *Original Recorded Assignment of Mortgage (Form 202/9-99)
2. -The original document and its photocopy are
3. required.
4. *Original Recorded Mortgage (Fannie Mae/Freddie Mac Form 3033)
5. -Original document and photocopy required.

- **How to Determine what Final Closed Documents Require Correction**

The “Stage/Status/Date” section on the Loan Status screen will indicate:

Final Documents/Inadequate on MM/DD/YYYY, **and** the “Conditions/Exceptions” section will list all inadequate documents.

STAGE/STATUS/DATE
• Final Documents / <b>Inadequate</b> on <b>08/25/2006</b>
• Purchased on <b>10/19/2006</b>
• Closed Docs Rev / <b>Approved</b> on <b>02/21/2006</b>
• Closed Docs Rec on <b>02/15/2006</b>
• Closed on <b>02/10/2006</b>
• SONYMA Commitmt / <b>Approved</b> on <b>01/19/2006</b>
• SONYMA Reviewed / <b>Approved</b> on <b>01/19/2006</b>
• SONYMA Received on <b>01/13/2006</b>
• Pool Ins Review / <b>Approved</b> on <b>01/12/2006</b>
• Lender Review / <b>Approved</b> on <b>12/14/2005</b>
• Reserved on <b>12/14/2005</b>

CONDITIONS/EXCEPTIONS
1. *Corrective Recorded Mortgage
2. SONYMA Rider to FNMA/FHLMC Mortgage (Form
3. 230/4-99).
4. -Original signed document must be attached to
5. and recorded with the mortgage.

## **I. REPORTS**

Several reports can be produced for Lender’s use in determining the current status of any Mortgage Loan that has been reserved with SONYMA.

Click on the “Reports” tab at the top right of the Home Page Screen. A list of available SONYMA reports is displayed. Refer to **Figure 9** below to view this screen.



**Figure 9**

Once an LOL User is on a specific report data entry screen, LOL User may use the drop-down menu at the top of the screen to select a different report.

**General Report Procedures** – Please note the following report features:

Viewing Reports – All reports can be viewed by an LOL User on their computer screen and can be printed if desired.

Printing Reports – To set up the report for printing, change the page format to “landscape”.

Selection Options – All reports give the LOL User the option of running reports for all lender branches, SONYMA programs, loan officers, etc. If the LOL User wants to narrow the report parameters by running a report for a specific branch(es), SONYMA program(s), loan officer(s), etc., they can do so by clicking on the “Select” option (as a report option allows). **Please note that some of the below functions may not be applicable for all reports.**

To select more than one item from a list, hold the “Ctrl” key while making each selection, and then click on “Insert”.

- a. Select the specific Branch(es) from the drop down list (by clicking on “Select”) or select “All”
- b. Select the Loan Officer(s) from the drop down list (by clicking on “Select”) or select “All”
- c. Select the SONYMA Program(s) from the drop down list (by clicking on “Select”) or select “All”
- d. Select the Stage(s) from the drop down list (by clicking on “Select”) or select “All”

Note that a stage is where the loan resides in the loan process. For example, a loan at the stage of SONYMA Commitment means the loan has been approved by SONYMA and the Pool Insurer for closing.

- e. Select the Last Stage(s)/Status(es) from the drop down list (by clicking on “Select”) or select “All”
- f. Enter the appropriate “From” and “To” dates
- g. Click on the desired Type of Report format: “Detailed” or “Summarized”
- h. Select the Sort Criteria
  - i. Group 1 (Branches, Officers, or Programs)
  - ii. Group 2 (Branches, Officers, or Programs)
  - iii. Group 3 (Branches, Officers, or Programs)

Note that the user may sort in ascending or descending order and/or may select page breaks.

- i. Press the “Run Report” button
- j. User may click on the “Reservation Number” for any specific loan listed on the report in order to link to the Loan Status screen for the selected loan.
- k. Once a report has been generated, close the report by clicking on the “X” in the top right-hand corner of the report. If the user clicks on “Back”, the report will be re-generated.

The following three (3) reports are available for the Lender’s reference:

**Note:** Not all options are available to all LOL Users. If the LOL User does not have access to a specific function, the unauthorized function will not appear.

## 1. Conditions/Exceptions Report

Refer to **Figures 10a through 10g** to view the LOL data entry screen and the report.

The screenshot shows the 'Report Wizard' interface for the 'Conditions/Exceptions' report. At the top, there are navigation tabs: 'NEW RESERVATION', 'AVAILABLE FUNDS', 'LOAN STATUS', 'REPORTS', and 'USER ACCOUNTS'. Below the tabs, a welcome message reads 'Welcome: Mason, Margaret'. The main heading is 'Report Wizard for: Conditions/Exceptions', with a red circle around the dropdown menu. The interface is divided into four sections: 'LENDERS/BRANCHES', 'OFFICERS', 'PROGRAMS', and 'LAST STAGES'. Each section has a radio button for 'All' (selected) and 'Select', and an empty list box with 'Add' and 'Remove' buttons. At the bottom, there is a 'SORT CRITERIA' section with three 'Group by' and 'Then by' dropdown menus, each with radio buttons for 'A-Z' and 'Z-A' sorting, and a 'Break Page' checkbox. A 'Run Report' button is located at the bottom center.

Figure 10a

**Report Purpose** - This report allows the LOL User to identify the documents SONYMA requires to approve a Mortgage Loan. The report lists all Mortgage Loans that are under review and that have incomplete or missing information (which causes the loan to be placed, depending on the stage of the loan process, in a “Pending”, “Incomplete”, or “File Returned” status).

The Conditions/Exceptions Report will list those loans that meet the selection criteria entered by the LOL User.

This report may be produced and customized to fit the LOL User’s needs.

The Conditions/Exceptions report can be used for the following purposes:

- **To Determine the Documents Needed to Approve a Pre-Closing Loan File**  
In the “Last Stages” box, click the “Select” button and in the popup box, select “SONYMA Reviewed”. Refer to **Figures 10b and 10c** below.

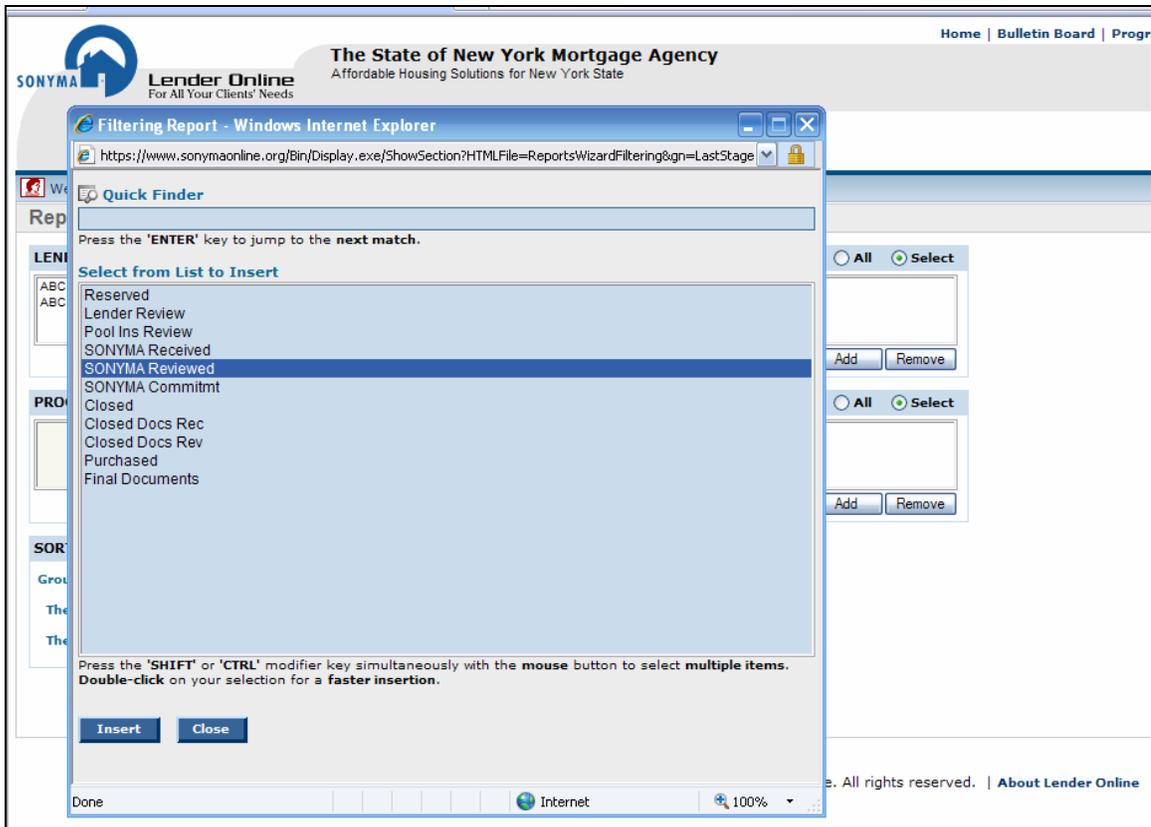


Figure 10b

The screenshot displays a "CONDITIONS/EXCEPTIONS REPORT" from the State of New York Mortgage Agency. The report is updated on Friday, February 9, 2007, at 05:30 PM. The table below lists the details for six loans, grouped by branch: ALBANY and ROCHESTER.

Reservation No.	Lender Loan No.	Borrower Name	Property Address	Loan Type	Loan Amount	Conditions/Exceptions	
<b>Branch: ALBANY</b>							
1	<a href="#">895ABC88904</a>	TAY100245	HILLER, MARY	2348 DEANSEN RD Palmyra, NY 145220000 County: Wayne	Conventional	\$74,200	1.*Copy of PMI certificate.  ----- Comments ----- Submit most recent paystub.
<b>Branch: ROCHESTER</b>							
2	<a href="#">890ABC88829</a>	9999999999	AFINIGENOV, JOHN	240 SABRES ST. Rochester, NY 111110000 County: Monroe	Conventional	\$175,750	----- Comments ----- Submit signed 2005 Federal tax return.
3	<a href="#">890ABC88847</a>	777	AHRENS, JOHN	898 CAVERN AVE Rochester, NY 122220000 County: Monroe	Conventional	\$45,000	1.*Copy of Verification of Deposit must be 2.submitted.
4	<a href="#">895ABC88519</a>		COMAS, JOHN	60 FENTON ROAD Rochester, NY 148240000 County: Monroe	Conventional	\$93,100	1.*Initial Good Faith Estimate 2.-Photocopy of document was omitted from file. 3.*Lender Lock-in Agreement 4.-Photocopy of document was omitted from file.
5	<a href="#">890ABC88845</a>	789	EDWARDS, MARY	696 GUTHRIE ST Richmond, NY 103010000 County: Ulster	Conventional	\$55,000	1.*Original Loan Verification Form (#213/9-04)  ----- Comments ----- Lender has 30 days from closing to ensure the terms of the agree- ment are satisfactorily completed.
6	<a href="#">895ABC88834</a>	888	MATTHEWS, MARY	333 MAIN ST Rochester, NY 122220000 County: Monroe	Conventional	\$97,000	1.*Pool Insurance Certificate 2.*Copy of PMI certificate.  ----- Comments ----- Submit 2004 signed Federal tax return.

Figure 10c

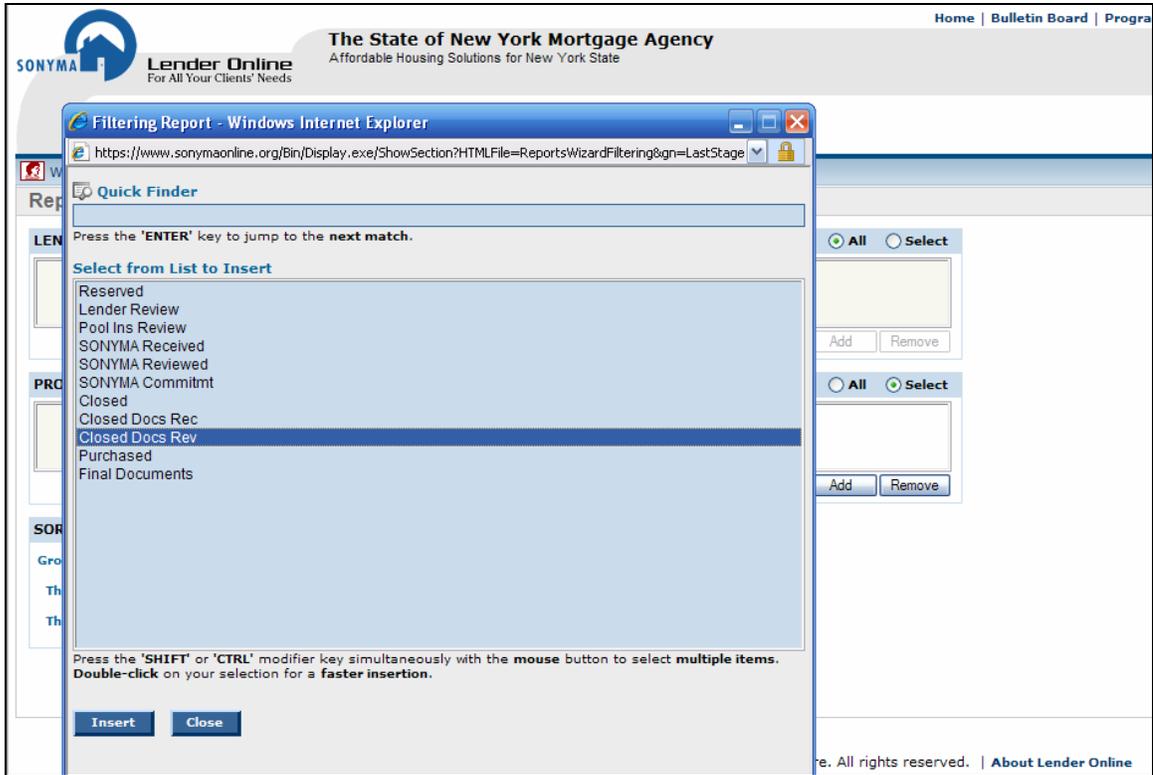


Figure 10d

The screenshot shows the 'CONDITIONS/EXCEPTIONS REPORT' in the Lender Online interface. The report is updated on Friday, February 9, 2007, at 05:30 PM. The table contains the following data:

Reservation No.	Lender Loan No.	Borrower Name	Property Address	Loan Type	Loan Amount	Conditions/Exceptions
1 <a href="#">895ABC87169</a>	0808010377	GASCHEL, JOHN J	118 ROUND TOP ROAD Germantown, NY 125280000 County: Columbia	Conventional	\$88,000	1.*Orig. Mtg Title Insurance Policy/Alta Policy 2.-Amount of insurance is incorrect or CCAL amount is not included.  ----- Comments ----- CCAL amount of \$3,000.00 - Approved 12/20/05. Reviewed by MO.
2 <a href="#">895ABC88302</a>	251099	PIGNAGRANDE, JOHN	113 FOREST AVENUE Irondequoit, NY 146220000 County: Monroe	Conventional	\$77,800	1.*Uniform Settlement Statement (HUD1) 2.-Document must be signed by all parties.  ----- Comments ----- CCAL amount of \$ 5,000.00 - Approved 02/06/06. Reviewed by AR.

Figure 10e

- To Determine the Documents Needed to Approve a Post-Closing (Pre-Purchase) Loan File  
In the “Last Stages” box, click the “Select” button and in the popup box, select “Closed Docs Reviewed”. Refer to **Figures 10d and 10e** above.

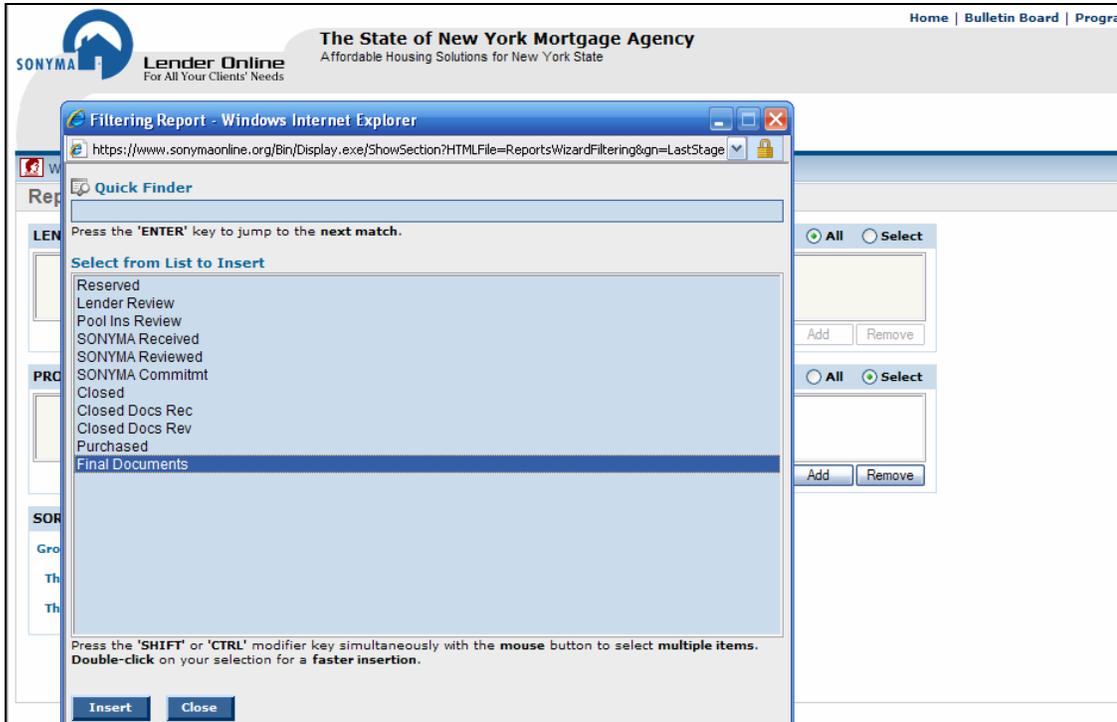


Figure 10f

**The State of New York Mortgage Agency**  
Affordable Housing Solutions for New York State

**CONDITIONS/EXCEPTIONS REPORT**

Updated on Friday, February 9, 2007, at 05:30 PM

Reservation No.	Lender Loan No.	Borrower Name	Property Address	Loan Type	Loan Amount	Conditions/Exceptions
1 <a href="#">890ABC88402</a>	0601012500	DE DARIO, MARY	750 TUSCARORA STREET Lewiston , NY 140920000 County: Niagara	Conventional	\$102,900	1.*Original Recorded Assignment of Mortgage (Form 202/9-99) 2.-Original document and photocopy required. 3.*Orig. Mtg Title Insurance Policy/Alta Policy 4.-Original document and photocopy required.
2 <a href="#">186ABC88867</a>	888	GOODALL, JOHN	444 OCEAN DR Lockport , NY 122220000 County: Niagara	Conventional	\$70,000	----- Comments ----- test 2 slp 11/02/06
3 <a href="#">186ABC88207</a>	51082	INTERLICCHIA, MARY	27 FOXCROFT TRAIL Fairport , NY 144500000 County: Monroe	Conventional	\$25,000	1.*Corrective Recorded Mortgage 2.SONYMA Rider to FNMA/FHLMC Mortgage (Form 3.230/4-99). 4.-Original signed document must be attached to 5.and recorded with the mortgage.  ----- Comments ----- CCAL amount of \$ 4,024.11 - Approved 01/31/06. Reviewed by AR .
4 <a href="#">186ABC88868</a>	777	MARRAGH, MARY	444 HAPPINESS CT Lockport , NY 122220000 County: Niagara	Conventional	\$75,000	1.*Original Recorded Assignment of Mortgage (Form 202/9-99) 2.-Original document and photocopy required.
5 <a href="#">186ABC88890</a>	2003939938	SHIROKA, MARY	1710 AVENUE H D6 Brooklyn , NY 112300000 County: Kings	Conventional	\$125,000	1.*Original Recorded Assignment of Mortgage (Form 202/9-99) 2.-The original document and its photocopy are 3.required. 4.*Original Recorded Mortgage (Fannie Mae/Freddie

Figure 10g

- **To Determine the Final Documents Needed to Approve a Post-Purchase Loan File**  
In the “Last Stages” box, click the “Select” button and in the popup box, select “Final Documents”. Refer to **Figures 10f and 10g** above.

SONYMA will prepare and send to Lenders a quarterly outstanding document billing report, as applicable for late delivery of final loan documents. Final document delivery dates are

outlined in the SONYMA Seller's Guide, Section 2.710(f)(iii).

## 2. Commitment Expiration Report

Refer to **Figures 11a and 11b** to view the LOL data entry screen and the report.

**Report Purpose** - This report lists those active loans that have a commitment expiration date within the date range specified by the LOL User. Note that this list will not include loans that have been cancelled, rejected, or purchased.

This report may be produced and customized to fit the LOL User's needs.

The screenshot shows a web application interface for generating a report. At the top, there are navigation tabs: NEW RESERVATION, AVAILABLE FUNDS, LOAN STATUS, REPORTS (highlighted), and USER ACCOUNTS. Below the tabs, a welcome message reads "Welcome: Mason, Margaret". The main section is titled "Report Wizard for:" with a dropdown menu set to "Commitment Expiration".

The wizard is divided into several sections:

- LENDERS/BRANCHES:** Includes a list box, "All" (selected) and "Select" radio buttons, and "Add" and "Remove" buttons.
- OFFICERS:** Includes a list box, "All" (selected) and "Select" radio buttons, and "Add" and "Remove" buttons.
- PROGRAMS:** Includes a list box, "All" (selected) and "Select" radio buttons, and "Add" and "Remove" buttons.
- PERIOD:** Includes "From" and "To" date fields with values "02/01/2007" and "02/28/2007".
- MISSING/INCOMPLETE DOCUMENTS:** Includes radio buttons for "Don't Include" (selected) and "Include".
- SORT CRITERIA:** Includes "Group by:" (set to "Branches"), "Then by:" (set to "none") for two levels, and sorting icons (A-Z, Z-A, A-Z, Z-A) and "Break Page" checkboxes.

A "Run Report" button is located at the bottom center of the wizard.

Figure 11a

**-THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK-**

	Reservation No.	Lender Loan No.	Borrower Name	Loan Amount	Commitment Expiration Date	Last Stage/Status
<b>Branch: ALBANY</b>						
1	<a href="#">910ABC88878</a>	89788	BAREFOOT, MARY	\$70,000	02/09/2007	Lender Review / Pending on 01/05/2007
2	<a href="#">890ABC88883</a>	777	GARDELLA, JOHN	\$80,000	02/09/2007	Lender Review / Pending on 11/02/2006
3	<a href="#">910ABC88872</a>	45678	GARFIELD, JOHN	\$65,000	02/08/2007	Lender Review / Pending on 11/01/2006
4	<a href="#">890ABC88870</a>	12345	GOODYEAR, JOHN	\$69,000	02/07/2007	Lender Review / Approved on 12/27/2006
5	<a href="#">910ABC88876</a>	12345	MCNELIS, JOHN	\$66,000	02/09/2007	Lender Review / Pending on 11/02/2006
6	<a href="#">910ABC88874</a>	111777	SAMUELS, JOHN	\$75,000	02/08/2007	Lender Review / Pending on 11/01/2006
<b>Branch: LOCKPORT</b>						
7	<a href="#">915ABC88881</a>	6364549664	LARUE, MARY	\$36,957	02/09/2007	SONYMA Commitmt / Approved on 12/08/2006
8	<a href="#">910ABC88879</a>	0829420045	SPRING, MARY	\$128,300	02/09/2007	Lender Review / Pending on 11/02/2006
9	<a href="#">915ABC88889</a>	11886215	WARNER, MARY	\$45,590	02/27/2007	Lender Review / Pending on 11/20/2006

Figure 11b

### 3. Current Stage Status Report

Refer to **Figures 12a through 12e** to view the LOL data entry screen and the report.

**Report Purpose** - This report provides detailed information for all loans in the Lender's SONYMA pipeline. The report can include all Mortgage Loans in the Lender's pipeline (from Reservation to the date SONYMA has received all final closing documents) or a subset thereof.

**Note:** Loans will drop off of the LOL system once the loan has been cancelled or rejected for 120 days or once the final closed loan documents have been delivered to SONYMA.

This report features much flexibility and may be produced and customized to fit the LOL User's needs. For instance, if an LOL User wanted to run a report of all loans approved by SONYMA (and awaiting closing) by branch and loan officer, it can be done as shown in the below Figures.

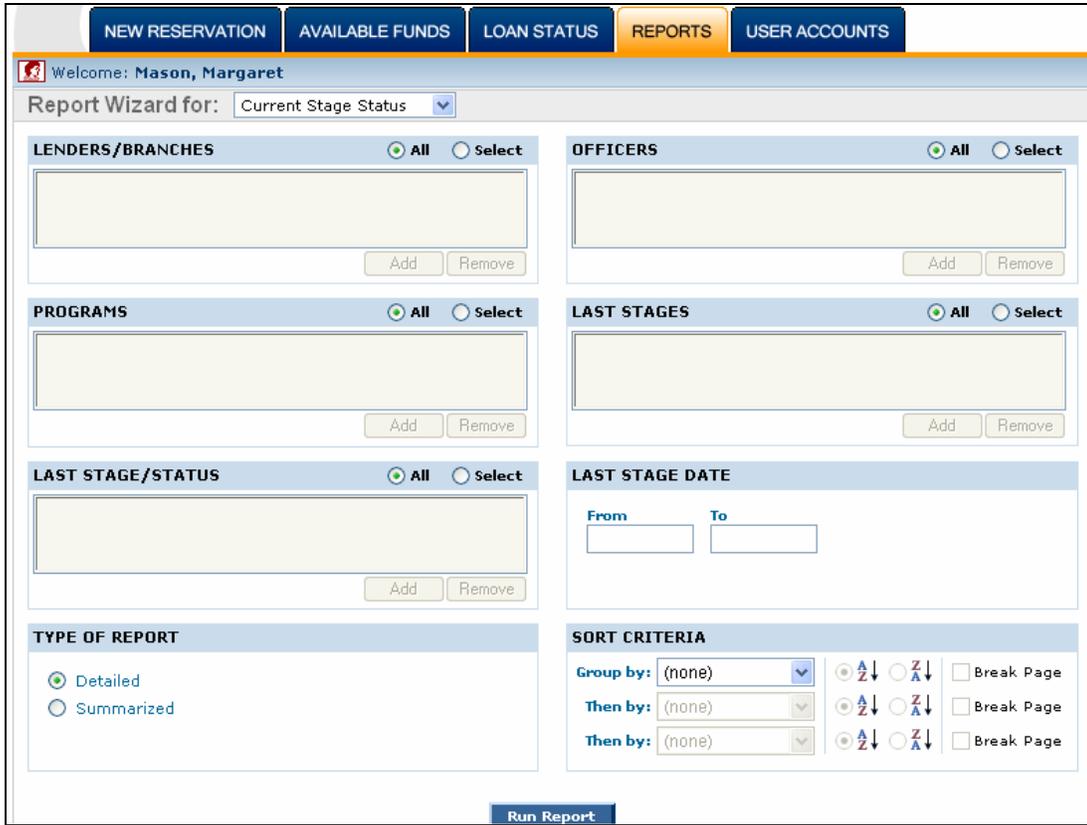


Figure 12a

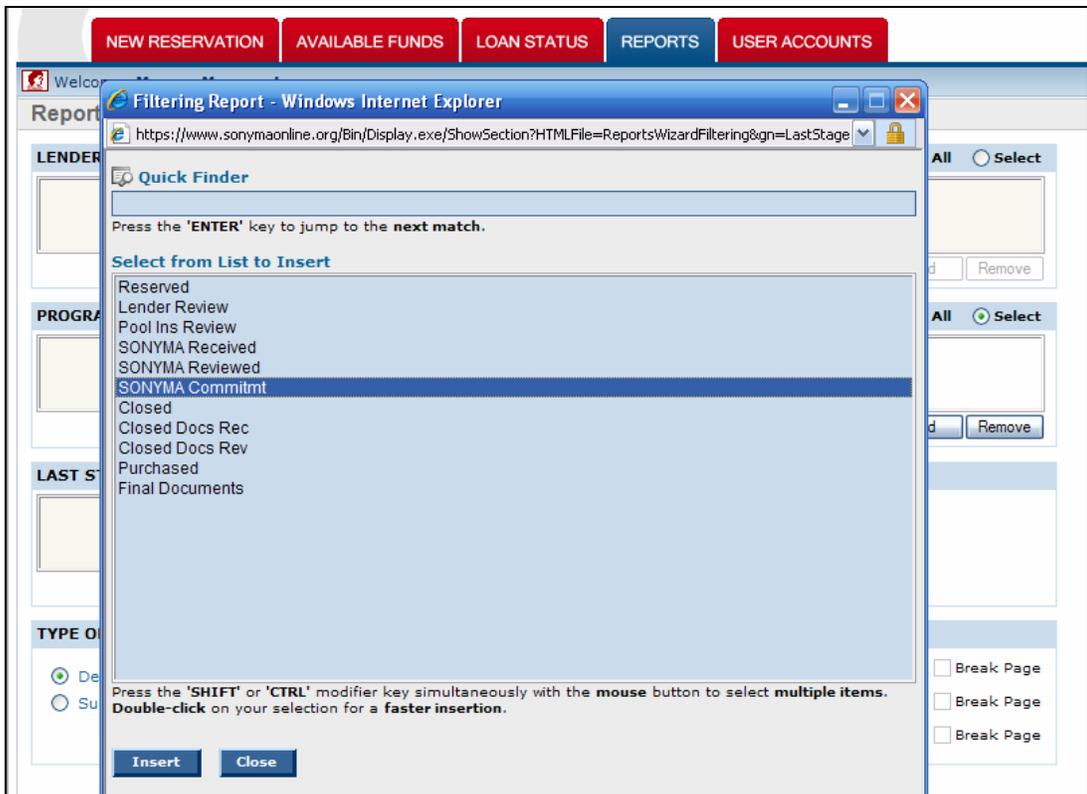


Figure 12b

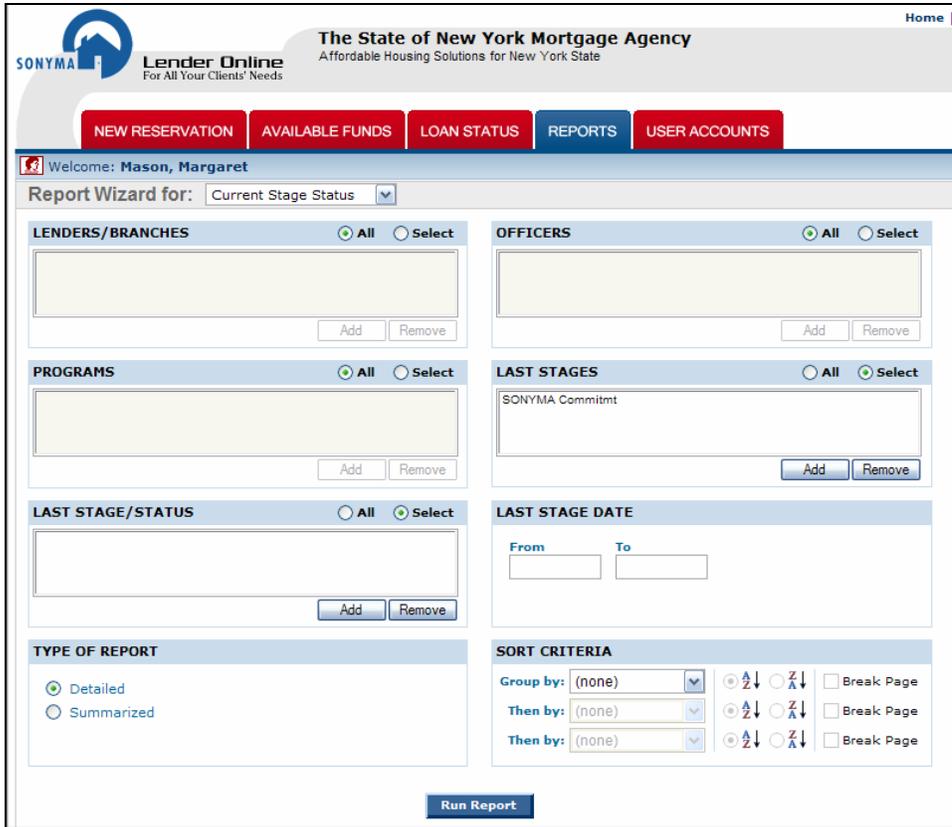


Figure 12c

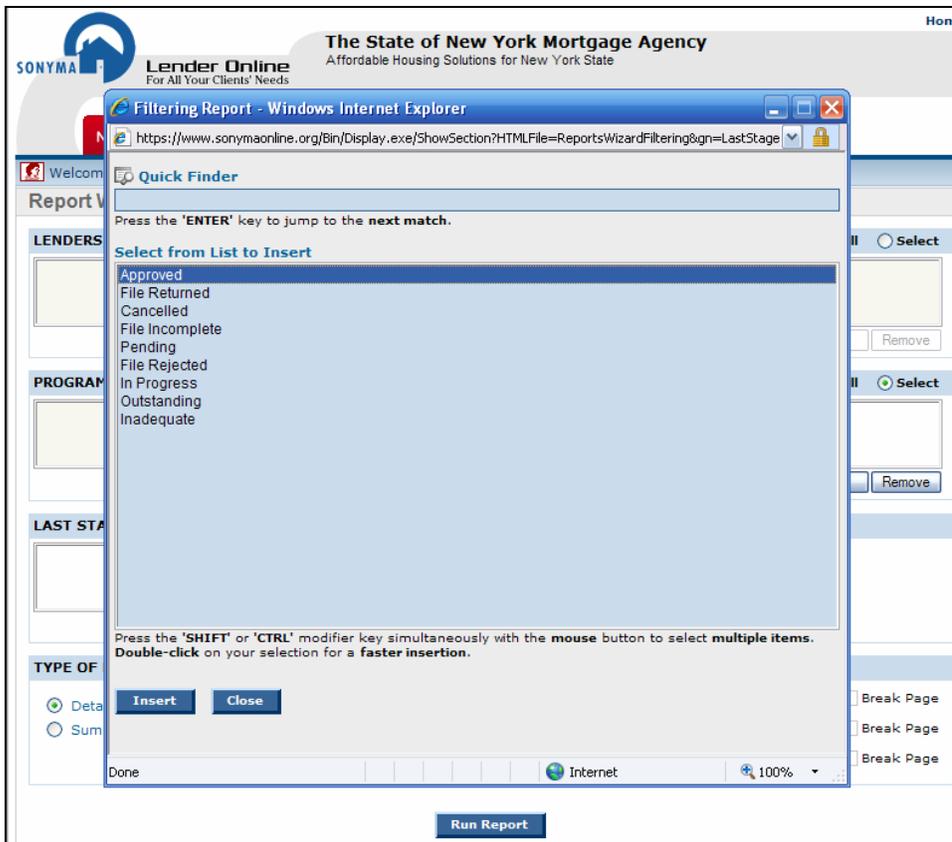


Figure 12d

**The State of New York Mortgage Agency**  
Affordable Housing Solutions for New York State

**CURRENT STAGE STATUS DETAILED REPORT**

Updated on Friday, February 9, 2007, at 05:30 PM

Reservation No.	Lender Loan No.	Borrower/Coborrower	Social Security No.	Total Income	Last Stage/Status	Purchase Price	Loan Amount	Initial Interest Rate	Family Size	New or Existing	Targeted Area?	Extension Date	Commitment Expiration Date
1 <a href="#">895ABC88447</a>	60043	ADAMS, MARY M	111-11-1191	\$31,694	SONYMA Commitmt / Approved on 02/16/2006	\$64,000	\$61,200	4.7500%	1	Existing	No		04/27/2006
2 <a href="#">915ABC88881</a>	6364549664	LARUE, MARY LARUE, JOHN	111-11-8111 111-11-8112	\$36,000	SONYMA Commitmt / Approved on 12/08/2006	\$38,100	\$36,957	5.7500%	4	Existing	No		02/09/2007
3 <a href="#">890ABC88497</a>	0000060057	LEHIGH, JOHN LEHIGH, MARY	111-11-1196 111-11-1197	\$48,432	SONYMA Commitmt / Approved on 02/22/2006	\$139,000	\$134,800	5.2500%	3	Existing	No		05/02/2006

Figure 12e

#### 4. Customizing Reports

The LOL User is presented with one or more selection boxes where the scope of the report can be customized to fit the user's specific criteria. The number and type of selection boxes available depends on the type of the report selected, the LOL User's level of authorization and the Lender's set-up options.

The customization process is organized into various category selection options (as noted above under each report listing). To select more than one item from a list, hold the Ctrl key while making each selection.

The reports can be also be sorted by up to three levels, can be placed in ascending or descending order, or page breaks can be inserted.

#### J. DISCLAIMER

LOL was designed by Emphasys Software, a private company. Under no circumstances shall the State of New York Mortgage Agency have any liability to any Seller or any person or entity for (1) any loss or damage in whole or part caused by, resulting from or relating to any error (neglect or otherwise) or other circumstances involved in the use of LOL or of the software being used for LOL, or (2) any direct, indirect, special, consequential or incidental damages whatsoever, even if the State of New York Mortgage Agency is advised in advance of the possibility of such damages, resulting from the use of, or inability to use, LOL or the software being used for LOL.

**TABLE OF EXHIBITS**

<u>Exhibit</u>	<u>Description</u>
1	LOL Data Entry Change Request Form (SONYMA Form L1/4-07)
2	LOL Program Error Messages
3	Table of SONYMA Loan Review Staff

Exhibit 1

SONYMA #: \_\_\_\_\_

## LOL DATA ENTRY CHANGE REQUEST FORM

FAX # 1-212-872-0406

SONYMA requires that this change request form be submitted for each loan for which data entry changes/corrections are required. Indicate the changes below.

**Borrower's Name:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**Data to be Changed:**

<u>Field Name</u>	<u>Previous Information</u>	<u>New Information</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SONYMA, please make the specified changes listed above. We hereby certify that the changes are true and correct.

Certified by: \_\_\_\_\_ (Contact)

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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**FOR SONYMA USE ONLY**

DATE OF DATA ENTRY CHANGE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MONTH DATE YEAR

OPERATOR INITIALS: \_\_\_\_\_



**Exhibit 2**

**LOL Reservation Entry Troubleshooting Guide**

A. The following is some of the error messages that may appear while attempting to reserve a loan on LOL. Please note that not all error messages are included in this list since many are self-explanatory.

<b>Error Message</b>	<b>Possible Resolution</b>
<b>FIRST MORTGAGE</b>	
Please enter the following required field(s) on the FIRST MORTGAGE Section:	
First Mortgage Loan Amount is greater than Property Purchase Price.	Ensure the correct entry was made in the Loan Amount, Purchase Price, and Acquisition Cost fields.
<b>BORROWER CURRENT MAILING ADDRESS</b>	
Please enter the following required field(s) on the CURRENT MAILING ADDRESS Section:	
1) City	Enter Borrower's current City or select from the list (if located in NY State). Otherwise, if Borrower lives out-of-state, enter Borrower's current City in the "Other City" field.
2) County	This field will be automatically filled based on the City entered (if located in NY State). Otherwise, if Borrower lives out-of-state, enter Borrower's current County in the "Other County" field.
<b>CO-BORROWER</b>	
If a Co-Borrower, check the Co-Borrower box and complete all fields.	
<b>PROPERTY</b>	
Please enter the following required field(s) on the PROPERTY Section:	
1) Acquisition Cost	Initially, this field is populated with info entered in the Purchase Price field; however, if LOL User incorrectly changed or deleted the information in the Purchase Price field, enter the Acquisition Cost as defined in Section 2.406 of the Seller's Guide.

### Exhibit 2

<b>PROPERTY (Continued)</b>		
2) Estimated Completion Date		For Rehabs and New Construction only, enter the Estimated Construction Completion Date. Enter as mmddyy, mm/dd/yy, mmddyyyy, or mm/dd/yyyy.
3) Census Tract		Enter Property Census Tract Number. To determine the Property Census Tract Number, access the US Census Bureau website by clicking on the "Find It" button on the LOL Reservation Form.
4) City		Enter Property City Name or select from the list. If the City Name does not appear on the drop down list, please <b>contact SONYMA</b> for guidance.
5) County		The County Name will automatically be filled based on the City Name entered. Please ensure that the correct County Name appears in the field. If not, select from the dropdown list, the second city with the same name.
6) Project		If the property is existing housing, this field will be grayed out. Otherwise, select the appropriate Project Name from the list.
<b>HOUSEHOLD</b>		
Please enter the following required field(s) on the HOUSEHOLD Section:		
Date Last Occupied		If the applicant previously owned a home and the Prior Homeowner field is entered as "Yes", enter the date the applicant no longer occupied the home as his/her principal residence. If the date is within the three year period immediately preceding the loan application date, the property must be located in a Target Area.

B. The following error messages may appear after attempting to reserve a loan on LOL. These errors will only appear after clicking the "Submit" button on the LOL New Reservation page and the LOL engine has completed its review of the reservation submitted. Please note that not all error messages are included in this list since many are self-explanatory.

<b>Error Message</b>	<b>Possible Resolution</b>
COMP001 - The borrower has an existing reservation or loan.	SONYMA's records show that the applicant has previously been reserved on its system. Please contact SONYMA's Reservation Specialist for assistance.

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Error Message	Possible Resolution
COMP002 - Unable to perform the household income and acquisition cost limit test. Please contact the Program Administrator.	SONYMA may need to make an adjustment to its system for the reservation to be accepted. Please contact SONYMA's Reservation Specialist for assistance.
COMP003 - Household income exceeds the 1st mortgage federal limit.	<ol style="list-style-type: none"> <li>1. Was the correct SONYMA Program selected? If not, click on the New Reservation tab and select the correct program.</li> <li>2. Check accuracy of data entries for the following fields: <ul style="list-style-type: none"> <li>- City and County Name</li> <li>- Household Size</li> <li>- Census Tract and Target/Non-Target</li> </ul> </li> <li>3. If these remedies do not work, please contact SONYMA's Reservation Specialist for assistance.</li> </ol>
COMP004 - Acquisition Cost exceeds the 1st mortgage federal limit.	<ol style="list-style-type: none"> <li>1. Was the correct SONYMA Program selected? If not, click on the New Reservation tab and select the correct program.</li> <li>2. Check accuracy of data entries for the following fields: <ul style="list-style-type: none"> <li>- City and County Name</li> <li>- Acquisition Cost</li> <li>- Number of Units</li> <li>- New/Existing/Rehab</li> <li>- Census Tract and Target/Non-Target</li> </ul> </li> <li>3. If these remedies do not work, please contact SONYMA's Reservation Specialist for assistance.</li> </ol>
COMP008 – Property is in a targeted area, but coded as non-targeted or in a non-targeted area, but coded as targeted.	LOL will determine if the Census Tract entered is Target or Non-Target. If the Census Tract entered is in a Target area but the LOL User selected Non-Target in the Target/Non-Target field, check that the Census Tract was entered correctly, or change the Target/Non-Target field to Target. If the Census Tract entered is in a Non-Target area but the LOL User selected Target in the Target/Non-Target field, check that the Census Tract was entered correctly, or change the Target/Non-Target field to Non-Target.

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<b>Error Message</b>	<b>Possible Resolution</b>
COMP022 – LTV exceeds the program limit. Please contact the Program Administrator.	<ol style="list-style-type: none"> <li>1. Was the correct SONYMA Program selected? If not, click on the New Reservation tab and select the correct program.</li> <li>2. Check accuracy of data entries for the following fields:               <ul style="list-style-type: none"> <li>- Loan Amount</li> <li>- Purchase Price</li> <li>- Number of Units</li> </ul> </li> <li>3. If these remedies do not work, please contact SONYMA’s Reservation Specialist for assistance.</li> </ol>
COMP023 – Application date cannot be prior to the inception date of the program. Please contact the Program Administrator.	Please contact SONYMA’s Reservation Specialist for assistance.
COMP024 – Number of days from application to reservation exceed the program limit. Please contact the Program Administrator.	The loan application date cannot be more than 3 days older than the loan Reservation Date. Please contact SONYMA’s Reservation Specialist for assistance.
COMP027 – The program’s permitted LTV Ratio has been exceeded. Please contact the Program Administrator.	<ol style="list-style-type: none"> <li>1. Was the correct SONYMA Program selected? If not, click on the New Reservation tab and select the correct program.</li> <li>2. Check accuracy of data entries for the following fields:               <ul style="list-style-type: none"> <li>- Loan Amount</li> <li>- Purchase Price</li> <li>- Number of Units</li> </ul> </li> <li>3. If these remedies do not work, please contact SONYMA’s Reservation Specialist for assistance.</li> </ol>
All Other Error Messages	Please contact SONYMA’s Reservation Specialist for assistance.

## **Table of SONYMA Loan Review Staff**

### **Originations (Pre-Closing) Staff**

<b><u>Name</u></b>	<b><u>LOL Code</u></b>
Alexandra Rodriguez	AR
Marcia Williams-Hamilton	MWH
Maurice Jones	MLJ
Michelle Walker	MAW
Hilda Quiroz	HIQ

### **Closed Documents (Post-Closing) and Final Documents Staff**

<b><u>Name</u></b>	<b><u>LOL Code</u></b>
Carol Smallwood	CS
Gloria Saul	GPS
Rochelle Ware	RW
Jackie Santiago	JS
Rosa Morris	RM