

# Lender Electronic Assessment Portal

## LEAP User Manual

U.S. Department of Housing and Urban Development

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## Document History

Version No.	Date	Revision Description
V1.0	05/19/2014	Initial version
V1.1	10/2/2015	Updated Sections 5.4, 5.6, 8.1, 9, 10.3; Added Section 8.2; Added references to resubmitting payments in payment sections.
V1.2	02/5/2016	Updated Sections 2, 5.4.1, 5.4.3; Added Section 2.1.
V1.3	03/22/2017	Updated Sections 5.4.2
V1.4	04/05/2018	Updated Sections 7 for recertification packages.
V1.5	4/16/2019	Updated sections for Releases 4.1, 4.2, 4.3, and 4.4
V1.6	3/31/2021	Updated sections 9.1, 5.6 for LEAP release 5.0.3 ADF changes
V1.7	9/30/2022	Updated section 1.1 with official HUD supported browsers.
V1.8	12/15/2022	Updated section 2.2 to add new user role; updated Section 5.1 to incorporate instructions for updating the UEI
V1.9	3/4/2024	Updated to incorporate UEI Validation in Section 5.2; revised section 3 to “Navigating in LEAP”; moved Help and FAQs to new section 14; moved UEI information from section 4 to section 5.



# **1. Introduction**

# 1. Introduction

The Lender Electronic Assessment Portal (LEAP) is the access portal for all Federal Housing Administration (FHA) Lender Approval and Recertification activities, including:

- Managing lender Institution and Branch profile information
- Maintaining other lender data such as Cash Flow Accounts
- Submitting requests and receiving notifications
- Completing the annual Recertification process.

## 1.1 System Requirements

LEAP requires one of the following Internet browsers with cookies enabled, versions (or higher):

- Chrome 34
- Firefox 27

Users must currently have active FHA Connection credentials and the appropriate permissions (see section [2.1 Authorization Role](#)) for LEAP. Permissions are controlled by each Institution's FHA Connection Application Coordinators. Lenders with both Title I and Title II authorities must enter the FHA ID in both boxes during registration to access LEAP.

For more information regarding FHA Connection access/registration please visit:  
<https://entp.hud.gov/clas/reginfo.cfm>.



## **2. How to Access LEAP**

## 2. How to Access LEAP

Sign on to FHA Connection, select Lender Functions from the Main Menu page, and then select Lender Electronic Assessment Portal (Figure 1). Lender users with M-IDs and IPA users with I-IDs can access LEAP through FHA Connection by navigating to the LEAP link in the Lender Functions menu.

**NOTE:** Attempting to access LEAP through browser bookmarks or the “Back” or “Forward” buttons in your browser may cause unexpected behavior.

The figure consists of three overlapping screenshots of the FHA Connection website, illustrating the steps to access the Lender Electronic Assessment Portal (LEAP).

**Step 1:** The first screenshot shows the main page of the FHA Connection website. A red box highlights the "Sign on" button, with a red arrow pointing to it from the text "Click 'Sign on' to enter your user ID and password to sign on to the FHA Connection".

**Step 2:** The second screenshot shows the "Lender Functions" menu. A red box highlights the "Lender Functions" link, with a red arrow pointing to it from the text "Select Lender Functions".

**Step 3:** The third screenshot shows the "Lender Functions" page. A red box highlights the "Lender Electronic Assessment Portal" link, with a red arrow pointing to it from the text "Click link to access LEAP".

*Figure 1: Accessing the Lender Electronic Assessment Portal (LEAP)*



## 2.1 Authorization Role Definitions

The FHA Connection Application Coordinator(s) for each institution is responsible for assigning the LEAP roles defined below, to each user in the organization according to the business needs. Users having issues accessing LEAP, should contact an Application Coordinator to validate that the correct roles are assigned to your user profile in FHA Connection.

### **Institution View Only**

- All LEAP users should have, at a minimum, Institution View Only access.
- Users must have this box checked in the FHA Connection to be able to access LEAP.
- Users can view all Institution and Branch screens, Request screens, Notice of Material Event screens, and History screens.

### **Institution Data Entry**

- Users can update the Institution Profile information, including addresses and Principal-Agent affiliations.
- Users can edit all Institution screens and the ability to submit requests (except Voluntary Withdrawal requests).
- Users can view all Notice of Material Event screens and History screens.

### **Branch Data Entry**

- Users can add Branches and update Branch profile information including personnel and addresses.
- Users edit all Branch screens, including Areas Approved for Business.
- Users can view all Institution screens, Request screens, Notice of Material Event screens, and History screens.

### **Notice of Material Events**

- Users can submit Notices of Material Events and Merger/Acquisition requests.
- Users can edit all Notice of Material Event screens.
- Users can view all Institution and Branch screens, Request screens, and History screens.
- Users must have the “Institution Data Entry Role” to submit merger requests.

### **Recertification Data Entry**

- Users can enter financial and audit related data (if applicable) for Recertification.
- Users can edit Recertification screens for Lender Data Verification, Audit Related Questions, and Financial Data Entry.
- Users can view Recertification screens for Certification, Payment and Extension Request, as well as all Institution screens, Request screens, Notice of Material Event screens, and History screens.

### **Recertification Payment**

- Users can submit payment information for the Recertification fee.
- Users can edit to the Recertification screens for Payment and Extension Request.
- Users can view Recertification screens for Lender Data Verification, Certification, Audit Related Questions, and Financial Data Entry, as well as all Institution screens, Request screens, Notice of Material Event screens, and History screens.

### **Certifying Official**

- An Institution can have a maximum of three individuals with the Certifying Official role, all of whom must be listed as Corporate Officers.
- Users can complete the Certification step for Recertification. edit access to the Certification screen and the ability to submit a voluntary withdrawal.
- User can view to Recertification screens for Lender Data Verification, Audit Related Questions, Payment, and Financial Data Entry, as well as all Institution screens, Request screens, Notice of Material Event screens, History screens, and Cash Flow Account Setup screens.

### **Cash Flow Account Setup**

- Users can add, edit, and delete cash flow and Electronic Fund Transfer (EFT) accounts.
- Users can edit all Cash Flow Account Setup and EFT Account Setup screens.
- Users can view all Institution screens, Request screens, Notice of Material Event screens, and History screens.

## **2.2 IPA User Registration**

The Independent Public Accountant (IPA) users must have an I-ID registered through HUD Secure Systems and may have the IPA role assigned for multiple Institutions. IPA users can view, verify, and attest to the Institution's Recertification submission. Users may have the IPA role assigned to them for multiple Institutions.

IPA's can only edit the IPA screens to complete the required attestation but can only view the Institution's Audit Related Questions and Financial Data Entry screens.

All auditors must access Secure Systems to begin the setup process for LEAP by registering as an Independent User. The following is the setup process for an IPA user:

- 1) Receive Independent User I-ID by registering in Secure Systems:  
([http://www.hud.gov/offices/reac/online/online\\_registration.cfm](http://www.hud.gov/offices/reac/online/online_registration.cfm))
- 2) Lender's FHA Connection Application Coordinator assigns the auditor I-ID the role of IPA.
- 3) IPA applies for a [Unique IPA Identifier](#) (UII) number. Only one UII number is generated per auditing firm so if the auditor already has a UII there is no need to apply for another. The UII Number is ***not*** the same as the Institution ID.
- 4) The IPA UII number is provided to the lender and entered during the Recertification process.





### **3. Navigating in LEAP**

## 3. Navigating in LEAP

### 3.1 General Tips

This section provides some tips for general usability when interacting with the LEAP system. Further, it describes what a user can expect the first time they log into LEAP.

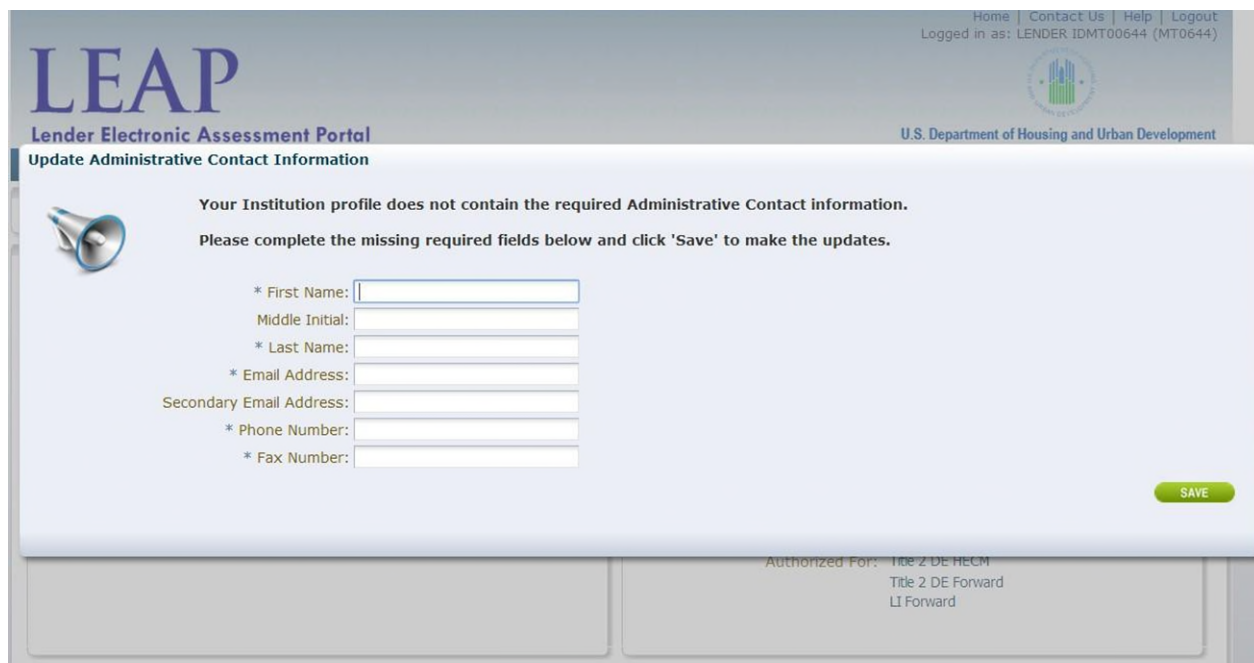
The icons below are used throughout this document to indicate tips, warnings and/or important notes:

*Suggested tip for a specific screen or process.*

*Warning or important note for a specific screen or process*

#### 3.1.1 Administrative Contact Pop-Up

The Administrative Contact is the point of contact associated with the Institution's Administrative Address. The e-mail addresses associated with the Administrative Contact will receive all correspondence from LEAP. If the Institution does not already have an Administrative Contact identified the first time an Institution user logs into LEAP, the system will prompt the user to enter required information. Enter all required information and click "Save." The user will not be able to proceed until this step has been completed. Once the Administrative Contact information has been saved, the Administrative Contact pop-up will not reappear for any future log-in.



*Initial Administrative Contact Information pop-up*

For information on how to maintain and update the Institution Administrative Contact once it has been added, see section [5.4 Maintaining Administrative](#).

### 3.1.2 Attaching Documents

There are several screens where lenders have the option to submit required or optional supporting documentation via attachments. When this option is available, the panel below will be displayed.



*Attachments Panel*

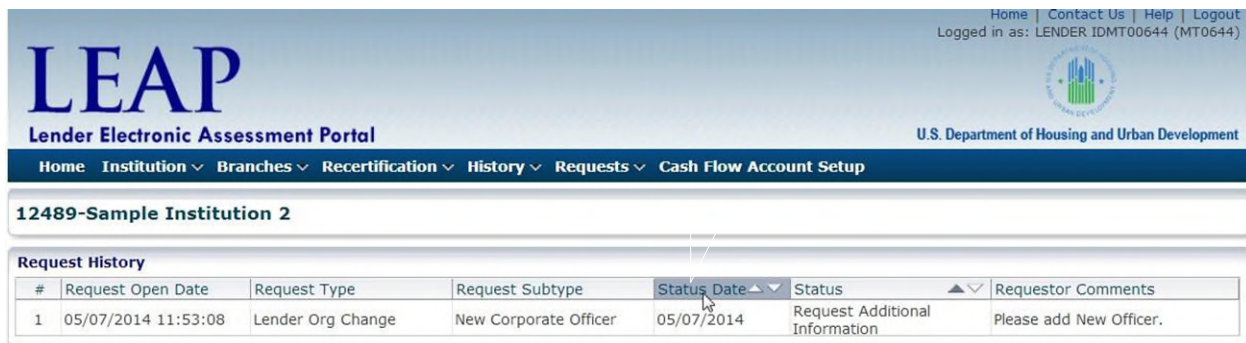
To add attachments for upload, click the . To delete an attachment, click the .

*Small visual differences exist among different browsers when attaching documents.*

*Attachments cannot be larger than 5MB per file.*

### 3.1.3 Sorting On-Screen Information

It is possible to change the order of the columns in LEAP by selecting and moving the column. In this example, the user wishes to move the “Status Date” column.



#	Request Open Date	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	05/07/2014 11:53:08	Lender Org Change	New Corporate Officer	05/07/2014	Request Additional Information	Please add New Officer.

With the “Status Date” column selected, hold down and drag to the desired location.

Log

# LEAP

Lender Electronic Assessment Portal

U.S. Dep

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Request History**

#	Request Open Date	Request Type	Status Date	Request Subtype	Status
1	05/07/2014 11:53:08	Lender Org Change	05/07/2014	New Corporate Officer	Request Additional Information

The “Status Date” column will then appear in the new location.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Request History**

#	Status Date	Request Open Date	Request Type	Request Subtype	Status	Requestor Comments
1	05/07/2014	05/07/2014 11:53:08	Lender Org Change	New Corporate Officer	Request Additional Information	Please add New Officer.

LEAP enables the user to sort individual columns by hovering over the column header and selecting the up or down arrows that appear.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (D

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Dev

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Request History**

#	Request Open Date ▾	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	05/07/2014 11:53:08 <small>Sort Descending</small>	Change	New Corporate Officer	05/07/2014	Request Additional Information	Please add New Officer.

### 3.1.4 On-Screen Links

The table below describes the Home, Contact Us, Help, and Logout links found in LEAP in the upper-right portion of the screen. These links can be clicked at any time. “Logged in As” is not a link, but shows the user the Institution ID and Credential (M-ID, I-ID) that is currently logged into the system.

Link	Description
<b>Home</b>	The “Home” link will navigate the user back to the Institution Summary screen
<b>Contact Us</b>	The “Contact Us” link will navigate the user to the FHA Resource Center page.
<b>Help</b>	The “Help” link will launch the LEAP User Manual.
<b>Logout</b>	The “Logout” link will log the user out of LEAP and take the user to the FHA Connection screen. In order to access LEAP again the user will need to log back in through the FHA Connection.
<b>Logged in As</b>	“Logged in As” shows the user the Institution ID and the user credential for who the user is logged in as.





## 4. Home Page

## 4. Home Page

### 4.1 LEAP Menu Bar

The LEAP Menu Bar is displayed in the blue ribbon at the top of the screen and provides access to categories and subcategories of functionality in the system.



*LEAP Menu Bar*

The table below represents all menu options in LEAP. When using the application, users can click a category from the Menu Bar to expand the associated subcategories.

Menu Categories	Subcategories
Home	
Institution	Addresses
	Corporate Personnel
	Doing Business As
	Affiliations
	Areas Approved for
	Notice of Material Event
Branches	Add New Branch
	Branch List and Details
	Areas Approved for
Recertification	Submit Recertification
	Recert Extension Request
History	Payment History
	Correspondence History
	Recertification History
Requests	Create New Request
	View/Edit Submitted
Cash Flow Account	
EFT Account Setup	



## 4.2 Institution Summary

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the LEAP logo is prominent, followed by the text "Lender Electronic Assessment Portal". A navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The user is logged in as DANIEL SZPARAGA (MSG805). The main content area is titled "00001-The Village - OLAPC". Below this, a disclaimer states that the information collection requirements are approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995. The summary is organized into four panels: 1. Institution ID: 00001, Insurance Type: Title 1 and Title 2, Mortgagee Type: Supervised Institution, Supervising Agency: Not Applicable. 2. Tax ID: 53-0196955, NMLS ID: 111111, UEI Number: J87722387341. 3. Fiscal Year End Date: December 31, Recertification Due Date: 06/30/2020, Last Recertification Date: 06/03/2016, Last Payment Received Date: 08/18/2019. 4. Total Active Branches: 0, Functions Authorized to Perform: Originate Single Family, Service Single Family, Title 2 DE Forward, Authorized For: Title 1 DE, Base, LI Forward. At the bottom, there are three panels: Notices, Pending & Upcoming Activities (listing recertification due, statement completion, payment rejection, and credit watch termination), and Outstanding Requests (listing a material event of change in partnership under review).

00001-The Village - OLAPC	
<p>The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.</p>	
<p>Institution ID: 00001 Insurance Type: Title 1 and Title 2 Mortgagee Type: Supervised Institution Supervising Agency: Not Applicable</p>	<p>Tax ID: 53-0196955 NMLS ID: 111111 UEI Number: J87722387341</p>
<p>Fiscal Year End Date: December 31 Recertification Due Date: 06/30/2020 Last Recertification Date: 06/03/2016 Last Payment Received Date: 08/18/2019</p>	<p>Total Active Branches: 0 Functions Authorized to Perform: Originate Single Family Service Single Family Title 2 DE Forward Authorized For: Title 1 DE Base LI Forward</p>
<p><b>Notices</b></p>	<p><b>Pending &amp; Upcoming Activities</b></p> <ul style="list-style-type: none"><li>Your Recertification is past due</li><li>Your Recertification Certification Statement must be completed.</li><li>Recertification Payment Rejected. Please Resubmit.</li><li>You may submit a response to your Proposed Underwrite Credit Watch Termination.</li></ul>
	<p><b>Outstanding Requests</b></p> <ul style="list-style-type: none"><li>Your Notice of Material Event of Change in Partnership is under review by OLAPC.</li></ul>

*Institution Summary screen*

The Institution Summary screen provides a quick reference for basic information about the Institution which includes the 5-digit Institution ID number, Unique Entity Identifier (UEI) Number, National Mortgage Licensing System (NMLS) Number, key dates, and program authorizations. This summary data is presented in four distinct panels below the menu bar.

At the bottom portion of the Institution Summary, the user is presented with three more panels:

- Notices – See section [4.2.1 - Notices](#)
- Pending & Upcoming Activities – See section [4.2.2 Pending & Upcoming Activities](#)
- Outstanding Requests – See section [4.2.3 Outstanding Requests](#)

The information located in these panels is updated in real time based on key dates and actions you enter, perform, or initiate in LEAP. In this example, within the “Pending & Upcoming Activities” section, the user is being notified that the Institution’s Recertification is past due.

#### 4.2.1 Notices

Notices provide information regarding actions affecting the Institution. No action by the Institution regarding to address Notices, they are simply a method for communicating status. All notices are deleted 30 days after they are created.

#### 4.2.2 Pending & Upcoming Activities

Pending & Upcoming Activities display reminder messages when an action is required by the institution. For example, Pending & Upcoming Activities can include submitting an Institution's Recertification package or responding to a proposed Credit Watch Termination. Pending & Upcoming Activities will be deleted only after the required action has been completed.

#### 4.2.3 Outstanding Requests

Outstanding Requests display a Request or Notice of Material Event that has been submitted by an institution and is under review by FHA. Outstanding Requests will continue to be displayed until FHA Approves, Disapproves, or Requests Additional Information on the request. If FHA Requests Additional Information, an e-mail will be sent to the institution's Administrative Contact and a Notice will be updated on the Institution Home Page. Outstanding Requests will be deleted once approved or rejected.

If the Institution does not reply to a request for additional information in a timely manner, Notices of Material Event will be moved to a status of "Incomplete Submission", Requests will be rejected. In either case, an automated email will be sent to the Institution's Administrative Contact.



## **5. Institution**

## 5. Institution

LEAP allows users to manage the data in the Institution Profile. To view or edit Institution-level information, click “Institution” from the Menu Bar and select from the available options; Profile Details, Addresses, Corporate Personnel, Doing Business As Names, Affiliations, Areas Approved for Business, and Notice of Material Event.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links: Home, Contact Us, Help, and Logout. Below this, a status bar indicates the user is logged in as 'ADVANTAGE LENDING LL LEAP ADF I (MZ0Y25)'. The main header features the LEAP logo and the text 'Lender Electronic Assessment Portal'. A secondary navigation bar lists various menu items: Home, Institution (selected), Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The main content area is titled '00176-Advantage Lending, LLC'. It contains a disclaimer about information collection requirements. Below the disclaimer, there are four panels displaying institution details:

<p>Institution ID: 00176 Insurance Type: Title 2 Mortgagee Type: Non-Supervised Institution Supervising Agency: Not Applicable</p>	<p>Tax ID: 20-0948440 NMLS ID: 56871 UEI Number: FTDYWR8Q6D38 UEI Registration Status: Active UEI Expiration Date: 01/23/2024</p>
<p>Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: 03/31/2020 Last Payment Received Date: 03/11/2020</p>	<p>Total Active Branches: 0 Functions Authorized to Perform: Originate Single Family Authorized For: Base Title 2 DE Forward</p>

### *Institution Summary*

### 5.1 Updating the NMLS ID

To update the Nationwide Mortgage Licensing System (NMLS) ID click the “Edit” button and enter the new value(s), and then save the record by clicking “Ok”.

### 5.2 Entering the UEI Number

To update the UEI Number click the “Edit” button and enter the new value(s), and then save the record by clicking “Ok”.

The UEI Number is a unique twelve-digit alphanumeric value required for all FHA approved lenders according to [FHA Single Family Housing Policy Handbook 4000.1](#). The UEI is for organizations that are currently doing business with or desire to do business with the Federal Government. Lenders and Institutions can obtain a UEI by registering with SAM.gov.

For initial entry into LEAP, the user must perform a double entry of the UEI Number before validation. To validate their UEI Number click the “Click Here to Validate UEI Number” link. Once the UEI Number is validated, the system will populate the UEI Registration Status and UEI Registration Expiration Date in the LEAP Institution Profile. Updates made to SAM.gov will be reflected in LEAP the next week, following the regular system validation.

Once the UEI Number has been validated in LEAP, the field is locked and can no longer be updated through LEAP. You must submit an Ad Hoc request in LEAP, including a written explanation for the change on your institution letterhead. For details on submitting a request to FHA, see section [9 - Requests](#).

*Edit Institution Profile*

## 5.3 UEI Registration Status and Expiration

The UEI Registration Status and UEI Expiration Date are updated in the Institution Profile through an automated validation process in LEAP. LEAP uses the UEI Number entered in the Institution Profile to search SAM.gov and returns the core registration data that aligns with the requirements in [FHA Single Family Housing Policy Handbook 4000.1](#). The UEI data in LEAP is refreshed weekly for all institutions, and again for each institution on the UEI Expiration Date populated in the Institution Profile.

### 5.3.1 Inactive Registration Status

If, during validation, SAM.gov returns the UEI Registration Status of “Inactive” in the Institution Profile, you must visit SAM.gov and complete the renewal<sup>1</sup> process to return the entity’s registration

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<sup>1</sup> View the SAM.gov Knowledge Base article [How do I update/renew an existing entity registration in SAM.gov?](#) for more information.



status “Active Registration”. You should refer to the SAM.gov Federal Service Desk at [FSD.gov](https://www.fsd.gov) to access their Knowledge Base for more information on renewing an existing entity registration in SAM.gov.

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

27947-APEX HOME LOANS INC

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

<p>Institution ID: 27947</p> <p>Insurance Type: Title 2</p> <p>Mortgagee Type: Non-Supervised Institution</p> <p>Supervising Agency: Other (HUD Supervised)</p>	<p>Tax ID: 52-2075704</p> <p>NMLS ID: 2884</p> <p>UEI Number: QV57UAZ7QJX3</p> <p>UEI Registration Status: Inactive</p> <p>UEI Expiration Date: 03/19/2023</p> <p><b>Note: You have entered a UEI that is not Active with SAM.gov. Please update UEI Number with SAM.gov to be eligible for Recertification process.</b></p>
<p>Fiscal Year End Date: December 31</p> <p>Recertification Due Date: 03/31/2021</p> <p>Last Recertification Date: 04/30/2020</p> <p>Last Payment Received Date: 01/15/2020</p>	<p>Total Active Branches: 10</p> <p>Functions Authorized to Perform: Originate Single Family Service Single Family</p> <p>Authorized For: Title 2 DE HECM Title 2 DE Forward</p>

**Notices**

- You have entered a UEI that is not Active with SAM.gov. Please update UEI Number with SAM.gov to be eligible for the Recertification process.

**Pending & Upcoming Activities**

- Your Recertification is past due

**Outstanding Requests**

*Institution UEI Number Inactive*

### 5.3.2 UEI Registration Not Found

If, during validation, the UEI Number entered in the Institution Profile cannot be found in SAM.gov during the LEAP validation, you have not initiated validation in SAM.gov to receive a status of “Active Registration”. You should refer to the SAM.gov Federal Service Desk at [FSD.gov](https://www.fsd.gov) to access their Knowledge Base for more information on entity validation<sup>2</sup> in SAM.gov.

<sup>2</sup> View the SAM.gov Knowledge Base article [Starting Entity Validation as an Existing Entity](#) for more information.





70497-COMMONFUND MORTGAGE CORP

Institution Profile

Expand All | Collapse All

Profile Details

Edit Institution Profile

**Information**

The Tax ID you entered does not match the Entity Registration Data from SAM.GOV. Please resolve the discrepancy.

OK

<p>Confirm UEI Number: EJ57LLXQXP5</p> <p>UEI Registration Status: Active</p> <p>UEI Expiration Date: 02/15/2024</p>	<p>Mortgagee Type: Non-Supervised Institution</p> <p>Supervising Agency: Other (HUD Supervised)</p> <p>Functions Authorized to Perform: Originate Single Family</p> <p>Incorporation Date: 03/24/1983</p> <p>Incorporation State: New York</p>
<p>Fiscal Year End Date: December 31</p> <p>FHA Approval Date: 11/14/1986</p> <p>Recertification Due Date:</p> <p>Last Recertification Date: 04/03/2020</p> <p>Last Payment Received Date: 03/26/2020</p>	

Add

Cor

Doi

Principal Affiliations

## 5.4 Addresses and Contact Information

There are eight possible addresses associated with an FHA approved Institution in LEAP: Administrative, CHUMS, Endorsement, Payee, Mailing, Premium, Servicing, and Geographic. Institutions must be authorized for servicing to update the servicing address. All addresses are validated with United States Postal Service (USPS).

The Administrative Address must have a designated point of contact or Administrative Contact; a point of contact is optional for other addresses.




### 5.4.1 Expanding Column Views

To expand a column, select the triple right arrow, followed by the “View” button, to open a pop-up.

**Institution Profile** ▼ Expand All | ► Collapse All

> **Profile Details**

▼ **Address And Contact Information**

 Add
  Edit
  View

Address Type		Street Address	City	County	State	Zip Code	POC First
Geographic		3345 S VAL VISTA DR STE 300	GILBERT	MARICOPA	AZ	85297-7330	
Mailing		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Premium		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Endorsement	New ATTENTION	3345 S Val Vista Dr Ste 300	Gilbert		AZ	85297-7340	
Payee		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
CHUMS		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Administrative		3345 S Val Vista Dr Ste 300	Gilbert		AZ	85297-7340	Christine ▼

*Institution Profile - View Button*

Within the pop-up, the user may view the entire length of each field. The user may also select and copy values.

**View Address** ✕

**Address**

Address Type: Administrative ▼  
 Attention:  
 Street Address: 3345 S Val Vista Dr Ste 300  
 City: Gilbert  
 State: Arizona ▼  
 \* Zip Code: 85297 7340

**Point Of Contact**

First Name: Christina  
 Middle Initial:  
 Last Name: Graham  
 Phone Number: 4805395230  
 Fax Number: 4805394915  
 Email Address: leapautobulkemails@gmail.com  
 Secondary Email: leapautobulkemails@gmail.com

OK

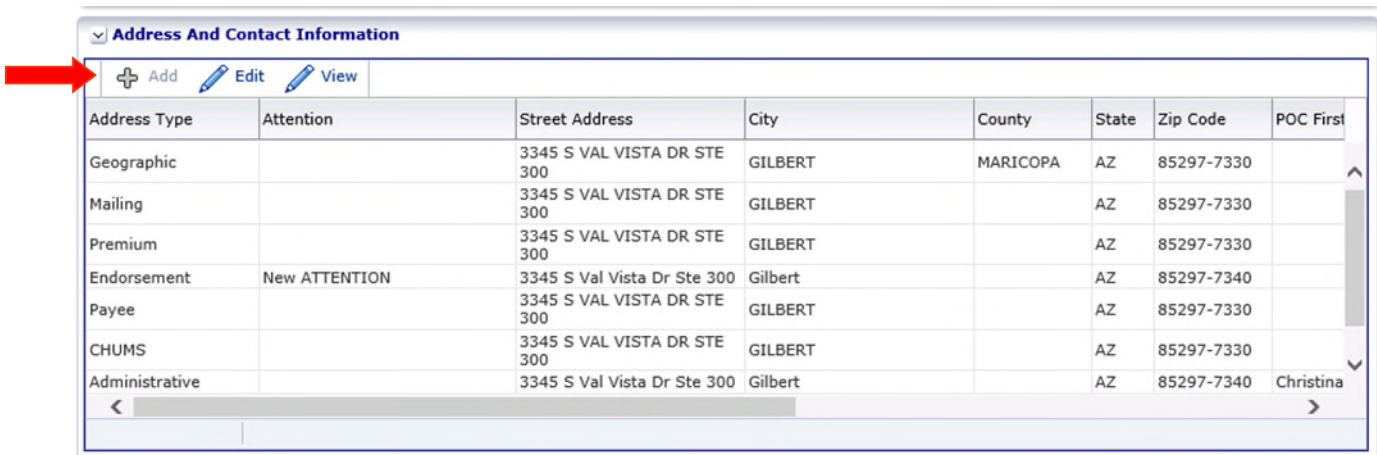
*Institution Profile – View Pop-up*

### 5.4.2 Adding an Address

To add an address, click the Institution drop-down list on the Menu Bar and select “Addresses.” The Address and Contact Information panel will expand and display all addresses currently on record for the Institution.

Click the “Add” button and enter the required fields.

*The Add button will only be active if there is a missing Address Type. If the Add button is inactive, use the edit button as described in section [5.3.3 Editing an Existing Address](#).*



The screenshot shows the 'Address And Contact Information' panel expanded. At the top, there are three buttons: 'Add' (with a plus icon), 'Edit' (with a pencil icon), and 'View' (with a magnifying glass icon). A red arrow points to the 'Add' button. Below the buttons is a table with the following columns: Address Type, Attention, Street Address, City, County, State, Zip Code, and POC First. The table contains seven rows of address data.

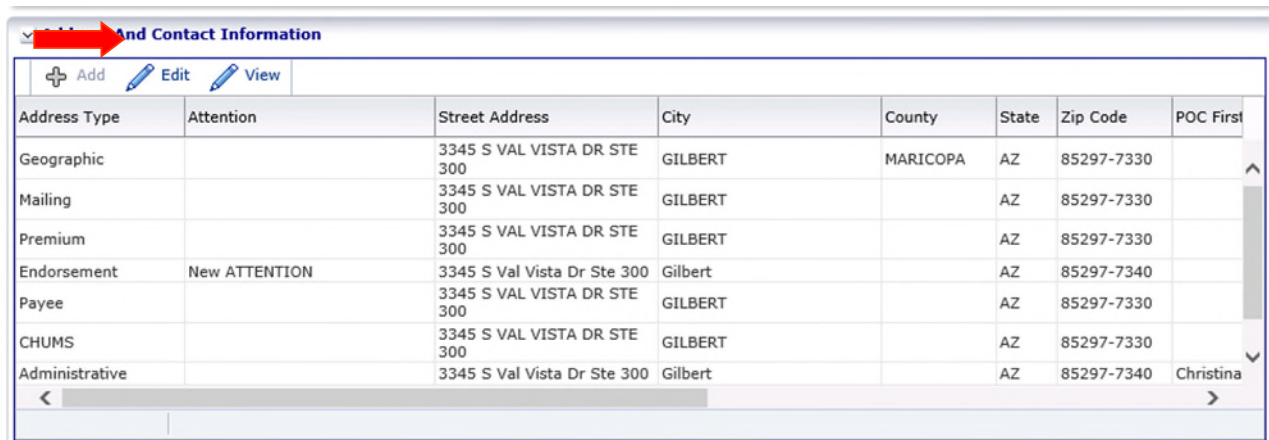
Address Type	Attention	Street Address	City	County	State	Zip Code	POC First
Geographic		3345 S VAL VISTA DR STE 300	GILBERT	MARICOPA	AZ	85297-7330	
Mailing		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Premium		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Endorsement	New ATTENTION	3345 S Val Vista Dr Ste 300	Gilbert		AZ	85297-7340	
Payee		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
CHUMS		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Administrative		3345 S Val Vista Dr Ste 300	Gilbert		AZ	85297-7340	Christina

*Institution Profile – Address and Contact panel expanded.*

### 5.4.3 Editing an Existing Address

When a change associated with the Institution’s address is required, click the Institution drop-down list on the Menu Bar and select “Addresses.”

To edit an existing address, select the address by clicking on the specific address type, then click the “Edit” button.



The screenshot shows the 'Address And Contact Information' panel expanded, identical to the previous one. A red arrow points to the 'Edit' button (pencil icon) in the top toolbar.

Address Type	Attention	Street Address	City	County	State	Zip Code	POC First
Geographic		3345 S VAL VISTA DR STE 300	GILBERT	MARICOPA	AZ	85297-7330	
Mailing		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Premium		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Endorsement	New ATTENTION	3345 S Val Vista Dr Ste 300	Gilbert		AZ	85297-7340	
Payee		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
CHUMS		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Administrative		3345 S Val Vista Dr Ste 300	Gilbert		AZ	85297-7340	Christina

*Institution Profile – Address and Contact panel expanded*

*The Institution must have one address designated as Geographic*

Clicking the “Edit” button opens the Edit Address pop-up. Edit any of the allowable fields and click “OK.”

*Fields that can be edited will have a white background, whereas fields that cannot be edited will have a grey background.*

Home | Contact Us | Help | Logout  
SR IDMT00644 (MT0644)

LEAD Lender Electronic Address Management

Home Institution

12489-Sample Inst

Institution Profile

Profile Details

Address And Contact

Add Edit

Address Type: Geographic

Attention: FHA MORTGAGE DEPARTMENT

\* Street Address: 171 Wiget Ln

\* City: Walnut Creek

State: California

Click Here to submit request for Geographic State Change

\* Zip Code: 94598

Point Of Contact

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

CANCEL OK

***Edit Address pop-up***

*To add or change an address for a different Address Type, navigate back to the Address and Contact Information panel in the Institution Profile screen and click “Add” or “Edit”.*

#### 5.4.4 Updating Geographic Address to a Different State

The Geographic Address cannot be edited by a user if the location is being changed to a different state. To change the Geographic Address to a different state, the Institution must submit a request to FHA with supporting documentation.

Users can select the Geographic Address from the Institution Profile – Address and Contact panel and click the “Edit”, then click the “Click here to submit request for Geographic State Change” link to submit a request. For details on submitting a request to FHA, see section [9 - Requests](#).

The screenshot displays the 'Edit Address' pop-up window. The 'Address' section contains the following fields: 'Address Type' (Geographic), 'Attention' (FHA MORTGAGE DEPARTMENT), 'Street Address' (171 Wiget Ln), 'City' (Walnut Creek), 'State' (California), and 'Zip Code' (94598). A link 'Click Here to submit request for Geographic State Change' is located below the state field. The 'Point Of Contact' section includes fields for 'First Name', 'Middle Initial', 'Last Name', 'Phone Number', 'Fax Number', 'Email Address', and 'Secondary Email'. The pop-up has 'CANCEL' and 'OK' buttons at the bottom right. The background shows the LEAN Lender Electronic Address Management System interface with a sidebar menu and a top navigation bar.

*Edit Address pop-up*

#### 5.4.5 Editing an Address that USPS Does Not Recognize

After saving an address and clicking “OK,” if the address cannot be validated with the United States Postal Service (USPS), an error message will appear. This is normally due to an error that the user needs to correct, but in some rare cases the Institution may want to submit a request to FHA to override the error and add the address without USPS validation. If so, click the “Click Here” link displayed in the error message to submit a request to add the address without USPS validation. For details on submitting a request to FHA, see section [9 – Requests](#).

**Edit Address**

**Address**

Address Type:

Attention:

\* Street Address:

\* City:

State:

[Click Here to submit request for Geographic State Change](#)

\* Zip Code:

The address entered could not be validated.  
Click Here to submit a request to add the address or correct the address above.

**Point Of Contact**

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

*Edit Address pop-up – Validation Error*

## 5.5 Maintaining Administrative Contact Information

The Administrative Contact associated with the Institution’s administrative address will be the primary contact for all interaction between LEAP and the lender. Each Institution must designate one primary Administrative Contact and may also designate a secondary e-mail address to receive LEAP-generated correspondence. If the Institution does not have the Administrative Contact information populated, when logging in to LEAP, the system will prompt the user to enter required information.

*The Primary Administrative contact’s e-mail address will receive all correspondence from LEAP; therefore, it is critical that it be kept up-to-date.*

To view the current Administrative Contact information, select Institution from the Menu Bar, and click “Addresses”. This opens the Institution Profile screen. Go to the Address and Contact Information panel, and refer to the Administrative Address.

*Institution Profile – Address and Contact Information Panel*

**5.5.1 Editing the Administrative Contact**

To edit the Administrative Contact information, select the Administrative Address from the Address and Contact Information panel and click “Edit.” Edit any of the fields in the Address or Point of Contact panels and click “OK.”



**Edit Address**

**Address**

Address Type: Administrative

Attention:

\* Street Address: 111 Sample Street

\* City: Example

\* State: Nebraska

\* Zip Code: 68154 5247

**Point Of Contact**

\* First Name: Sample

Middle Initial:

\* Last Name: Contact

\* Phone Number: (248) 225-9026

\* Fax Number: (248) 225-9026

\* Email Address: leapautobulk@gmail.com

Secondary Email:

CANCEL OK

*Edit Address pop-up*

## 5.6 Corporate Personnel

The Corporate Personnel panel displays the Full Name and Title of all the Institution's corporate personnel. Corporate personnel can be added, deleted or updated by clicking the Institution drop-down from the Menu Bar and select "Corporate Personnel."

Home | Contact Us | Help | Logout  
Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

# LEAP

## Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

29208-A VISORS LLC

The information in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995. OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and you may not respond to, a collection of information unless the collection displays a currently valid OMB control number.

Profile Details  
Addresses  
Corporate Personnel  
Doing Business As Names  
Affiliations  
Areas Approved For Business  
Notice of Material Event

Insurance Type: Title 2  
Mortgagee Type: Loan Correspondent  
Supervising Agency: Other (HUD Supervised)

Tax ID: 20-1830388  
NMLS ID: 139164  
UEI Number: HVFCF2UEYYV4  
UEI Registration Status: Active  
UEI Expiration Date: 02/16/2024

Fiscal Year End Date: December 31  
Recertification Due Date:  
Last Recertification Date:  
Last Payment Received Date:

Total Active Branches: 0  
Functions Authorized to Perform:  
Authorized For:

*Institution Summary screen*

The Institution Profile screen displays with the Corporate Personnel panel expanded.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

## Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile

Expand All Collapse All

Profile Details  
Address And Contact Information  
Corporate Personnel  
Doing Business As Names

Click Here to submit a request to add a new Corporate Personnel.

Full Name	Title
Test Institution	Vice President
Test Test	Chief Operating Officer
Test Test	Vice President

*Corporate Personnel panel expanded*

### 5.6.1 Adding Corporate Personnel

To add Corporate Personnel by submitting a request in LEAP, click the “Click here to submit a request to add new personnel” link to open the Requests screen. For details on submitting a request to FHA, see section [9 – Requests](#).

### 5.6.2 Updating and Deleting Corporate Personnel

To update or delete Corporate Personnel, submit an Ad Hoc request. For details on submitting a request to FHA, see section [9 – Requests](#).

## 5.7 Doing Business As Names

To view Doing Business As (DBA) names for the Institution, click “Doing Business As Names” from the Institution drop-down list on the Menu Bar.

This opens the Institution Profile screen with the Doing Business As Names Panel expanded.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is on the left, and the U.S. Department of Housing and Urban Development logo is on the right. Below the logo is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2". Under the "Institution Profile" section, there are several expandable panels: Profile Details, Address And Contact Information, Corporate Personnel, Doing Business As Names (which is expanded), Principal Affiliations, and Agent Affiliations. The "Doing Business As Names" panel shows a table with a header "Doing Business As Name" and a single row with the value "Sample". Above the table are icons for Add, Edit, and Delete. A red arrow points to the "Doing Business As Names" panel header.

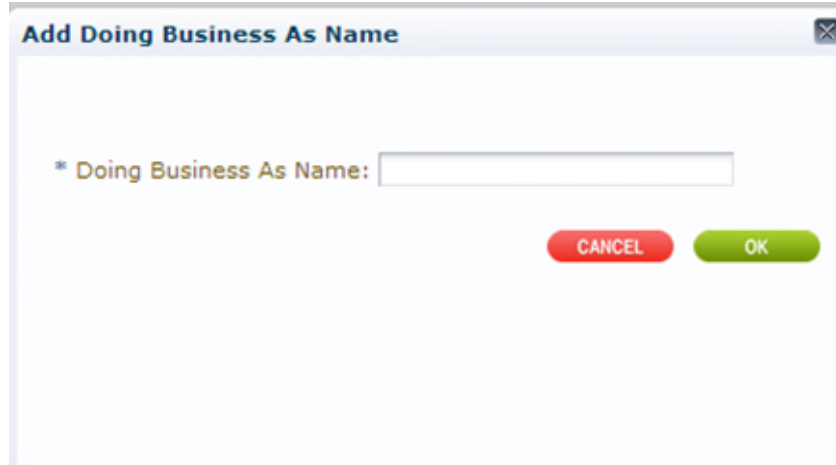
*Institution Profile– Doing Business As Names Panel*

Once the Doing Business As Names panel has been expanded, the user has the option to Add, Edit, or Delete DBA names for the Institution.

### 5.7.1 Adding Doing Business As Names

To add a DBA name, click “Add” at the top of the Doing Business As Names panel.

This opens the Add Doing Business As Name pop-up. Enter the DBA Name and click “OK.”



*Add Doing Business As Name pop-up*

*DBA names are not required in LEAP.*

*Institutions with six or more existing DBA names must submit a request to add any additional DBA names. For details on submitting a request to FHA, see section [9 – Requests](#).*

### 5.7.2 Editing Doing Business As Names

To edit an existing DBA name, select the name and click “Edit” at the top of the Doing Business As Names panel. Edit the DBA name and click “OK.”

### 5.7.3 Deleting Doing Business As Names

To delete an existing DBA name, select the name and click “Delete” at the top of the Doing Business As Names panel.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as LENDER IDMT00644 (MT0644). The main content area displays the '12489-Sample Institution 2' profile. Under the 'Institution Profile' section, there are expandable panels for Profile Details, Address And Contact Information, Corporate Personnel, and Doing Business As Names. The 'Doing Business As Names' panel is expanded, showing a table with one entry: 'Sample'. Above the table, there are buttons for Add, Edit, and Delete. A red arrow points to the 'Delete' button.

*Institution Profile – Doing Business As Names Panel*

## 5.8 Affiliations

FHA requires each Institution to identify Principal/Authorized Agent relationships. Principal-Authorized Agent relationships can only be entered into by lenders that possess unconditional Direct Endorsement approval (either forward or HECM). For a detailed description of acceptable Principal/Authorized Agent relationships, see [FHA Single Family Housing Policy Handbook 4000.1](#).

Each relationship must be initiated by the Authorized Agent. The following sections will detail managing Affiliations. Institutions may only add other Institutions to their list of Principal Affiliations (thereby designating themselves as Authorized Agents for those Institutions).

To view affiliation information, click the Institution drop-down list from the Menu Bar and click “Affiliations”.





Selecting Affiliations opens the Institution Profile screen where the Principal and Agent Affiliations panels are expanded.

The Principal Affiliations panel displays all other Institutions that are affiliated with the subject Institution as Principals (for whom the subject Institution may act as the Authorized Agent).

The Agent Affiliations panel displays all other Institutions that are affiliated with the subject Institution as Authorized Agents (for whom the subject Institution may act as the Principal).

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile

Expand All Collapse All

Profile Details

Address And Contact Information

Corporate Personnel

Doing Business As Names

**Principal Affiliations**

Add Edit

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn

**Agent Affiliations**

Institution ID	Corporate Name	Status Date	Status
10253	FIRST STATE BANK IOWA	04/21/2003	Withdrawn
14522	WEST GATE BANK	05/11/2004	Withdrawn
15001	SEAFORTH MORTGAGE CORP	04/21/2003	Withdrawn
19341	UNION CAPITAL MORTGAGE BUSINESS TRUST	06/30/2011	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/23/2003	Active
74084	RESIDENTIAL MORTGAGE SER INC	11/13/2003	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	04/18/2003	Withdrawn

*Institution Profile – Principal Affiliations and Agent Affiliations expanded*

### 5.8.1 Adding an Affiliation

To add a new Principal Affiliation, click the “Add” button in the Principal Affiliations panel of the Institution Profile screen.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. The header includes the LEAP logo and the U.S. Department of Housing and Urban Development. A navigation bar contains links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled '12489-Sample Institution 2' and 'Institution Profile'. The 'Principal Affiliations' section is expanded, showing a table with the following data:

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHER FINANCIAL GROUP INC	12/28/2005	Withdrawn

*Institution Profile – Principal Affiliations expanded*

Clicking the “Add” button opens the Add Affiliated Institution pop-up.

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAV	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHER FINANCIAL GROUP INC	12/28/2005	Withdrawn

*Add Affiliated Institution pop-up*

To search for and validate the Principal Institution, enter the five-digit Institution ID in the Institution ID field, and click the “Search” button.

Once the Institution has been validated, enter the Relationship Established Date by either clicking the calendar icon to launch the calendar feature or entering the date directly.

Change the Status indicator to Active and click the “OK” button to add the affiliation.

An e-mail notification will be sent to the Administrative Contact for both the subject Institution (the Agent) and the other Institution (the Principal) stating that the affiliation has been added.

### 5.8.2 Withdrawing an Affiliation

Only Principal Affiliations can be withdrawn from the relationship.

To withdraw a Principal Affiliation, click the Institution drop-down list from the Menu Bar and select “Affiliations.”

Selecting Affiliations opens the Institution Profile page where the Principal and Agent Affiliations panels are expanded.

Select the Principal Affiliations and click “Edit.”

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile

Expand All | Collapse All

Profile Details

Address And Contact Information

Corporate Personnel

Doing Business As Names

Principal Affiliations

+ Add Edit [Redacted]

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHER FINANCIAL GROUP INC	12/28/2005	Withdrawn

*Institution Profile – Principal Affiliations expanded*

Clicking the “Edit” button opens the Edit Affiliated Institution pop-up. To withdraw the affiliation, change the Status to Withdrawn. Click the “OK” button to save edits.

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile

Expand All | Collapse All

Profile Details

Address And Contact Information

Corporate Personnel

Doing Business As Names

Principal Affiliations

+ Add Edit [Redacted]

**Edit Affiliated Institution**

\* Institution ID: 14522

\* Corporate Name: WEST GATE BANK

\* Relationship Established Date: 12/28/2005

Relationship Type: Principal

\* Status: Active

Active  
Withdrawn

CANCEL OK

*Edit Affiliated Institution pop-up*

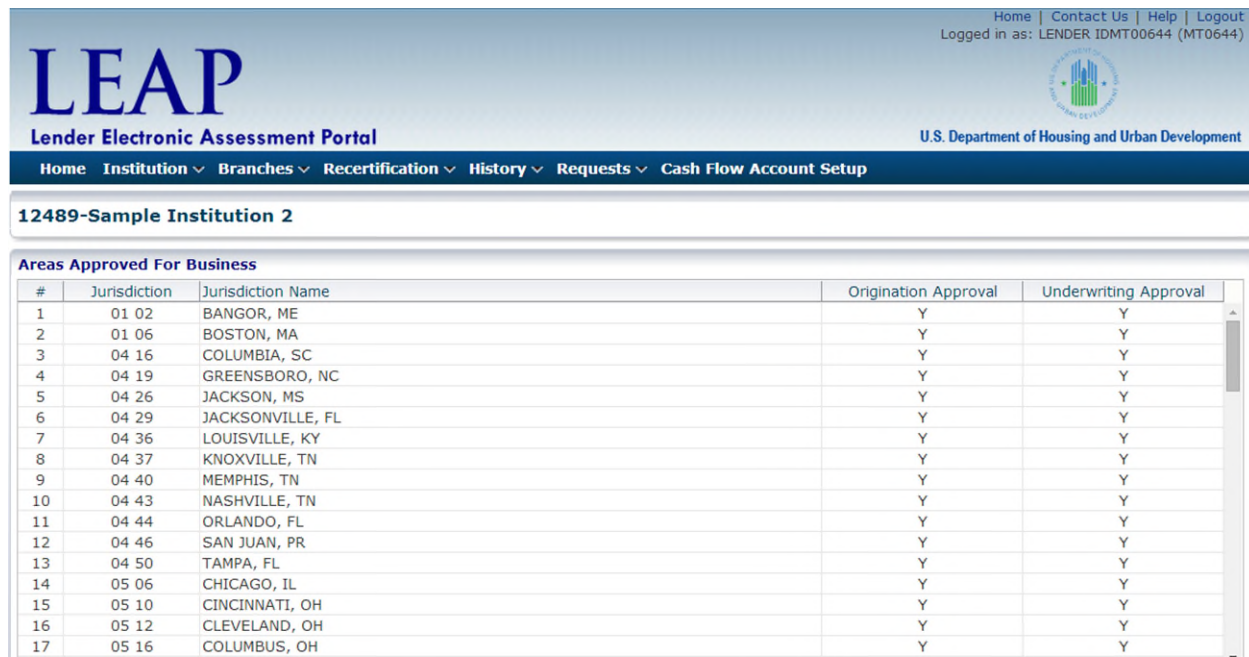
## 5.9 Areas Approved for Business

Areas Approved for Business (AAFBs) show the jurisdictions associated to the Institution, and indicate if the Institution has origination and/or underwriting approval in the jurisdiction by displaying a “Y” or “N” for the respective column.

### 5.9.1 Viewing Areas Approved for Business

To view all AAFBs for an Institution, click the Institution drop-down list from the Menu Bar and click “Areas Approved for Business.”

This opens the Areas Approved for Business screen. View all AAFBs as well as which areas have origination and/or underwriting approval.



Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Areas Approved For Business**

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval
1	01 02	BANGOR, ME	Y	Y
2	01 06	BOSTON, MA	Y	Y
3	04 16	COLUMBIA, SC	Y	Y
4	04 19	GREENSBORO, NC	Y	Y
5	04 26	JACKSON, MS	Y	Y
6	04 29	JACKSONVILLE, FL	Y	Y
7	04 36	LOUISVILLE, KY	Y	Y
8	04 37	KNOXVILLE, TN	Y	Y
9	04 40	MEMPHIS, TN	Y	Y
10	04 43	NASHVILLE, TN	Y	Y
11	04 44	ORLANDO, FL	Y	Y
12	04 46	SAN JUAN, PR	Y	Y
13	04 50	TAMPA, FL	Y	Y
14	05 06	CHICAGO, IL	Y	Y
15	05 10	CINCINNATI, OH	Y	Y
16	05 12	CLEVELAND, OH	Y	Y
17	05 16	COLUMBUS, OH	Y	Y

*Areas Approved for Business screen*

### 5.9.2 Notification of Credit Watch Action

In the event of a proposed Credit Watch Termination, a message will appear in the Pending & Upcoming Activities section of the Institution Summary screen (see section [4.2.2 Pending & Upcoming Activities](#)).

In the event of a Credit Watch Termination by FHA, a message will appear in the Notices section of the Institution Summary screen (see section [4.2.1 – Notices](#)).



# LEAP

**Lender Electronic Assessment Portal**

Logged in as: COMMONFUND MORTGAGE LEAP ADF X (M20Y34)

U.S. Department of Housing and Urban Development

[Home](#) | [Institution](#) | [Branches](#) | [Recertification](#) | [History](#) | [Requests](#) | [Cash Flow Account Setup](#) | [EFT Account Setup](#)

**70497-COMMONFUND MORTGAGE CORP**

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

<p>Institution ID: 70497</p> <p>Insurance Type: Title 1 and Title 2</p> <p>Mortgagee Type: Non-Supervised Institution</p> <p>Supervising Agency: Other (HUD Supervised)</p>	<p>Tax ID: 16-1223707</p> <p>NMLS ID: 53923</p> <p>UEI Number: SWMHJ6ZSYB7</p> <p>UEI Registration Status: Inactive</p> <p>UEI Expiration Date: 08/23/2023</p> <p style="color: red; font-size: small;">Note: You have entered a UEI that is not Active with SAM.gov. Please update UEI Number with SAM.gov to be eligible for Recertification process.</p>
<p>Fiscal Year End Date: December 31</p> <p>Recertification Due Date:</p> <p>Last Recertification Date: 04/03/2020</p> <p>Last Payment Received Date: 03/26/2020</p>	<p>Total Active Branches: 2</p> <p>Functions Authorized to Perform: Originate Single Family</p> <p>Authorized For: Title 2 DE HECM</p> <p style="padding-left: 20px;">Title 2 DE Forward</p> <p style="padding-left: 20px;">Title 1 DE</p> <p style="padding-left: 20px;">LJ Forward</p>

**Notices**

- A Proposed Underwriting Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA
- A Proposed Origination Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA

**Pending & Upcoming Activities**

- You may submit a response to your Proposed Underwrite Credit Watch Termination.
- You may submit a response to your Proposed Origination Credit Watch Termination.

**Outstanding Requests**

*Institution Summary screen*

### 5.9.3 Applying for Credit Watch Reinstatement

An Institution may apply for authority to originate and/or underwrite FHA-insured mortgages in a specific field office jurisdiction at the end of the six-month exclusion period following a Credit Watch Termination. The Institution must be an active FHA-approved lender and the underlying causes for the termination must have been satisfactorily remedied.

Click on the “Office ID” field to view the Areas Approved for Business for the Branch for which the user wishes to apply for reinstatement.



Home | Contact Us | Help | Logout

Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home

Institution

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12489-Sample Institution 2

Search By Branch ID

Branch ID:

SEARCH

Search By Branch Location

Branches

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
2	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
3	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
4	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
5	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248900007	Active - Pending Withdrawal	Y		171 Wiget Ln	Walnut Creek	CA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	FARGO	ND

Areas Approved For Business For Branch

Click on an Office ID in the list above to display the Areas Approved For Business for the selected branch.

Branches screen

Click the “Reinstate” button in the Action column.

Home | Contact Us | Help | Logout

Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

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12489-Sample Institution 2

Search By Branch ID

Branch ID:

SEARCH

Search By Branch Location

Branches

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248900007	Active	Y		171 Wiget Ln	Walnut Creek	CA
2	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
3	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
4	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
5	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	FARGO	ND

Areas Approved For Business For Branch 1248900013

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval	Action
1	04 19	GREENSBORO, NC	N	Y	REINSTATE
2	04 26	JACKSON, MS	Y	Y	
3	04 29	JACKSONVILLE, FL	Y	Y	

Areas Approved For Business screen

This opens the Requests page. For more information on submitting a Request, see section [9–Requests](#).

## 5.10 Notice of Material Event

FHA-approved Institutions are required to notify FHA of business changes after approval. LEAP allows the Institution to electronically submit a Notice of Material Event for any one of the following:

1. Bankruptcy
2. Business Form Change
3. Cease Operations
4. Change in Partnership
5. Fidelity Bond or E&O Insurance
6. Lending License(s) Surrender
7. Liquid Assets Deficiency
8. Net Worth Deficiency
9. Operating Loss
10. Principal Activity Change
11. Principal Owners
12. Supervision Change
13. Unresolved Findings / Sanctions

### 5.10.1 Submitting a New Notice of Material Event

To submit a Notice of Material Event, click “Notice of Material Event,” and then click “Submit New Notice of Material Event” from the Institution drop-down on the Menu Bar.



*Notice of Material Event screen*

To add any relevant attachments, select the file from where it is saved.

Once all required fields are completed, click “Submit.”

Once submitted, the Notice of Material Event List screen is opened, displaying the details of the submitted Notice of Material Event (see section [5.10.3– Notice of Material Event List](#)).

#### 5.10.2 Attaching Additional Information to a Notice of Material Event

To provide additional information on an existing Notice of Material Event:

1. Navigate to the Notice of Material Event History Screen
2. Click on the corresponding Notice of Material Event
3. Scroll to the bottom of the screen to the list of attachments and click on the "+" in the bottom right corner. A new attachment line will be added.
4. Click the "Choose File" button to browse for the document to be attached.
5. Once the document is located, click "Open" to attach. This will bring you back to the Notice of Material Event detail
6. Click "Submit"

### 5.10.3 Notice of Material Event List

To view a history of any Notices of Material Events submitted by the Institution, click the Institution tab and select “Notice of Material Event,” and then Notice of Material Event List from the drop-down Menu Bar.

This opens the Notice of Material Event List screen, where all Notice of Material Event history is displayed.



*Notice of Material Event List screen*



## 6. Institution

## 6. Branches

To view all Branch screens, click the Branches drop-down list on the Menu Bar. The options on the Branches drop-down are as follows; Add New Branch, Branch List and Details, Areas Approved For Business.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is prominent, followed by the text "Lender Electronic Assessment Portal". The navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The Branches drop-down menu is open, showing options: Add New Branch, Branch List and Details, and Areas Approved For Business. The main content area shows the Institution Summary for Institution ID 29208. It includes fields for Insurance Type (Title 2), Mortgagee Type (Loan Correspondent), Supervising Agency (Other (HUD Supervised)), Tax ID (20-1830388), NMLS ID (139164), UEI Number (HVFCF2UEYYV4), UEI Registration Status (Active), UEI Expiration Date (02/16/2024), Fiscal Year End Date (December 31), Recertification Due Date, Last Recertification Date, Last Payment Received Date, Total Active Branches (0), and Functions Authorized to Perform (Authorized For:).

Home | Contact Us | Help | Logout  
Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

29208-AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

Add New Branch  
Branch List and Details  
Areas Approved For Business

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

*Institution Summary – Branches drop-down*

### 6.1 Add New Branch

To add a Branch, click “Add New Branch” on the Branches drop-down list on the Menu Bar. Clicking Add New Branch opens a Notice screen that states payment will be required to add a Branch.

Click “Continue.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)


**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add A New Branch

**Notice**

 You are requesting to add a branch. In order to complete this process, you will be required to make a payment by providing bank information which will be transmitted securely using a PAY.GOV service. All branch details will not be saved unless a successful payment confirmation is received from PAY.GOV.  
Click Continue to proceed or Cancel to abandon this request.

**CANCEL** **CONTINUE**

*Add Branch Notice*

This opens the Add Branch screen, where all required steps to add a Branch are displayed.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

**Add Branch**

**CANCEL** **SUBMIT**

**Profile** | Doing Business As Names | Addresses | Personnel | Review & Certification Statement | Payment

1 of 6 **NEXT**

\* Branch Type

\* Insurance Type

\* Functions Authorized to Perform

\* Phone Number

\* Email Address

Fax Number

NMLS ID

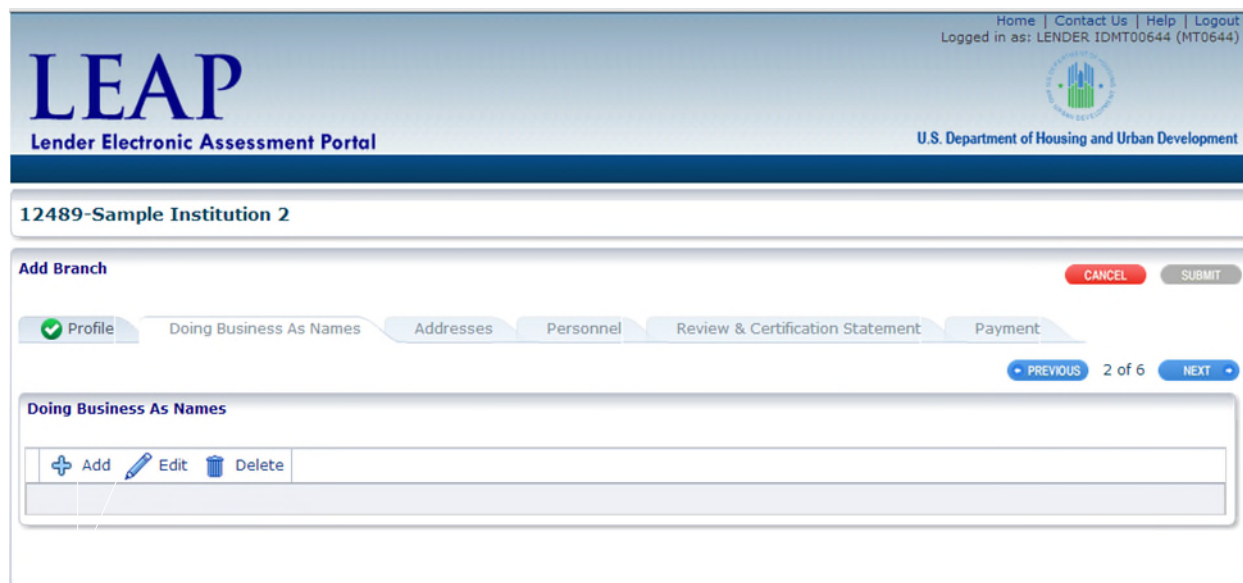
*Add Branch – Profile*

*The submit button will remain inactive until all tabs are complete.*

*To go back to the Institution Summary or Menu Bar prior to completing all Add Branch tabs, click “Cancel.” The information entered prior to clicking Cancel will not be saved.*

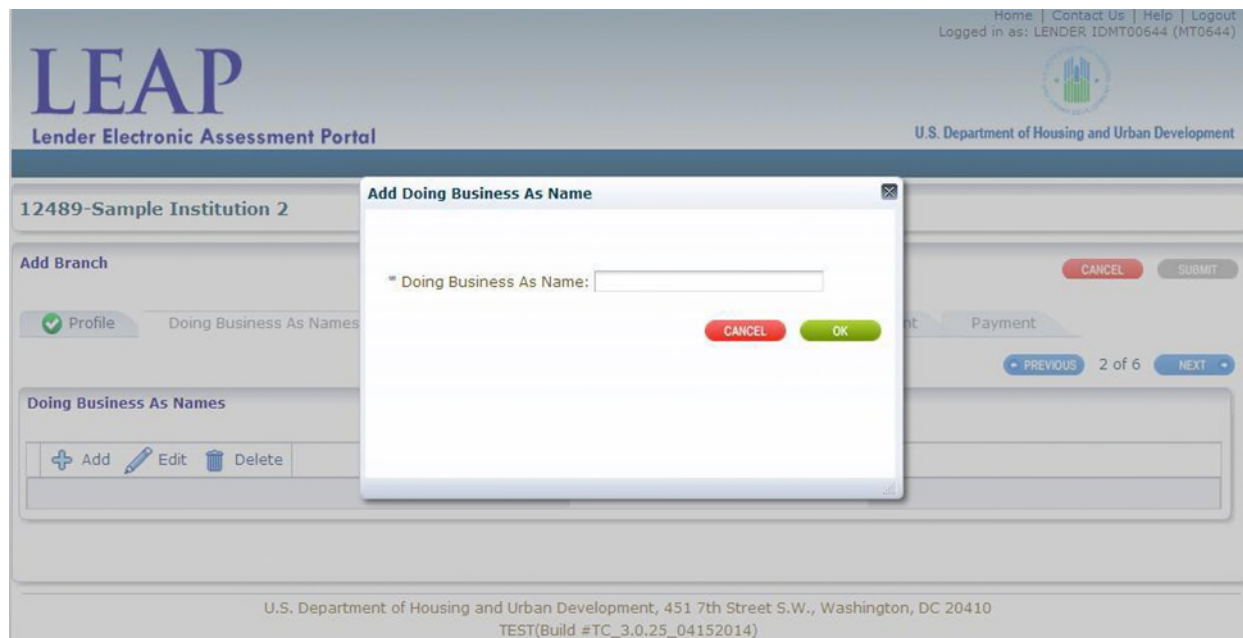
Enter all Required Fields for the Profile Tab of the Add Branch screen and click “Next.”

Clicking “Next” opens the Doing Business As Names Tab of the Add Branch screen. Enter any DBA names by clicking “Add.”

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there's a header with the LEAP logo and navigation links (Home, Contact Us, Help, Logout). Below the header, the user is logged in as LENDER IDMT00644 (MT0644). The main content area is titled '12489-Sample Institution 2' and 'Add Branch'. The 'Add Branch' section has several tabs: Profile (selected), Doing Business As Names, Addresses, Personnel, Review & Certification Statement, and Payment. The 'Doing Business As Names' tab is active, showing a table with columns for adding, editing, and deleting names. The 'Add' button is highlighted.

*Add Branch – Doing Business As Names*

Clicking “Add” opens the Add Doing Business As Name pop-up. Enter the appropriate name in the Doing Business As Name field and click “OK.”

The screenshot shows the same LEAP Lender Electronic Assessment Portal interface, but with a pop-up dialog box titled 'Add Doing Business As Name' open. The dialog box has a text field labeled 'Doing Business As Name:' and two buttons: 'CANCEL' and 'OK'. The background shows the 'Add Branch' screen with the 'Doing Business As Names' tab selected.

*Add Doing Business As Name*

Click “Next” to go to the Addresses Tab of the Add Branch screen.

The Addresses Tab displays a warning that a Geographic Address is required.

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Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 3 of 6 NEXT

Branch Addresses

A Geographic address is required to proceed to the next step.

+ Add Edit Delete

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact
------	-----------	----------------	------	-------	----------	------------------

#### Add Branch – Addresses

To add a Geographic Address, click “Add.” This opens the Add Address pop-up. Enter all required fields and click “OK.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 3 of 6 NEXT

Branch Addresses

A Geographic address is required to proceed to the next step.

+ Add Edit Delete

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact
------	-----------	----------------	------	-------	----------	------------------

**Add Address**

**Address**

\* Address Type: [dropdown]  
Attention: [text]  
\* Street Address: [text]  
\* City: [text]  
\* State: [dropdown]  
\* Zip Code: [text]

**Point Of Contact**

First Name: [text]  
Middle Initial: [text]  
Last Name: [text]  
Phone Number: [text]  
Fax Number: [text]  
Email Address: [text]  
Secondary Email: [text]

CANCEL OK

#### Add Branch – Add Address



The address is then validated by USPS. Once validated, the below message will appear. Click “Confirm” to add the address.

**Add Address**

**Address**

Address Type:

Attention:

\* Street Address:

City:

State:

\* Zip Code:

The entered address has been validated and formatted. Click 'Confirm' to save or 'Cancel' to update the address.

**Point Of Contact**

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

#### *Add Branch – Add Address*

The address will now appear on the Addresses Tab of the Add Branch screen. Additional addresses can be added to the Branch through the same process. Only one of each Address Type can be added. Any Address Types not added will default to the Geographic Address.

Click “Next” to continue.

**LEAP**  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

U.S. Department of Housing and Urban Development

**12489-Sample Institution 2**

**Add Branch**

3 of 6

**Branch Addresses**

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact
Geographic		171 Wiget Ln	Walnut Creek	CA	94598-3452	

#### *Add Branch – Add Address*

This opens the Personnel tab of the Add Branch screen. A warning is displayed that there must be a Branch Manager or Regional Manager to continue to the next step.

Click the “Add” button to add personnel.

*Add Branch – Personnel*

This opens the Add Branch Personnel pop-up. Enter all required fields and click “OK.”

*Add Branch – Add Branch Personnel*

The new personnel will appear on the Personnel Tab of the Add Branch screen.

*Only one Branch Manager and one Regional Manager may be added for each Branch. A Regional Manager may be associated with multiple Branches.*

Click “Next” to continue.

LEAP  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 4 of 6 NEXT

Branch Personnel

+ Add Edit Delete

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
Branch Manager	111-22-3333	Sample		Personnel	leaptestola@gmail.com	(111) 222-3333

#### Add Branch – Personnel

This opens the Review & Certification Statement Tab of the Add Branch screen.

Review the new Branch information, and certify to the statements in the Certification Statement section by checking each box.

LEAP  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 5 of 6 NEXT

Add Branch Information Review

Branch Profile

Branch Type: Non-traditional  
Insurance Type: Title 2  
Phone Number: (111) 222-3333  
Fax Number: (111) 222-3333  
Email Address: leapautobulk@gmail.com  
Functions Authorized to Perform: S-Originate SF  
NMUS ID: 111111

Doing Business As Names

Sample

Personnel

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
Branch Manager	111-22-3333	Sample		Personnel	leaptestola@gmail.com	(111) 222-3333

Addresses

Type	City	State	Zip Code	Street Address	Phone Number	Fax Number	Primary E
Geographic	Walnut Creek	CA	94598	171 Wiget Ln			

Certification Statement

☒ I certify that this branch office meets all HUD/FHA requirements.

☒ I certify that the staff of this branch office are employees of this corporation, which will pay all operating costs of this office, including compensation of all employees.

#### Add Branch – Review and Certification

Once both boxes are checked, the next button is activated. Click “Next” to continue. Please proceed Submit for adding a branch." This opens the Payment Tab of the Add Branch screen. The amount due is automatically calculated. Enter the Bank Routing Number, Bank Account Number, and Account Type and click “Submit.”

LEAP uses a web service interface with pay.gov to collect payments using the account details provided.

Home | Contact Us | Help | Logout  
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**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

**Add Branch** CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement **Payment**

PREVIOUS 6 of 6

**Branch Payment**

Amount Due: \$300.00 - Title 2 Branch  
Bank Routing Number: 041201936  
Bank Account Number: 99592248  
Account Type: Business Checking  
SUBMIT

*Add Branch – Payment*

For Government lenders, the user may bypass the payment screen by selecting Submit.

**Add Branch** CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement **Payment**

PREVIOUS 6 of 6

**Branch Payment**

\* For Government Lenders there is no fee. Please proceed Submit for adding a branch.

*Add Branch – No Payment for Government Lenders*

Once payment is submitted, a Branch Payment Confirmation screen opens with a Pay.gov receipt number. The Submit button is now active on the top-right of the screen. Click “Submit” to add the Branch.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text 'Lender Electronic Assessment Portal', and navigation links: Home, Contact Us, Help, and Logout. It also shows the user is logged in as 'LENDER IDMT00644 (MT0644)' and identifies the user as 'U.S. Department of Housing and Urban Development'. Below the header, a breadcrumb trail shows '12489-Sample Institution 2'. The main section is titled 'Add Branch' and features a progress bar with six steps: Profile, Doing Business As Names, Addresses, Personnel, Review & Certification Statement, and Payment. The 'Payment' step is currently active, indicated by a green checkmark and a blue 'PREVIOUS' button. To the right of the progress bar are 'CANCEL' and 'SUBMIT' buttons. The 'Branch Payment' section displays the following information: 'Amount Due: \$300.00 - Title 2 Branch', 'Pay.Gov Receipt Number: 12489680869LEAP', and 'Pay.Gov Receipt Date: 04/16/2014'. A confirmation message at the bottom states: 'Your payment to Pay.Gov has been submitted. Click 'Submit' to process your Add a Branch request.'

*Add Branch – Payment Confirmation*

*This Branch will not become active until payment has cleared.*



*Rejected Payments can be resubmitted in the Payment History screen (see section [8.2 – Resubmitting Rejected Payments](#)).*

## 6.2 Branch List and Details

The Branch List will display a list of all Branches. To view the list, click the Branches drop- down from the Menu Bar and click “Branch List and Details.”

This opens the Branch List screen. To view the details of a Branch, click the 10-digit Office ID.

LEAP  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00940 (MT0940)

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

Search By Branch ID

Branch ID:  SEARCH Search By Branch Location

Branches

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	Sta
1	4470200009	Active	Y			RUSH CITY	MN

*Branch List screen*

To search for a specific Branch, enter the 10-digit Branch ID in the Branch ID field, or use the Search by Branch Location link.

Once a Branch has been selected, the Branch Profile Details screen for that Branch is opened. See section [6.3 – Branch Profile Details](#).

*If the Branch selected is the Main Office, the Institution Profile Details screen is opened.*

## 6.3 Branch Profile

To view profile details for a Branch, select the Branch from the Branch List and Details Screen. The Branch Profile screen for the selected branch is displayed.



LEAP  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00940 (MT0940)

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

Branch Profile

Expand All Collapse All Branch Search Terminate Branch

Profile Details Edit

Branch ID: 4470200012  
Branch Type: Traditional  
Branch Name:  
Phone Number: (111) 222-3333  
Fax Number:  
Email Address: leapautobulk@gmail.com  
Functions Authorized to Perform:  
NMLS ID:

Doing Business As Names

Personnel

Addresses And Contact Information

Expand All Collapse All Branch Search Terminate Branch

*Branch Profile – Profile details panel expanded*

To edit basic profile information, click “Edit” in the Profile Details Panel.  
This opens the Edit Branch Profile pop-up. Make any edits and click “OK.”

Edit Branch Profile

Branch ID: 4470200012

\* Branch Type: Traditional

\* Phone Number: (111) 222-3333

Fax Number:

\* Email Address: leapautobulk@gmail.com

\* Functions Authorized to Perform: Not Applicable

NMLS ID:

CANCEL OK

*Edit Branch Profile*

## 6.4 Branch Addresses and Contact Information

The address and contact information for the selected branch is displayed in the Addresses and Contact Information Panel of the Branch Profile screen.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes links for Home, Contact Us, Help, and Logout, along with the user's login information: "Logged in as: LENDER IDMT00940 (MT0940)". The main navigation bar lists various sections: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The Branch Profile section is active, displaying a list of panels: Profile Details, Doing Business As Names, Personnel, and Addresses And Contact Information. The Addresses And Contact Information panel is expanded, showing a table with columns for Address Type, Attention, Street Address, City, State, Zip Code, POC First Name, POC Middle Initial, and POC Last Name. A single row is visible with the following data: Endorsement, (blank), 171 Wiget Ln, Walnut Creek, CA, 94598-3452, (blank), (blank), and (blank). The table has a scroll bar on the right side. Below the table, there are links for "Expand All", "Collapse All", "Branch Search", and "Terminate Branch".

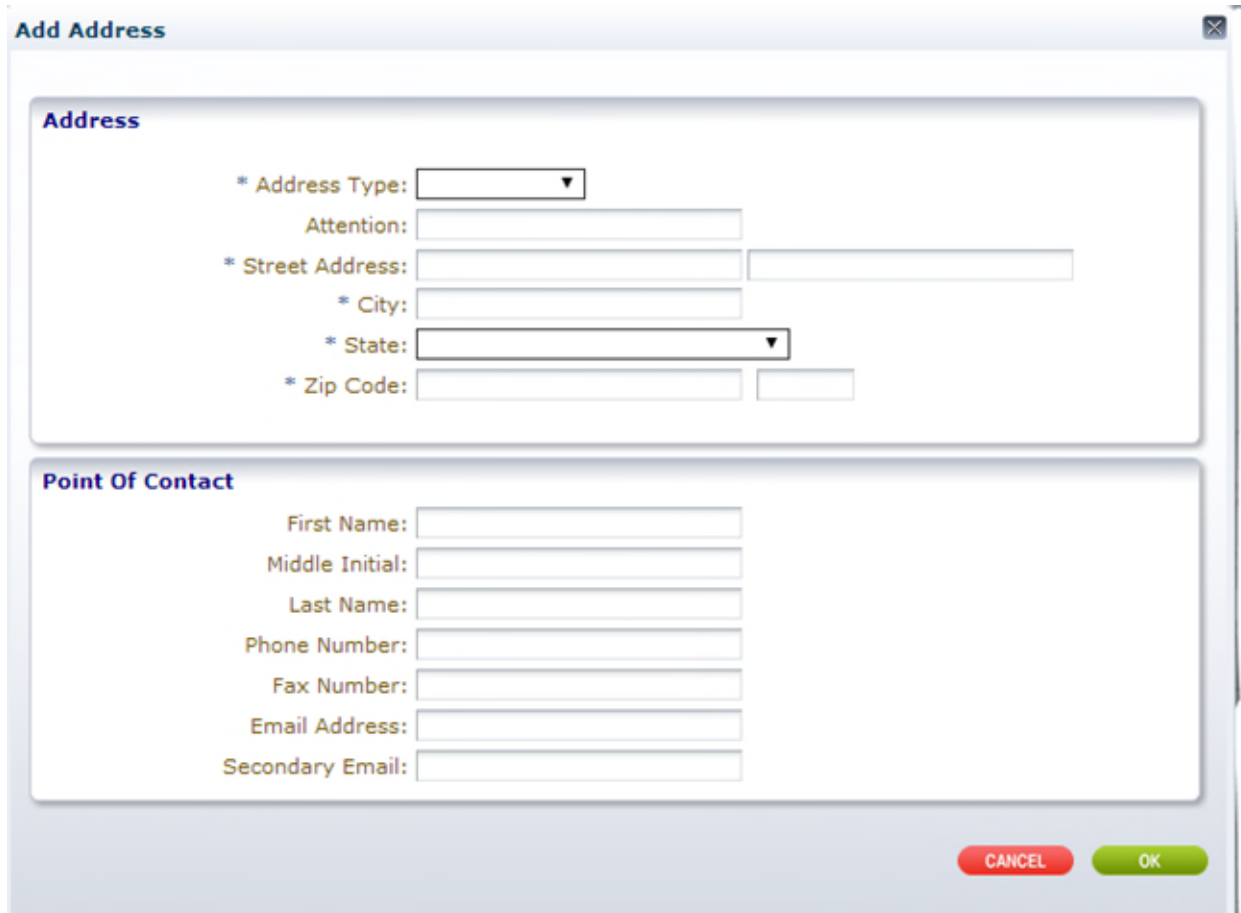
Address Type	Attention	Street Address	City	State	Zip Code	POC First Name	POC Middle Initial	POC Last Name
Endorsement		171 Wiget Ln	Walnut Creek	CA	94598-3452			

*Branch Profile – Addresses and Contact Information panel expanded*

### 6.4.1 Adding a New Address

To add a new address, click “Add” in the Addresses and Contact Information Panel of the Branch Profile Details screen.

This opens the Add Address pop-up.

The image shows a software pop-up window titled "Add Address" with a close button in the top right corner. The window is divided into two main sections. The first section, titled "Address" in blue, contains several input fields: "Address Type" (a dropdown menu), "Attention:" (a text field), "\* Street Address:" (a two-part text field), "\* City:" (a text field), "\* State:" (a dropdown menu), and "\* Zip Code:" (a two-part text field). The second section, titled "Point Of Contact" in blue, contains text fields for "First Name:", "Middle Initial:", "Last Name:", "Phone Number:", "Fax Number:", "Email Address:", and "Secondary Email:". At the bottom right of the window are two buttons: a red "CANCEL" button and a green "OK" button.

*Add Address pop-up*

Enter all required fields and click “OK.” The address is then validated by USPS

#### 6.4.2 Editing an Existing Address

To edit an existing address, go to the Addresses and Contact Information Panel on the Branch Profile Details screen. Select the address to edit by clicking in the Address Type Column, and then click the “Edit” Button.

This opens the Edit Address pop-up.

**Edit Address**

**Address**

Address Type:

Attention:

\* Street Address:

\* City:

\* State:

\* Zip Code:

**Point Of Contact**

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

**CANCEL** **OK**

*Edit Address pop-up*

Make the edits and click “OK.”

To update a Geographic Address to a different state, refer to section [5.3.4 – Updating Geographic Address to a Different State](#).

To edit an Address that USPS does not recognize, refer to section [5.3.5 Editing an Address that USPS Does Not Recognize](#).

## 6.5 Branch Personnel

To view personnel for a Branch, select Branch List and Details from the Branches drop-down on the Menu Bar. Select the relevant branch by clicking the Office ID.

This opens the Branch Profile screen for the selected branch. From here, expand the Personnel section by clicking the arrow to the left of the section.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details

Branch ID: 1248900013  
Branch Type: Direct Lender  
Branch Name:  
Phone Number: (800) 563-1852  
Fax Number: (402) 918-8401  
Email Address: leapautobulkemails@gmail.com  
Functions Authorized to Perform: Originate Single Family  
NMLS ID:

Edit

Doing Business As Names

Personnel

+ Add Edit »

First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

*Branch Profile – Personnel panel expanded*

### 6.5.1 Add Branch Personnel

To add Personnel to a branch, click “Add” in the Personnel panel of the Branch Profile screen.

LEAP  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

U.S. Department of Housing and Urban Development

Home Institution Branches **Recertification** History Requests Cash Flow Account Setup

12489-Sample Institution 2

Branch Profile

Expand All Collapse All Branch Search Terminate Branch

Profile Details

Branch ID: 1248900013  
Branch Type: Direct Lender  
Branch Name:  
Phone Number: (800) 563-1852  
Fax Number: (402) 918-8401  
Email Address: leapautobulkemails@gmail.com  
Functions Authorized to Perform: Originate Single Family  
NMLS ID:

Edit

Doing Business As Names

Personnel

+ Add Edit »

First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Addresses And Contact Information

Expand All Collapse All Branch Search Terminate Branch

*Branch Profile – Personnel panel expanded*



This opens the Add Branch Personnel pop-up. Enter all required fields and click “OK.”

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the LEAP logo and 'Lender Electronic Assessment Portal' text are visible, along with navigation links like 'Home', 'Institution', 'Branches', 'Recertification', 'History', 'Requests', and 'Cash Flow Account Setup'. The user is logged in as 'LENDER IDMT00644 (MT0644)'. The main content area shows the 'Branch Profile' for '12489-Sample Institution 2'. A pop-up window titled 'Add Branch Personnel' is open, containing the following fields: \* First Name, \* Middle Name, \* Last Name, \* SSN, \* Job Title (a dropdown menu), \* Phone Number, \* Fax Number, and \* Email Address. The pop-up has 'CANCEL' and 'OK' buttons at the bottom right. In the background, the 'Personnel' section of the branch profile is visible, showing a table with columns for 'First Name', 'Middle Name', and 'Last Name', and a message 'No data to display.'

*Add Branch Personnel pop-up*

The new personnel will appear in the Personnel panel of the Branch Profile screen.

*Only one Branch Manager and one Regional Manager may be added for each Branch. A Regional Manager may be associated with multiple Branches*

## 6.5.2 Edit Branch Personnel

Branch Personnel can be edited or deleted by first selecting the row to edit and then clicking the “Edit” or “Delete” buttons on the Personnel panel of the Branch Profile screen.

LEAP  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details

Branch ID: 1248900013  
Branch Type: Direct Lender  
Branch Name:  
Phone Number:  
Fax Number:  
Email Address: leapautobulkemails@gmail.com  
Functions Authorized to Perform: Originate Single Family  
NMLS ID:

Edit

Doing Business As Names

Personnel

+ Add Edit Delete

First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

*Branch Profile – Personnel panel expanded*

## 6.6 Doing Business As Names

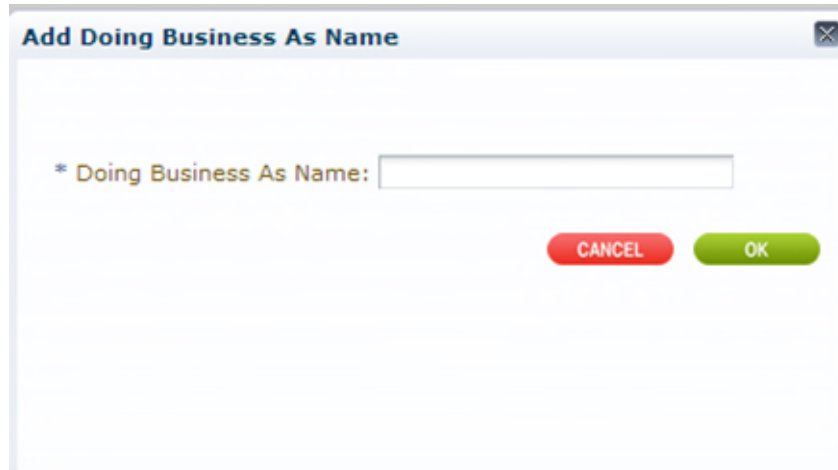
To update a Doing Business As (DBA) Name, click “Doing Business As Names” from the Branches drop-down on the Menu Bar. This opens the Profile screen with the Doing Business As Names Panel expanded.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and navigation links: Home, Contact Us, Help, Logout. It also shows the user is logged in as "LENDER IDMT00644 (MT0644)" and the U.S. Department of Housing and Urban Development logo. Below the header is a menu bar with options: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the "Branch Profile" for "12489-Sample Institution 2". The "Branch Profile" section includes a "Profile Details" panel with fields for Branch ID (1248900013), Branch Type (Direct Lender), Branch Name, Phone Number, Fax Number, Email Address (leapautobulkemails@gmail.com), Functions Authorized to Perform (Originate Single Family), and NMLS ID. Below this is the "Doing Business As Names" panel, which is expanded and highlighted with a red arrow. It contains an "Add" button, an "Edit" button, and a "Delete" button. The panel also shows a table with the header "Doing Business As Name" and a message "No data to display." Below the table are sections for "Personnel" and "Addresses And Contact Information". At the bottom of the page, there are links for "Expand All", "Collapse All", "Branch Search", and "Terminate Branch".

*Branch Profile – Doing Business As Names panel expanded*

To add a DBA Name, click “Add” at the top of the Doing Business As Names panel.

This opens the Add Doing Business As Name pop-up. Enter the DBA Name and click “OK.”

A screenshot of a software dialog box titled "Add Doing Business As Name". The dialog box has a light blue header bar with the title and a close button (X) in the top right corner. The main area is white and contains a label "\* Doing Business As Name:" followed by a text input field. Below the input field, there are two buttons: a red "CANCEL" button and a green "OK" button.

*Add Doing Business As Name pop-up*

#### 6.6.1 Editing Doing Business As Names

To edit an existing DBA Name, select the name and click “Edit” at the top of the Doing Business As Names panel. Edit the DBA name and click “OK.”

#### 6.6.2 Deleting Doing Business As Names

To delete an existing DBA Name, select the name and click “Delete” at the top of the Doing Business As Names panel.

### 6.7 Terminating a Branch

Select the branch to terminate from the Branch List and Details screen. The Branch Profile screen for the selected branch is displayed. Click the “Terminate Branch” button.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00940 (MT0940)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

## Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

**Profile Details** Edit

Branch ID: 4470200012  
Branch Type: Traditional  
Branch Name:  
Phone Number: (111) 222-3333  
Fax Number:  
Email Address: leapautobulk@gmail.com  
Functions Authorized to Perform:  
NMLS ID:

Doing Business As Names

Personnel

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

### *Branch Profile – Highlighting Terminate Branch*

A Branch Termination pop-up warning will appear asking to confirm the Branch termination. Click “OK” to terminate the Branch.

**Alert: Branch Termination**

You are requesting to terminate the following branch:  
4470200012

Click 'OK' to continue or 'Cancel' to abandon branch termination

OK Cancel

### *Branch Termination pop-up*

*Once a Branch is terminated, it cannot be reinstated. If the Institution wishes to reinstate the Branch location, it must use the Add Branch function to re-register the Branch.*

View the status of the Branches for the Institution by navigating to the Branch List and Details screen from the Branches drop-down on the Menu Bar. The newly terminated Branch has an updated status of Terminated.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as LENDER IDMT00940 (MT0940). Below the navigation bar, there is a search section titled "Search By Branch ID" with a text input for "Branch ID:" and a "SEARCH" button. To the right of the search button is a link "Search By Branch Location". Below the search section is a table titled "Branches" with the following data:

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	4470200009	Active	Y		1180 W 4TH ST	RUSH CITY	MN
2	4470200012	Terminated			171 Wiget Ln	Walnut Creek	CA

*Branch List and Details*

## 6.8 Areas Approved for Business

Areas Approved for Business (AAFBs) are displayed at the Branch level for each Institution. View AAFBs by selecting Areas Approved for Business from the Branches drop-down on the Menu Bar.



# LEAP

## Lender Electronic Assessment Portal

[Home](#) | [Contact Us](#) | [Help](#) | [Logout](#)  
 Logged in as: COMMONFUND MORTGAGE LEAP ADF X (MZ0Y34)

U.S. Department of Housing and Urban Development

Home
Institution ▾
Branches ▾
Recertification ▾
History ▾
Requests ▾
Cash Flow Account Setup
EFT Account Setup

**70497-C**  
 The information in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 and a per...

**Profile Details**  
 Addresses  
 Corporate Personnel  
 Doing Business As Names  
 Affiliations  
**Areas Approved For Business**  
 Notice of Material Event

Insurance Type: Title 1 and Title 2  
 Mortgagee Type: Non-Supervised Institution  
 Supervising Agency: Other (HUD Supervised)

Tax ID: 16-1223707  
 NMLS ID: 53923  
 UEI Number: SWMVHJ6ZSYB7  
 UEI Registration Status: Inactive  
 UEI Expiration Date: 08/23/2023  

Note: You have entered a UEI that is not Active with SAM.gov. Please update UEI Number with SAM.gov to be eligible for Recertification process.

Fiscal Year End Date: December 31  
 Recertification Due Date:  
 Last Recertification Date: 04/03/2020  
 Last Payment Received Date: 03/26/2020

Total Active Branches: 2  
 Functions Authorized to Perform: Originate Single Family  
 Authorized For: Title 2 DE HECM  
 Title 2 DE Forward  
 Title 1 DE  
 LI Forward

**Notices**

- A Proposed Underwriting Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA
- A Proposed Origination Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA

**Pending & Upcoming Activities**

- You may submit a response to your Proposed Underwrite Credit Watch Termination.
- You may submit a response to your Proposed Origination Credit Watch Termination.

**Outstanding Requests**

*Institution Summary – Areas Approved for Business drop-down highlighted*

Page 70

### 6.8.1 Viewing Areas Approved for Business

Click on the Office ID of any Branch to view the AAFBs for that Branch. The AAFBs will appear in the Areas Approved For Business For Branch panel.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

## Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution **Branches** Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Search By Branch ID

Branch ID:   Search By Branch Location

**Branches**

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	Sta
1	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
2	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
3	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
4	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
5	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248900007	Active - Pending Withdrawal	Y		171 Wiget Ln	Walnut Creek	CA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	ENID	OK

**Areas Approved For Business For Branch**

Click on an Office ID in the list above to display the Areas Approved For Business for the selected branch.

#### Areas Approved for Business

Areas Approved for Business show the jurisdictions associated to the Institution, and indicate if the Branch has origination and/or underwriting approval in the jurisdiction by displaying a “Y” or “N” for the respective column.

Areas Approved For Business For Branch 1248900007					
#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval	Action
1	01 36	MANCHESTER, NH	Y	Y	
2	01 43	PROVIDENCE, RI	Y	Y	
3	02 02	ALBANY, NY	Y	Y	
4	02 06	BUFFALO, NY	Y	Y	
5	02 16	CAMDEN, NJ	Y	Y	
6	02 36	NEW YORK, NY	Y	Y	
7	02 39	NEWARK, NJ	Y	Y	
8	03 06	BALTIMORE, MD	Y	Y	
9	03 15	CHARLESTON, WV	Y	Y	
10	03 26	PHILADELPHIA, PA	Y	Y	
11	03 28	PITTSBURGH, PA	Y	Y	
12	03 36	RICHMOND, VA	Y	Y	
13	03 39	WASHINGTON, DC	Y	Y	
14	06 70	TULSA, OK	Y	Y	
15	07 05	DES MOINES, IA	Y	Y	
16	07 16	KANSAS CITY, KS	Y	Y	
17	07 26	OMAHA, NE	Y	Y	

#### Areas Approved for Business



## **7. Recertification**

## 7. Recertification

FHA requires all approved lenders to complete and submit their Annual Recertification in accordance with HUD policy. For additional information on FHA's Annual Recertification requirements, please visit the Approvals and Renewals page at [www.hud.gov/lenders](http://www.hud.gov/lenders).

LEAP will send an e-mail notification to the Institution's Administrative Contact ninety days prior to the Institution's Recertification due date. LEAP will send additional e-mails throughout the Recertification process updating the Institution on the status of the Recertification package.

*Please ensure that the Administrative Contact e-mail addresses are up to date as all system generated emails will be sent to these email addresses. Refer to section [5.1.5 – Maintaining Administrative Contact Information](#).*

From the Menu Bar, click "Submit Recertification" from the Recertification drop-down to begin the process.

Home | Contact Us | Help | Logout  
Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ **Recertification ▾** History ▾ Requests ▾ Cash Flow Account Setup EFT Account Setup

Submit Recertification  
Recert Extension Request

29208-AFFORDABLE MORTGAGE

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

*Institution Summary – Submit Recertification drop-down highlighted*



This opens the Recertification Status screen, which guides the user through the Recertification process. The following screenshot shows each of the possible Recertification process steps a user may need to complete.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and the U.S. Department of Housing and Urban Development logo. Below the header is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the institution name "51628-Sample Institution 3-Non-Supervised" and the status "Recertification Status : Not Started". A table lists the recertification steps with "START" buttons, and a "Payment" section with a "START" button. At the bottom, there are "VIEW" and "SUBMIT" buttons for the "Independent Public Accountant's Agreed Upon Procedures" and "Submit to IPA for Review" sections.

Package Fiscal Year: 12/31/2016	
Lender Data Verification	START
Certification	START
Audit Related Questions	START
Financial Data Entry	START
Payment	START
Independent Public Accountant's Agreed Upon Procedures	VIEW
Submit to IPA for Review	SUBMIT

*Recertification Status screen*

*The Recertification Status screen will ONLY show the Recertification steps required for each specific Institution, as determined by the Institution's Lender Segment. The Lender Segment appears next to the Lender ID and Name at the top of the Recertification Status screen.*

*The Recertification Status screen will show a green icon when a step is completed and a yellow icon if a step is in-process and needs further action to complete.*

## 7.1 Lender Segments

Lender Segments are generally based on each Institution's Mortgagee Type and size measured by total net assets. The table below shows the required Recertification steps for each Lender Segment.

Segment	Required Recertification Steps
<b>Non-Supervised</b>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Audit Related Questions</li> <li>• Financial Data Entry</li> <li>• Payment</li> <li>• Submit to IPA for Review</li> <li>• Submit to HUD as Final</li> </ul>
<b>Supervised Large</b> <i>Total net assets <u>greater than or equal to</u> \$500 Million</i>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Audit Related Questions</li> <li>• Financial Data Entry</li> <li>• Payment</li> <li>• Submit to IPA for Review</li> <li>• Submit to HUD as Final</li> </ul>
<b>Supervised Small</b> <i>Total net assets <u>less than</u> \$500 Million</i>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Financial Data Entry</li> <li>• Payment</li> <li>• Submit to HUD as Final</li> </ul>
<b>Government</b>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Submit to HUD as Final</li> </ul>
<b>Investing</b>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Audit Related Questions</li> <li>• Financial Data Entry</li> <li>• Payment</li> <li>• Submit to IPA for Review</li> <li>• Submit to HUD as Final</li> </ul>



## 7.2 Recertification Processes

Status screen. As stated in section [7.1 Lender Segments](#), each lender segment will have a specific Recertification process tailored to their segment.

The following sections provide a detailed overview of each Recertification process step.

### 7.2.1 Lender Data Verification

The Lender Data Verification step requires the user to verify that all Institution Profile information in LEAP is accurate.

To begin, click the “Start” button located to the right of Lender Data Verification on the Recertification Status screen.



*Recertification Status screen*

This opens the Institution Profile screen where the user can view and edit any profile details, as necessary.

If all Institution information is correct, click “Confirm” on the top-right of the screen. If information needs to be edited, click “Edit” for the relevant section. Once editing is complete, click “Confirm.”

**LEAP**  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup EFT Account Setup

**29208-AFFORDABLE MORTGAGE ADVISORS LLC**

**Institution Profile** Expand All Collapse All

**Profile Details** Edit

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:
Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024 GNMA ID: Incorporation State: Incorporation Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

**Address And Contact Information**

**Corporate Personnel**

**Doing Business As Names**

*Institution Profile – Profile Details*

*Some Institution information changes may require submitting a request to FHA. If requests for changes to Institution information are still pending, the user can still confirm that the Lender Data Verification step is complete in order to move on to the next step in the Recertification. See [section 5 – Institution](#) for more information on editing Institution information.*

After clicking “Confirm,” the Recertification Status screen opens with an updated status for each required step.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and the U.S. Department of Housing and Urban Development logo. Below the header is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the user's institution as "51628-Sample Institution 3-Non-Supervised" and the recertification status as "In Process". A table lists the recertification steps for the "Package Fiscal Year: 12/31/2016". The steps are: Lender Data Verification (status: complete, with a green checkmark and a "VIEW" button), Certification (status: pending, with a "START" button highlighted by a red arrow), Audit Related Questions (status: pending, with a "START" button), Financial Data Entry (status: pending, with a "START" button), and Payment (status: pending, with a "START" button).

Package Fiscal Year: 12/31/2016	
✓ Lender Data Verification	<a href="#">VIEW</a>
Certification	<a href="#">START</a>
Audit Related Questions	<a href="#">START</a>
Financial Data Entry	<a href="#">START</a>
Payment	<a href="#">START</a>

*Recertification Status screen*

### 7.2.2 Certification

The Certification process requires an Institution’s corporate officer to certify that the Institution was in compliance with all HUD-required certification statements. Anyone who submits false claims or false statements is subject to criminal and civil penalties, as indicated in the warning message.

To complete the annual certification, the user must have the Certifying Official role (see section [2.1 Authorization Role](#)). The Institution’s FHA Connection Application Coordinator must grant this role to the appropriate user(s). An Institution can have a maximum of three individuals with the Certifying Official role.

Click the “Start” button to the right of Certification to begin this step. This opens the Certification screen.

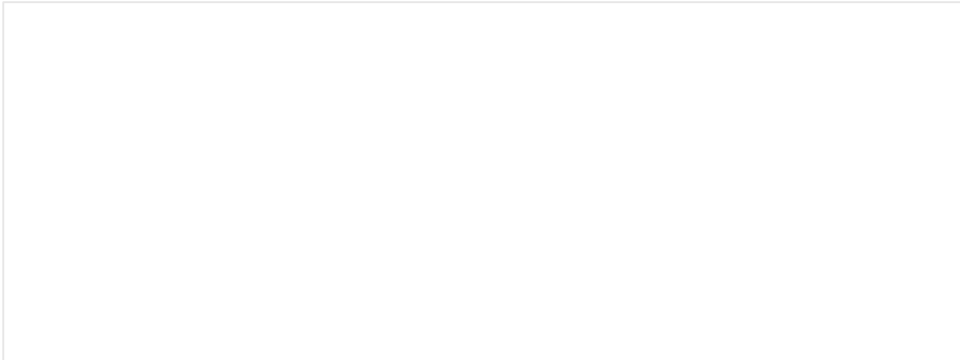


*Certification screen*

On the Certification screen, check the box for each certification statement as appropriate.

*If the user cannot certify to any of the statements, see section [7.2.2.1 - Unable to Certify](#).*

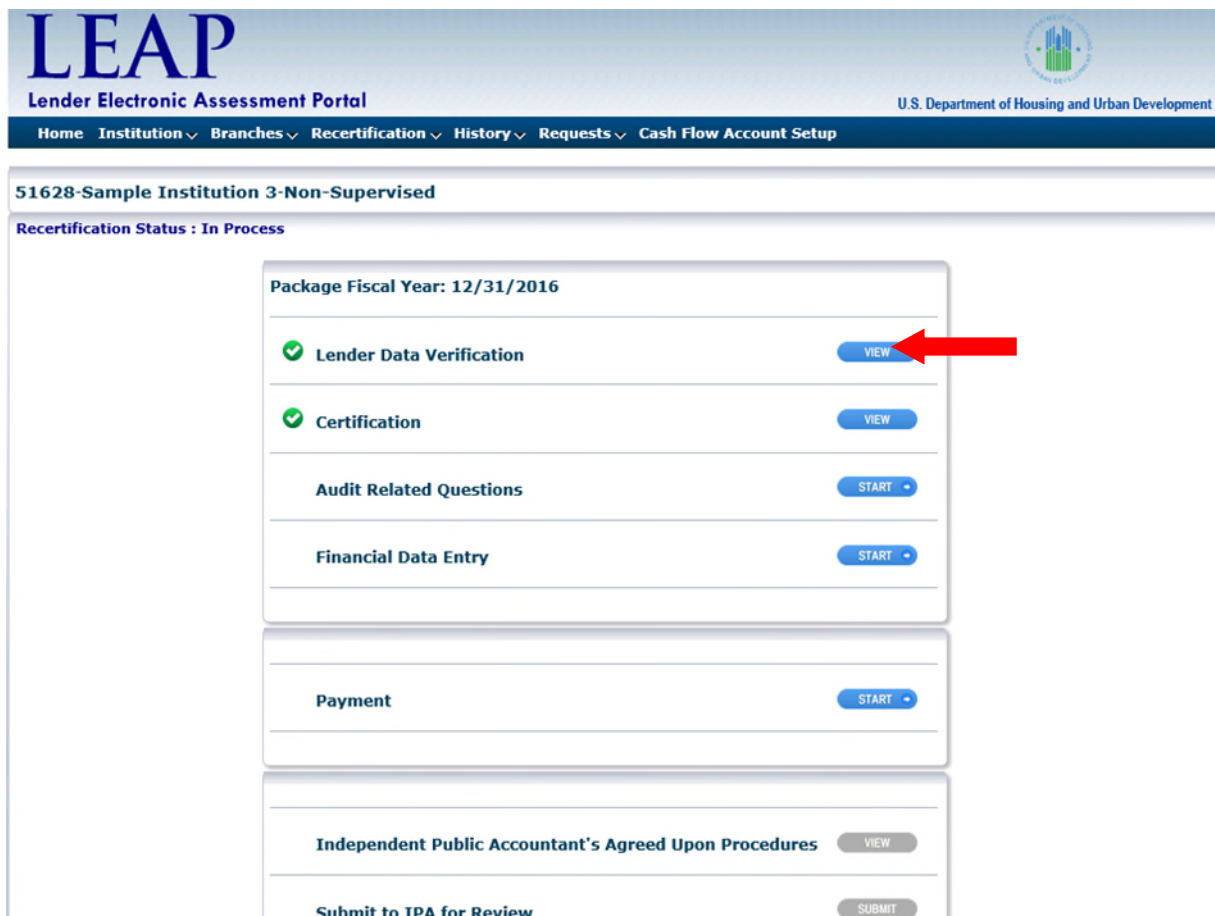
Once all certification statements have been checked, additional data fields are exposed.



*Certification – Able to Certify*

Enter information in all fields and click the “I Certify” button to complete the process. LEAP validates this information against FHA records to ensure that the current user has the appropriate authority to complete the Certification.

When the Certification step is complete, the Recertification Status screen reopens and the Certification button changes to View.



**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

51628-Sample Institution 3-Non-Supervised

Recertification Status : In Process

Package Fiscal Year: 12/31/2016

✓ Lender Data Verification	<a href="#">VIEW</a>
✓ Certification	<a href="#">VIEW</a>
Audit Related Questions	<a href="#">START</a>
Financial Data Entry	<a href="#">START</a>
Payment	<a href="#">START</a>
Independent Public Accountant's Agreed Upon Procedures	<a href="#">VIEW</a>
Submit to IPA for Review	<a href="#">SUBMIT</a>

*Recertification Status screen*

#### 7.2.2.1 Unable to Certify

If the user is unable to certify any of the statements on the Certification, the corresponding box is left unchecked.

For example, in the screen shot below, the user is unable to certify to statements 5, 6, and 10.



#### *Certification screen*

Since the user is not able to check all of the certification statements, the “I Certify” button is inactive, and the “Unable to Certify” button is active.

Click the “Unable to Certify” button to proceed.



This opens a pop-up detailing the statement(s) to which the user was unable to certify. Enter comments in each explanation field (comments are required).

The screenshot shows a web application interface with a pop-up window titled "LEAP - Recertification - Unable to Certify Explanations". The pop-up has a yellow warning icon and text: "The following statement(s) were not selected as certified. Please provide an explanation for each and upload all relevant attachments. If multiple items are listed, please indicate which attachments apply to each statement." At the top right of the pop-up are "CANCEL" and "SUBMIT" buttons. The background shows a sidebar with a list of certification statements, some of which are checked. The main content area of the pop-up contains three explanation fields, each preceded by a statement number and text. The first field is for statement 5, the second for statement 6, and the third for statement 10. Each field has a "Maximum number of characters: 255" label. The background also shows a top navigation bar with links for Home, Contact Us, Help, and Logout, and a logged-in user status: "Logged in as: LENDER IDMT00644 (MT0644)".

LEAP - Recertification - Unable to Certify Explanations

**The following statement(s) were not selected as certified. Please provide an explanation for each and upload all relevant attachments. If multiple items are listed, please indicate which attachments apply to each statement.**

5. I certify that during the Certification Period, the Mortgagee was not sanctioned by any federal, state, or local government agency or by any other regulatory or oversight entity with jurisdiction over the Mortgagee, except for those sanctions, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

\* Explanation:

Maximum number of characters: 255

6. I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

\* Explanation:

Maximum number of characters: 255

10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

\* Explanation:

Maximum number of characters: 255

6. I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

### *Certification – Unable to Certify Explanations*

Add any relevant attachments to further clarify the reasons for being Unable to Certify (attachments are optional).

**LEAP - Recertification - Unable to Certify Explanations**

10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

\* Explanation: Sample  
Maximum number of characters: 255

\* Explanation: Sample  
Maximum number of characters: 255

**Attachments**

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

ID	File	Associated To
Attachment-0	Choose File No file chosen	<input type="checkbox"/> Certification Line 5 <input checked="" type="checkbox"/> Certification Line 6 <input type="checkbox"/> Certification Line 1

CANCEL SUBMIT

### ***Certification – Unable to Certify Explanations***

The screen will display the details of each attachment.

Associate the attachment(s) to the relevant certification statement number(s) by checking the appropriate box in the Associated To column. Click “Submit.”

*In order to see all of the attachment details in the “Certification – Unable to Certify Explanations” pop-up, expand the window by clicking the bottom right corner and dragging to the desired height and width.*

If the staff require clarification on any of the certification statements, the staff may request additional information from the lender. The lender will receive an email explaining the required information. The lender can then log back in to LEAP to provide the information. When logging in, the lender will see the below statement within the Pending & Upcoming Activities panel located on the home screen:



### ***Pending & Upcoming Activities – Provide Additional Certification Info***

The Lender can then return to the Recertification package and view the Certification form. On both the top and bottom of the Certification form, there is a button that can be selected to allow the lender to provide additional information. After selecting this button, a pop-up will appear allowing the lender to enter comments and attach additional files. The certification form is then resubmitted to OLAPC for review.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, the LEAP logo is on the left, and the U.S. Department of Housing and Urban Development logo is on the right. Below the header, the page title is "51628-Sample Institution 3". The main section is titled "Certification". It contains a red button labeled "PROVIDE ADDITIONAL INFO" and a blue button labeled "RETURN". A red arrow points to the "PROVIDE ADDITIONAL INFO" button. Below the buttons, there is a version number "v1.3". The text below the buttons reads: "Capitalized terms in the following statements refer to those terms as used in the relevant sections of HUD Handbook 4000.1." At the bottom, there is a paragraph: "In order to certify, a Certifying Official must check the box for each statement and complete the identifying information below. If you are unable to certify to any of the statements, leave those specific box(es) unchecked and click 'Unable to Certify.' You will be prompted to provide an explanation and attachments."

***Certification – Provide Additional Info***

The OLAPC will review “unable to Certify” explanation and determine if the additional information is sufficient to agree to the exceptions to certification. If an agreement is made, the Lender will receive an email of agreement with exceptions to certification. The Lender will then certify with agreed upon exceptions.

If there is not an agreement to the exceptions to certification, the Lender must restart the

### 7.2.3 Audit Related Questions

This section only applies to lenders that must submit audited financial statements. See section [7.1 – Lender Segments](#) for more information.

Once the Lender Data Verification and Certification Processes are complete, the user can start the Audit Related Questions. Click the “Start” button to the right of Audit Related Questions on the Recertification Status screen to begin this step.

Enter each required field (\*) in the Lender Owner/Comptroller panel. The Lender Owner/Comptroller is a point of contact at the Institution that can address audit-specific questions that FHA may have during its review of the Recertification package.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, there's a header with the LEAP logo, the text "Lender Electronic Assessment Portal", and navigation links: Home, Contact Us, Help, Logout. It also shows the user is logged in as "LENDER IDMT00644 (MT0644)" and is part of the "U.S. Department of Housing and Urban Development". Below the header, the institution name "12489- Sample Institution 2" is displayed. The main section is titled "Audit Related Questions" and includes buttons for "SAVE", "SAVE & RETURN", "CANCEL", and a version number "v1.1". Under "Institution Information", the "Institution Name" is "Sample Institution 2" and the "Fiscal Year End Month" is "February 28". The "Lender Owner/Comptroller" section contains a form with the following fields: \* First Name, Middle Name, \* Last Name, \* Job Title, \* Phone Number (with a dropdown for area code and a text input for number), \* Fax Number, and \* Email Address. The phone number field is pre-filled with "(111) 222-3333".

*Audit Related Questions  
screen*

*The Lender Owner/Comptroller information does NOT need to match the contact information for the user completing this data entry step.*


*Select the Save or Save & Return button at the top right of the screen at any time. Save will save the data entered and keep the user on the same screen. Save and Return will save the data entered and return the user to the Recertification Statuspage.*


Answer all questions in the Questions and Documents panel.


**Questions And Documents**


*Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.*


**Financial Statement Information**


 \* 001: Is the FHA approved lender a subsidiary in a parent - subsidiary relationship? Yes ▼


 \* 002: Are you submitting audited consolidated financial statements of the parent company or audited financial statements of the FHA-approved subsidiary? Consolidated ▼


 \* 003: Is the subsidiary 40% or more of the parent? Yes ▼


 \* 005: Is the FHA approved lender in a parent- subsidiary relationship? ▼


 \* 006: Type of Audit Opinion issued Qualified Opinion ▼

 \* 007: Type of Audit Opinion issued on the supplemental information in relation to financial statements as a whole Qualified Opinion ▼


 \* 008: Is a going concern paragraph included in the auditor's report? Yes ▼


 \* 009: Reported Findings - Significant Deficiencies? No ▼


 \* 010: Reported Findings - Material Weaknesses? No ▼


 \* 011: Reported Findings - Material Noncompliance? No ▼

**HUD Compliance Audit**


 \* 020: Type of Audit Opinion issued Qualified Opinion ▼

 \* 021: Reported Findings - Significant Deficiencies? No ▼

 \* 022: Reported Findings - Material Weaknesses? No ▼

 \* 023: Reported Findings - Material Noncompliance? No ▼

**Management Letter**

 \* 030: Were certain matters communicated to management not disclosed in audit reports? No ▼

***Audit Related Questions – Questions and Documents***

Select the  icon to the left of any Audit Related Question for a detailed description.




Add all required documents in the Required Documents panel.

The 'Required Documents' panel displays five requirements, each with a 'Choose File' button and a red 'X' icon indicating a missing file. A blue plus icon is visible to the right of the first two requirements.

Requirement	File Status
* 040: Independent Auditors' Report on the Financial Statements and Supplemental Schedules and the related financial reporting package including audited financial statements, notes, and supplemental schedules	No file chosen
* 041: Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance With Government Auditing Standards	No file chosen
* 042: Independent Auditor's Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major HUD Program and on Internal Control Over Compliance Based on an Audit in Accordance With the HUD Consolidated Audit Guide	No file chosen
* 043: Schedule of Findings, Questioned Costs, and Recommendations	No file chosen
* 044: CPA Firm or Practitioner License	No file chosen

*Audit Related Questions – Required Documents*

Add more than one attachment for each requirement by clicking .

Conditional Documents may be required based on the responses in the Financial Statement Information, HUD Compliance Audit, and Management Letter sections.

Any conditional document that is required, based on responses entered, will be highlighted in yellow to add. Add all applicable documents and click “Save.”

The 'Conditional Documents' panel displays eight requirements, each with a 'Choose File' button and a red 'X' icon indicating a missing file. The requirements are listed in a table below.

Requirement	File Status
050: Management Letter or other type of written auditor communication to management	No file chosen
051: Corrective Action Plan related to Financial Statement Audit or HUD Compliance Audit	No file chosen
052: Corrective Action Plan related to Management Letter or other type of written communication to management	No file chosen
053: Schedule of the Status of Prior Audit Findings, Questioned Costs, and Recommendations	No file chosen
054: Audited Consolidating Schedules	No file chosen
055: Corporate Guaranty Agreement	No file chosen
056: Unaudited Consolidating Schedules or Call Report	No file chosen
057: Other/Miscellaneous Documents	No file chosen

At the bottom of the panel, there are three buttons: **SAVE** (green), **SAVE & RETURN** (blue), and **CANCEL** (red). A version number 'v1.' is also present.

*Audit Related Questions – Conditional Documents*



## 7.2.4 Financial Data Entry

Financial Data Entry is tailored to each lender segment. LEAP collects specific financial data points HUD uses to evaluate the Institution's financial status.

*Lenders in the Supervised Small segment must also attach their unaudited regulatory report (call report) on the Financial Data Entry screen. All other segments that submit financial information will attach required documents on the Audit Related Questions screen.*

Click the “Start” button to the right of Financial Data Entry on the Recertification Status screen to begin this step. Complete all fields and click “Save.” After saving, any fields not completed will be highlighted in yellow.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

✓ Recertification - Financial Statements

SAVE SAVE & RETURN CANCEL v1.1

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

Financial Data Template

✓ Balance Sheet - Assets

Line Item 100: Cash and Cash Equivalents 0

Line Item 101: Escrow deposit Cash 0

Line Item 102: Restricted Cash / Compensating Balances (section 2-6, chpt 2 handbook 4060.1) 0

Line Item 103: Trading Account Securities 0

Line Item 104: Net Mortgage Servicing Rights 0

Line Item 105: Other Real Estate Owned at Net Realizable Value 0

Line Item 106: Loans Held for Investment 0


✓ Balance Sheet - Unacceptable Assets

Line Item 200: Pledged Assets 0

Line Item 201: Assets Due from an Officer, Stockholder, or Related Entity 0

Line Item 202: Personal Interest Investment 0

*Financial Data Entry screen*

Select the  icon to the left of any Line Item for a detailed description.

*Certain fields are automatically calculated based on the data entered. These fields are highlighted in grey and are read-only.*


## 7.2.5 Payment


LEAP uses a direct web service with the Treasury Department's Pay.Gov service.

To submit payment of the Institution's Recertification fee, click the “Start” button to the right of Payment on the Recertification Status screen.

LEAP automatically calculates the fee amount based on the Institution's Insurance Type and number of active branches and displays this calculation on-screen.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

  
U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Recertification Payment

Fee Calculation: Title 2 Main Office Recert Fee: \$500  
0 Title 1 Branches Recert Fee: \$0  
7 Title 2 Branches Recert Fee: \$1400  
0 Title 1 and Title 2 Branches Recert Fee: \$0

Amount Due: \$1,900.00

\* Bank Routing Number:

\* Bank Account Number:

\* Account Type:

CANCEL

SUBMIT

CANCEL

SUBMIT

*Recertification Payment screen*

Enter data in each required field (\*) and click the “Submit” button. A Payment Confirmation screen with a Pay.gov receipt number will be displayed.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and Logout. Below this, the LEAP logo is prominently displayed, along with the text "Lender Electronic Assessment Portal" and "U.S. Department of Housing and Urban Development". The user is logged in as "LENDER IDMT00644 (MT0644)".

The main content area is titled "12489-Sample Institution 2" and "Recertification Payment". It contains the following information:

- Fee Calculation:**
  - Title 2 Main Office Recert Fee: \$500
  - 0 Title 1 Branches Recert Fee: \$0
  - 7 Title 2 Branches Recert Fee: \$1400
  - 0 Title 1 and Title 2 Branches Recert Fee: \$0
- Amount Due:** \$1,900.00
- Pay.Gov Receipt Number:** 3FONB238
- Pay.Gov Receipt Date:** 04/16/2014

There are two "RETURN" buttons on the right side of the screen.

*Payment Confirmation screen*

*Pay.gov requires a 48-hour processing time to clear payment.*

*Rejected Payments can be resubmitted in the Payment History screen (see section [8.1 – Resubmitting Rejected Payments](#)).*

Click the “Return” button to return to the Recertification Status page.

#### 7.2.6 Submit to Independent Public Accountant for Review

This section only applies to lenders that must submit audited financial statements. See section [7.1 – Lender Segments](#) for more information.

Once the applicable steps for the Lender Data Verification, Certification, Audit Related Questions, and Financial Data Entry are complete, the “Submit” button in the “Submit to IPA for Review” line becomes active on the Recertification Status screen.

Lenders are responsible for informing the IPA after they submit the financials to IPA Review. Click “Submit” to submit the Recertification package to the IPA for review.

**Recertification Status : In Process**

Package Fiscal Year: 12/31/2013

- ✓ Lender Data Verification VIEW
- ✓ Certification VIEW
- ✓ Audit Related Questions EDIT
- ✓ Financial Data Entry EDIT

Independent Public Accountant's Agreed Upon Procedures VIEW

**Submit to IPA for Review** SUBMIT

*Recertification Status screen – Submit to IPA functionality enabled*

*The Institution is not required to complete the Payment section before submitting to the IPA. The Payment section is required to be completed before submitting the Recertification package to HUD.*

#### 7.2.6.1 IPA Home Screen

The IPA Attester will access LEAP via FHA Connection (See section [2 – How to Access LEAP](#)). After the IPA logs in, a Unique IPA Identifier (UII) number must be entered.

Enter the UII number and click “Submit.”

**Firm Not Selected**

\* Enter UII Number:  ← SUBMIT

*IPA UII Number*

The screen will display the Audit Firm Details for the IPA Attester to complete and confirm. If the fields are prepopulated, then they only require confirmation. If any of the fields are not prepopulated, then they must be entered. Fields with a (\*) are required in order to confirm and move to the next screen.

Click “Confirm.”

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the LEAP logo is on the left, and the U.S. Department of Housing and Urban Development logo is on the right. Below the header, a message box states "Firm Not Selected". A text input field for "Enter UII Number:" contains the value "75987". The main section is titled "Audit Firm Details" and contains a form with the following fields: "Firm Name:", "Tax ID:", "Street Address:", "City:", "State:" (a dropdown menu), "Zip Code:", "First Name:", "Middle Name:", "Last Name:", "Title:", "Phone Number:", "Fax Number:", and "Email Address:". At the bottom of the form are two buttons: "CANCEL" (red) and "CONFIRM" (blue). A red rectangular mark is visible to the right of the "CONFIRM" button.

*IPA – Audit Firm Details*

This opens the Associated Lenders panel at the bottom of the screen.

Recertification packages that are available to be reviewed will have an active link populated in the Recert ID column. Click the “Recert ID link” in the Recert ID field to view the Recertification package.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and navigation links: Home, Contact Us, Help, and Logout. It also shows the user is logged in as IPA IDIT00001 (IT00001) and identifies the U.S. Department of Housing and Urban Development. Below the header, there is a "Sample Institution" section with a text input field for "Enter UII Number:" containing the value "75987". The "Audit Firm Details" section lists information for "Sample Institution", including Tax ID: 11-1111111, Street Address: 171 Wiget Lane, City: Walnut Creek, State: California, Zip Code: 94598, and contact details for "Sample" (First Name), "IPA" (Last Name), and various phone/fax numbers. Below this is the "Associated Lenders" section, which contains a table with one entry for "DISCOVER BANK". A red arrow points to the "Recert ID" column in the table.

#	Institution ID	Institution Name	Insurance Type	Segment	Fiscal Year End Date	Recert ID	Recertification Due Date
1		DISCOVER BANK	Title 2	Investing	December 31	1-15ALTE	03/31/2014

#### *IPA Firm Details*

*Only Institutions that have been associated to the IPA firm in FHA Connection will appear in the IPA’s Associated Lenders panel.*

*Institutions that are still working on the Recertification Package will also be displayed in the Associated Lenders panel; however, they will not have an active link in the Recert ID column.*

#### 7.2.6.2 Agreed-Upon Procedures

After the IPA has selected a specific Institution’s Recertification to review, the Recertification Status screen opens. The IPA has access to view the Audit Related Questions and Financial Data Entry information in read-only format by selecting “View” to the right of either line item.



## 31145-Sample Institution 4-Non-Supervised

Recertification Status : In Process

Package Fiscal Year: 12/31/2016

Audit Related Questions

VIEW

Financial Data Entry

VIEW

Independent Public Accountant's Agreed Upon Procedures

START

*Recertification Status – IPA screen*

Click the “Start” button next to the Independent Public Accountant’s Agreed Upon Procedures (AUP) to access the AUP.

The IPA Procedures screen displays the Audit Statement, Audit Procedures, Independent Public Auditor Details, and the Attesting Practitioner Details. In the Audit Statement section, type the Institution name in the Client Name field. LEAP will auto populate the Institution’s name in the Audit Statement text below the field.

The Independent Public Auditor Details and Attesting Practitioner’s Details sections will display the information entered by the IPA on the previous screens.

The Audit Procedures section provides the IPA Attester the option to select one of the following radio buttons for each Audit Procedure:

- Agrees
- Does Not Agree
- No Such Document Issued.

## IPA Procedures

CANCEL

SUBMIT

## Audit Statement

\* Client Name: Sample Institution

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To: Sample Institution and the U.S. Department of Housing and Urban Development

We have performed the procedures enumerated in the chart below, which were agreed to by Sample Institution (the "lender"), and the U.S. Department of Housing and Urban Development, solely to assist them in determining the accuracy of the electronic submission of certain information into the Lender Electronic Assessment Portal (LEAP). The lender is responsible for the accuracy and completeness of the electronic submission.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the chart below either for the purpose for which this report has been requested or for any other purpose. The procedures applied and our findings are presented in the chart below.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the electronic submission of certain information into LEAP. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development.

This report is intended solely for the information and use of the lender and the U.S. Department of Housing and Urban Development, and is not intended to be and should not be used by anyone other than these specified parties.

## Audit Procedures

No.	Category	Procedures Applied	Agree	Does Not Agree	No Such Document Issued
1	We compared the electronic FDT input in LEAP to the hard copy FDT provided as a supplemental schedule opined on in relation to the financial statements as a whole and attached in line item 040 of the Audit Related Questions and Documents (ARQ).	Financial Data Template (FDT)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	We compared the schedule of findings, questioned costs, and recommendations attached in line item 043 of the ARQ to the hard copy schedule of findings, questioned costs, and recommendations.	Schedule of Findings, Questioned Costs, and Recommendations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	We compared the management letter attached in line item 050 of the ARQ to the hard copy management letter.	Management Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	We compared the corrective action plans attached in line items 051 and 052 of the ARQ to the hard copy corrective action plans.	Corrective Action Plans	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Independent Public Auditor Details

UII: 75987

Firm Name: Sample Institution

Employer Identification Number: 11-1111111

## Attesting Practitioner's Details

First Name: Sample

Middle Name:

Last Name: IPA

Title:

Phone Number:

Fax Number:

Email Address:

CANCEL

SUBMIT

## IPA Procedures screen

Once all procedures have been completed, click "Submit."

This opens the Submit Agreed Upon Procedures notice. Click “OK.”

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the chart below either for the purpose for which this report has been requested or for any other purpose. The procedures applied and our findings are presented in the chart below.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the electronic submission of certain information into LEAP. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development.

This report is intended solely for the information and use of the lender and the U.S. Department of Housing and Urban Development, and is not intended to be and should not be used by anyone other than these specified parties.

**Audit Procedures**

No.	Category	Procedures Applies	Agrees	Does Not Agree	No Such Document Issued
1	We compared the electronic FDT input in LEAP to the hard copy FDT provided as a supplemental schedule opined on in relation to the financial statements as a whole and attached in line item 040 of the Audit Related (FDT)				
2					
3					
4					

**Submit Agreed Upon Procedures**

**You are submitting your agreement or disagreement with the institution's financial reporting package.**

Select 'OK' to continue or 'Cancel' to return to the previous page.

OK Cancel

Independent

Firm Name: \_\_\_\_\_  
Employer Identification Number: \_\_\_\_\_

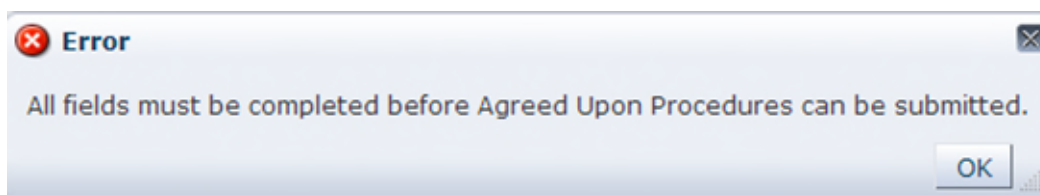
**Attesting Practitioner's Details**

Attesting Practitioner's First Name: \_\_\_\_\_  
Attesting Practitioner's Middle Name: \_\_\_\_\_  
Attesting Practitioner's Last Name: \_\_\_\_\_  
Attesting Practitioner's Title: \_\_\_\_\_  
Attesting Practitioner's Telephone Number: \_\_\_\_\_  
Attesting Practitioner's Email Address: \_\_\_\_\_  
Attesting Practitioner's Fax Number: \_\_\_\_\_

SUBMIT CANCEL

*IPA – Submit Agreed Upon Procedures pop-up*

If the IPA Attester does not complete all information on the Audit Procedures and clicks “Submit,” LEAP presents an Error Message to complete all fields.



*IPA Error pop-up*

An e-mail is sent to the Institution’s Administrative Contact stating whether the IPA attested to all procedures. If no issues were discovered, the Institution can submit the Recertification package to HUD (see section [7.2.6.4 – IPA Attests to an Institution Financials](#)). If issues were discovered, the Institution must correct and submit back to the IPA (see section [7.2.6.3 – IPA Does Not Attest to an Institution Financials](#)).

#### [7.2.6.3 IPA Does Not Attest to an Institution’s Financials](#)

If the IPA Attester selects “Does Not Agree” to any procedure, LEAP will send the Institution’s Administrative Contact an e-mail notifying the Institution that the IPA did not attest to their submission. The Institution will have to revise the information provided on the Audit Related Questions and/or Financial Data Entry form based on the information specific to that finding and resubmit for IPA Review.

#### [7.2.6.4 IPA Attests to an Institution’s Financials](#)

If the IPA Attester selects Agrees to all procedures, LEAP will send the Institution’s Administrative Contact an e-mail notifying the Institution that the IPA attests to their submission. The Institution Recertification Package is now available to the Institution to submit to HUD once all other sections of the package have been completed.

#### [7.2.7 Submit to HUD as Final](#)

Once all Recertification steps required for an Institution’s Lender Segment are complete, the “Submit” button next to Submit to HUD as Final on the Recertification Status screen is active. Click “Submit.”

## 31145-Sample Institution 4-Non-Supervised

Recertification Status : In Process

Package Fiscal Year: 12/31/2016

✓ Lender Data Verification

VIEW

✓ Certification

VIEW

✓ Audit Related Questions

VIEW

✓ Financial Data Entry

VIEW

✓ Payment

VIEW

✓ Independent Public Accountant's Agreed Upon Procedures

VIEW

Submit to HUD as Final

SUBMIT

*Recertification Status – Submit to HUD as Final functionality enabled*

A pop-up will appear asking for confirmation that the user wishes to submit the Recertification Package to HUD as final.

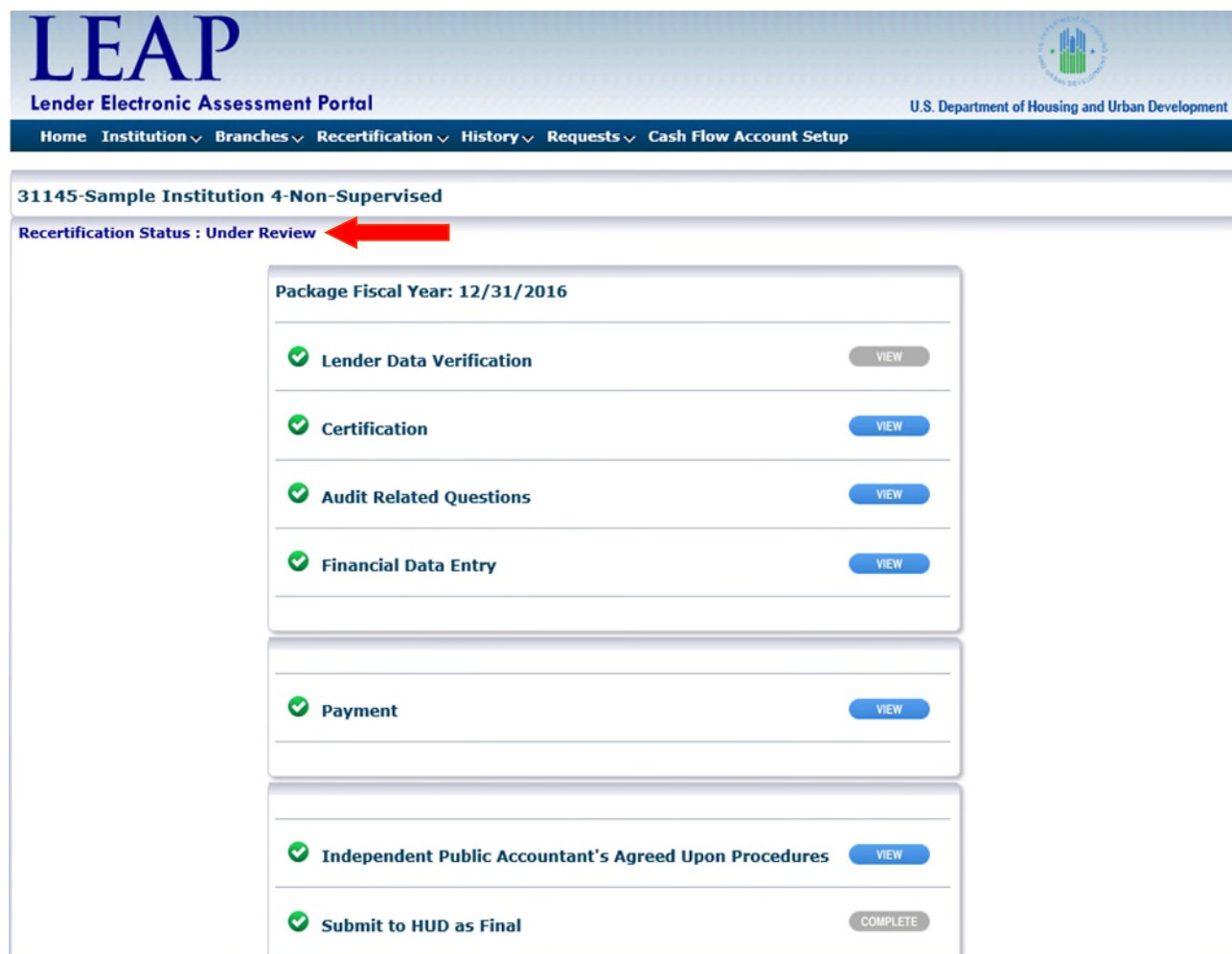
The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the logo "LEAP" is prominent, followed by "Lender Electronic Assessment Portal". The user is logged in as "LENDER IDMT00544 (MT0544)". The U.S. Department of Housing and Urban Development logo is also visible. A navigation bar includes links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the institution "12489-Sample Institution 2-Supervised Small" and the "Recertification Status : In Process". A modal pop-up titled "Submit Recertification Package as Final" is centered on the screen. The pop-up contains a certification statement: "By selecting 'Submit', I certify that to the best of my knowledge and belief, the information contained in this submission is accurate and complete for the specified period. This includes, but is not limited to: the Financial Data Entry items, Audit Related Questions (if applicable), Audited Financial Statements and Supplemental Information or unaudited regulatory report." Below this, it instructs the user to "Select 'OK' to continue or 'Cancel' to return to the previous page." The pop-up has "OK" and "Cancel" buttons. In the background, the "Payment" section is visible with a "VIEW" button, and the "Submit to HUD as Final" section has a "SUBMIT" button.

***Recertification Status – Confirm Submission as Final pop-up***

Click “OK” to submit the Recertification Package to HUD; or click “Cancel” to navigate the user back the Recertification Package to make any required updates before submitting the final Recertification Package to HUD.



The Recertification Status screen will refresh with an updated status for all Recertification steps. The Recertification Status is updated to “Under Review.”



**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

31145-Sample Institution 4-Non-Supervised

Recertification Status : Under Review

Package Fiscal Year: 12/31/2016

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
✓ Audit Related Questions	VIEW
✓ Financial Data Entry	VIEW
✓ Payment	VIEW
✓ Independent Public Accountant's Agreed Upon Procedures	VIEW
✓ Submit to HUD as Final	COMPLETE

*Recertification Status screen – Status of Under Review*

The Recertification package will now be reviewed by FHA. E-mails will be sent to the Institution’s Administrative Contact as the package is reviewed if additional action is required.

### 7.3 Resolving Deficiencies in Financials

If any portion of the Institution’s Recertification Package is deficient, an e-mail will be sent to the Institution’s Administrative Contact.

The Institution Summary screen will display a notice stating that FHA has found deficiencies on the Recertification Package.

To respond to deficiencies, navigate to “Submit Recertification” from the Recertification drop-down on the Menu Bar. On the Recertification Status screen, a red X will appear next to the section or sections requiring attention.

Click the “Edit” button next to the section with the red X.

**Recertification Status : In Process**

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
✗ Financial Data Entry	EDIT

✓ Payment	VIEW
-----------	------

Submit to HUD as Final	SUBMIT
------------------------	--------

*Recertification Status screen – Issue with Financial Data Entry*

At the top of the screen, a Deficiencies panel will be displayed with all deficiencies noted. The Deficiencies panel displays the Deficiency ID, Description of the deficiency, the OLAPC Proposed Resolution, and the Lender Resolution fields.

Click the “Resolve” button.

**Recertification - Financial Statements** RETURN v1.1

*Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.*

**Deficiencies**

Deficiency ID	Description	OLAPC Proposed Resolution	Lender Resolution
1-14LTE0	Insufficient Adjusted Net Worth	Provide documentation for net worth calculation.	
1-14LTE2	Insufficient Liquidity	Provide documentation for liquidity calculation.	

RESOLVE

**Financial Data Template**

**Financial Statement Upload**

*\* 1: Unaudited regulatory report (Call Report) signed by a corporate officer*

TX-SML-Mtg-Company-Description.pdf Update...

**Balance Sheet - Assets**

Line Item 100: Cash and Cash Equivalents	0
Line Item 101: Escrow deposit Cash	0
Line Item 102: Restricted Cash / Compensating Balances (section 2-6, chpt 2 handbook 4060.1)	0
Line Item 103: Trading Account Securities	0
Line Item 104: Net Mortgage Servicing Rights	0
Line Item 105: Other Real Estate Owned at Net Realizable Value	0
Line Item 106: Loans Held for Investment	0


***Recertification – Financial***

A pop-up will display all deficiencies. A comment must be entered in the Response field for each deficiency (required). Attachments may be added.

After adding attachments, indicate the deficiency associated with each attachment by clicking the “Deficiency ID” in the “Associated To” column. The same document can be associated with any or all deficiencies.

#### *Recertification – Financial*

*Attachments cannot be larger than 5MB per file.*

*To add more than one attachment, click .*

*To delete an attachment, click .*

Once complete, click “Save.”

After all deficiencies have been resolved, the Recertification Status screen will show all steps as complete. Click the “Submit to HUD as Final” button to resubmit the Recertification Package.

## 7.4 If FHA Rejects the Recertification Package

FHA may reject an Institution’s entire Recertification package due to noncompliance. When this occurs, the Institution must fill out a new Financial Data Entry and Audit Related Questions based on the Lender Segment. If the Institution is in the Non-Supervised, Supervised Large, or Investing segments then they must resubmit the Recertification Package to the IPA again for review and completion of the AUP.

## 7.5 Recertification Extension Request

Prior to an Institution's assigned Recertification package Due Date, the user may request an extension of that Due Date.

### 7.5.1 Submitting the Extension Request

From the Recertification drop-down on the Menu Bar, select "Recert Extension Request."

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is on the left, and navigation links (Home, Contact Us, Help, Logout) and a login status (Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)) are on the right. Below the header is a dark blue menu bar with options: Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The Recertification dropdown menu is open, showing two options: "Submit Recertification" and "Recert Extension Request", with a red arrow pointing to the latter. Below the menu bar, the page title "29208-AFFORDABLE MORTGAGE" is visible. A disclaimer text block follows, stating that the information collection requirements are approved by the OMB. The main content area is divided into four panels displaying institution details:

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

*Institution Summary – Request Extension Request drop-down highlighted*

This opens the Request screen, with the Request Type field automatically populated to Extension Request.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and the U.S. Department of Housing and Urban Development logo. A navigation bar contains links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as LENDER IDMT00644 (MT0644). The main content area is titled "12489-Sample Institution 2". Under the "Information" section, the "Request Type" is set to "Extension Request". Below this, instructions state: "Electronically submit written notification through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division." It also lists requirements: "The request must include the following: a detailed explanation of why the extension is requested, timeframe for the extension, and a point of contact for the lender." The "Details" section contains three input fields: "Recertification Due Date" (pre-filled with 03/31/2014), "Reason for Extension Request", and "Requestor Comments".

#### ***Requests – Extension request***

Enter information in the required fields. Provide any additional comments specific to this request. Once complete, click the “Submit” button.

*The Recertification Due Date is automatically set to thirty days after the current Due Date.*

*The extension request details will be visible on the Request History page as well on the Institution Summary.*

Once the request is approved or rejected by FHA, the Institution’s Administrative Contact will receive an e-mail notification. This information will also be provided in the Notices section of the Institution Summary screen. If approved, the Recertification Due Date will show the new date on the Institution Summary screen.



## 8. History Screens

## 8. History Screens

Payment, Correspondence, and Recertification History can be viewed by selecting the History drop-down on the Menu Bar. All History screens are read-only views of all transactions.

Home | Contact Us | Help | Logout  
Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

29208-AFFORDABLE MORTGAGE ADVISORS L

Payment History

Correspondence History

Recertification History

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208

Insurance Type: Title 2

Mortgagee Type: Loan Correspondent

Supervising Agency: Other (HUD Supervised)

Tax ID: 20-1830388

NMLS ID: 139164

UEI Number: HVFCF2UEYYV4

UEI Registration Status: Active

UEI Expiration Date: 02/16/2024

Fiscal Year End Date: December 31

Recertification Due Date:

Last Recertification Date:

Last Payment Received Date:

Total Active Branches: 0

Functions Authorized to Perform:

Authorized For:

Page 107

## 8.1 Payment History

An Institution's payment history can be viewed by selecting "Payment History" from the History drop-down on the Menu Bar.

The Payment History page will show any Pay.gov payments required or made by the Institution. Lenders will be able to submit rejected recertification payments from this page.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is prominent, with the text "Lender Electronic Assessment Portal" below it. The U.S. Department of Housing and Urban Development logo is also visible. A navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as LENDER IDMT00625 (mt0625). The main content area shows the "Payment History" for "16936-Sample Institution 3". A table lists three payments with columns for #, ID Number, Branch ID, Branch Approval Date, Date Paid, Fee Type, PAY.GOV Tracking ID, Amount, and Status. The first two payments are "Paid - Confirmed" for \$300.00, and the third is "Rejected" for \$300.00. Below the table, the "Payment Details" section shows a fee calculation of 300, an amount due of \$300.00, and Pay.gov receipt information.

#	ID Number	Branch ID	Branch Approval Date	Date Paid	Fee Type	PAY.GOV Tracking ID	Amount	Status
1	1-91041117			09/30/2014	Branch	25HPHCQQ	\$300.00	Paid - Confirmed
2	1-91047277			09/30/2014	Branch	25HPHEL6	\$300.00	Paid - Confirmed
3	1-73176430	1693600332	06/01/2014	05/29/2014	Branch		\$300.00	Rejected

**Payment Details**

Fee Calculation: Branch Fee: 300

Amount Due: \$300.00

Pay.Gov Receipt Number: 25HPHCQQ

Pay.Gov Receipt Date: 09/30/2014

*Payment History screen*

## 8.1 Resubmitting Rejected Payments

Rejected Payments can be resubmitted from the Payment History Screen. To resubmit a rejected payment, first select the payment to be resubmitted from the Payment History list. Enter data in each required field (\*) in the Resubmit Payment form and click the "Submit" button. A Payment Confirmation screen with a Pay.gov receipt number will be displayed.

# LEAP

Lender Electronic Assessment Portal

[Home](#) | [Contact Us](#) | [Help](#) | [Logout](#)  
 Logged in as: LENDER IDMT00625 (mt0625)

[Home](#) | [Institution](#) | [Branches](#) | [Recertification](#) | [History](#) | [Requests](#) | [Cash Flow Account Setup](#)

**16936-Sample Institution 3**

**Payment History**

#	ID Number	Branch ID	Branch Approval Date	Date Paid	Fee Type	PAY.GOV Tracking ID	Amount	Status
1	1-91041117			09/30/2014	Branch	25HPHCQQ	\$300.00	Paid - Confirmed
2	1-91047277			09/30/2014	Branch	25HPHEL6	\$300.00	Paid - Confirmed
3	1-73176430	1693600332	06/01/2014	05/29/2014	Branch		\$300.00	Rejected

**Resubmit Payment**

Fee Calculation: Title 2 Branch Fee: 300

Amount Due: \$300.00

\* Bank Routing Number:

\* Bank Account Number:

\* Account Type:

CANCEL
SUBMIT

*Payment History screen*

*Pay.gov requires a 48-hour processing time to clear payment.*

## 8.2 Correspondence History

An Institution's correspondence history can be viewed by selecting Correspondence History from the History drop-down on the Menu Bar.

The Correspondence History page will show any correspondence between LEAP and the Institution.

# LEAP

Lender Electronic Assessment Portal

[Home](#) | [Contact Us](#) | [Help](#) | [Logout](#)  
 Logged in as: LENDER IDMT00644 (MT0644)

[Home](#) | [Institution](#) | [Branches](#) | [Recertification](#) | [History](#) | [Requests](#) | [Cash Flow Account Setup](#)

**12489-Sample Institution 2**

**Correspondence History**

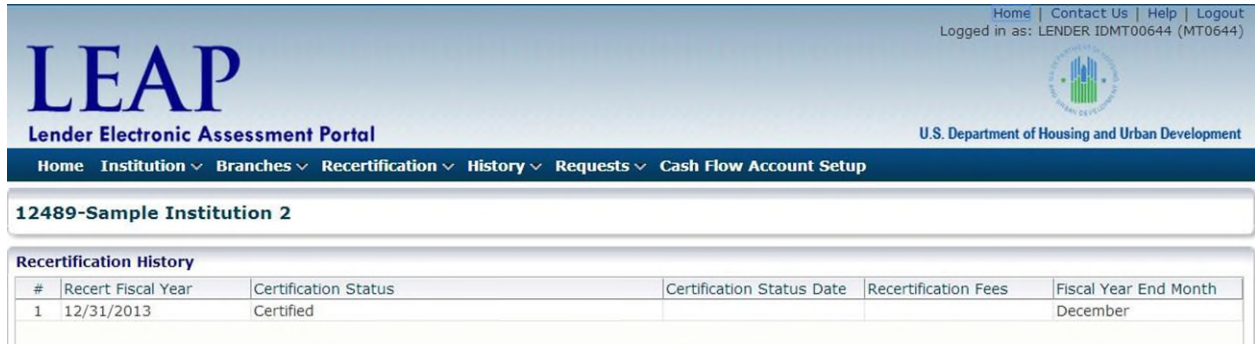
#	Date Sent	Subject
1		LEAP Affiliation Withdrawn Agent Email
2		Invalid Address Change Request Email
3	04/15/2014	Recertification 90 Day Notice - Supervised

*Correspondence History screen*

## 8.3 Recertification History Screen

An Institution's Recertification history can be viewed by selecting "Recertification History" from the History drop-down on the Menu Bar.

The Recertification History page will show relevant status and dates associated with the Institution's LEAP Recertification history. LEAP does not provide details or documents from past Recertification packages.



The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and Logout. Below this, the LEAP logo is displayed, followed by the text "Lender Electronic Assessment Portal". To the right, it says "U.S. Department of Housing and Urban Development". A dark blue menu bar contains the following items: Home, Institution (with a dropdown arrow), Branches (with a dropdown arrow), Recertification (with a dropdown arrow), History (with a dropdown arrow), Requests (with a dropdown arrow), and Cash Flow Account Setup. Below the menu bar, a white box displays "12489-Sample Institution 2". Underneath this, a section titled "Recertification History" contains a table with the following data:

#	Recert Fiscal Year	Certification Status	Certification Status Date	Recertification Fees	Fiscal Year End Month
1	12/31/2013	Certified			December

*Recertification History screen*







## 9. Requests

## 9. Requests

Requests can be submitted via the Requests drop-down on the Menu Bar. Requests should only be submitted when the Institution is unable to directly make the change in LEAP.

The following requests can be submitted in LEAP:

- Add Insurance Authority
- Asset Purchase
- Credit Watch Reinstatement
- Extension Request (see section [7.5 Recertification Extension](#))
- Lender Org Change:
  - Ad Hoc
  - Add Institution DBA
  - Branch Address State Change
  - Branch Address Verification
  - Change Branch Insurance Type
  - Convert Mortgagee Type
  - Fiscal Year End Change
  - Geo Address State Change
  - Inst. Address Verification
  - Name Change
  - New Corporate Officer
- Merger or Acquisition (see section [11. Merger, Acquisition, or Purchase](#)11 – Merger, Acquisition or Purchase)
  - Merger
  - Acquisition
  - Purchase
- Voluntary Withdrawal (see section [13. Voluntary Withdrawal](#) from the FHA Program).

To submit a request, click the Requests drop-down and select “Create New Request.”



### Requests screen

*Based on the type of request selected, the details section will change to display instructions and requirements specific to that request type, including any required attachments. For example, an extension requests and a voluntary withdrawal both require supporting documentation.*

## 9.1 Submitting a Request to FHA

In the example below, the user is submitting a request to add a New Corporate Officer, but the general steps are used to submit any Request Type.

Select “Lender Org Change” and “New Corporate Officer” from the Request Type and Sub-Type fields, respectively. Once selected, the requirements for this request are displayed below the Request Sub-Type field.

*Requests screen – Lender Org Change, New Corporate Officer*

In the Details panel, complete all required fields which include First Name, Last Name, Title, Officer Type, Email address, and SSN. Finally, complete the POC First Name, POC Last Name, POC Phone Number, POC Email address and Requestor Comments fields.


The Officer Type allows a lender to select Corporate Officer or Officer in Charge while adding the new personnel. When lender submits the request to add the new Officer in Charge through this page, the existing Officer in Charge (if any) will be automatically switched to Corporate Officer and the new Officer in Charge will be added when the request is approved.

The Requestor Comments box can be used to add further directions to provide further information which can help identify the reasons of this change.

To add any required attachments, select the file and attach the request.

### *Requests – Add New Corporate Officer*

*Attachments cannot be larger than 5MB per file.*

*To add more than one attachment, click .*

*To delete an attachment, click .*

Click “Submit.” This opens the Request History screen, displaying a summary of the submitted request.

Home

Contact Us

Help

Logout

Logged in as: LENDER IDMT00940 (MT0940)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home

Institution ▾

Branches ▾

Recertification ▾

History ▾

Requests ▾

Cash Flow Account Setup

Request History

#	Request Open Date	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	04/28/2014 10:03:33	Lender Org Change	New Corporate Officer	04/28/2014	Open	

*Request History screen*



When a Request is approved or rejected by FHA, the Institution's Administrative Contact will receive an e-mail notification. This information also will display in the Notices section of the Institution Summary screen.

NOTE: The request to add a New Corporate Officer or Officer In Charge, can also be submitted from Institution tab (see section [5.5 Corporate Personnel](#)).

## 9.2 Responding with Additional Information

If FHA requires additional information to complete their review of a request, the Institution's Administrative Contact will receive an e-mail notification.

Provide the information by clicking on "View/Edit Submitted Requests" in the Requests drop-down from the Menu Bar. The request's status will be displayed as Request Additional Information.

Select the request by clicking on that request's row. The bottom of the screen displays the request details and allows the user to enter information in the fields and upload additional attachments. If FHA recommends a particular resolution, it will appear in the Issue Resolution field.

**LEAP**  
Lender Electronic Assessment Portal  
U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

**19874-TEST LENDER**

**Request History**

#	Request Open Date	Request Type	Request Sub-Type	Status Date	Status	Requestor Comments
1	03/31/2021 16:44:44	Lender Org Change	New Corporate Officer	04/01/2021	Request Additional Information	Tesssss
2	03/31/2021 16:44:31	Lender Org Change	New Corporate Officer	03/31/2021	Approved	hey
3	03/31/2021 16:43:02	Lender Org Change	New Corporate Officer	03/31/2021	Approved	Test
4	03/31/2021 17:45:52	Lender Org Change	New Corporate Officer	03/31/2021	Open	test
5	03/31/2021 17:42:51	Lender Org Change	New Corporate Officer	03/31/2021	Open	test
6	03/31/2021 17:38:19	Lender Org Change	New Corporate Officer	03/31/2021	Open	q
7	03/31/2021 17:38:12	Lender Org Change	New Corporate Officer	03/31/2021	Approved	Test

**Request**

**Information**

Request Type: Lender Org Change  
Request Sub-Type: New Corporate Officer

The "New Corporate Officer" request type may be used to add new officers and remove/edit existing officers in a single request. To remove/edit existing officers without adding new officers, please submit an "Ad hoc" request.

Electronically submit written notification through this system on company letterhead, dated and signed by a Corporate Officer with the FHA Lender ID Number, to the attention of the Division Director of the Lender Approval and Recertification Division. FHA may require additional information prior to completing the change.

A. Non-Supervised and Investing lenders must provide the following information:

- name, title and social security number for each new corporate officer or principal owner
- designation as full-time officer or certifying official (authority to complete the annual certification)
- resume covering at least the previous seven years of employment
- Residential Mortgage Credit Report (RMCR) or a bi-merged credit report for each new officer/owner
- explanation for all negative items disclosed by any credit agency (if applicable)
- a point of contact for the lender

B. Supervised and Government lenders adding a corporate officer must provide:

- name, title and social security number for each new corporate officer
- designation as full-time officer or certifying official (authority to complete the annual certification)
- resume covering at least the previous seven years of employment
- a point of contact for the lender

C. Lenders removing/editing existing officers or owners must also provide:

- name and title of individual(s) being removed or for whom information will be edited
- effective date of removal (if applicable)
- documentation explaining the removal or information edit
- a point of contact for the lender

Status: Request Additional Information  
Issue Resolution

**Details**

\* First Name: Strawberry  
Middle Initial:   
\* Last Name: Shortcake  
\* Title: Director  
\* Officer Type: Officer In Charge  
\* SSN: \*\*\*\*-\*\*-\*\*\*\*  
Requestor Comments: Tesssss

Request History screen

Enter the additional information requested and add any attachments. Click “Submit.” FHA will review the information and approve or reject the request.



## **10. Cash Flow Account Setup**

## 10. Cash Flow Account Setup

Each Institution must use Cash Flow Account Setup in LEAP to identify bank account information for the following payment types:

HUD Program	Payment Type
<b>Title I</b>	Single Family Upfront Premiums
<b>Title I</b>	Single Family Periodic (Annual) Premiums
<b>Title II</b>	Single Family Upfront Premiums
<b>Title II</b>	Single Family Periodic (Monthly) Premiums
<b>Title II</b>	Single Family Claim Remittance Amounts

An Institution User can add, edit, or remove cash flow account information in the Cash Flow Account Setup section. The user must have the Cash Flow Account Setup role in FHA Connection. The Institution's FHA Connection Application Coordinator must grant this role to the appropriate user(s).

Account information provided through Cash Flow Account Setup is encrypted and stored in a database with access limited to authorized support personnel. All bank account data is only stored in HUD databases, and the payment information is transmitted securely from HUD to the Pay.gov system for collection processing.

## 10.1 Adding a Cash Flow Account

To add a cash flow account, select “Cash Flow Account Setup” from the Menu Bar.

LEAP  
Lender Electronic Assessment Portal

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ **Cash Flow Account Setup** EFT Account Setup

29208-AFFORDABLE MORTGAGE ADVISORS LLC

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

*Institution Summary – Cash Flow Account Setup screen*

Select the appropriate Branch for which the Cash Flow Account will be added by selecting a Branch from the “Select a Branch” drop-down field list.

LEAP  
Lender Electronic Assessment Portal

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ **Cash Flow Account Setup**

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active

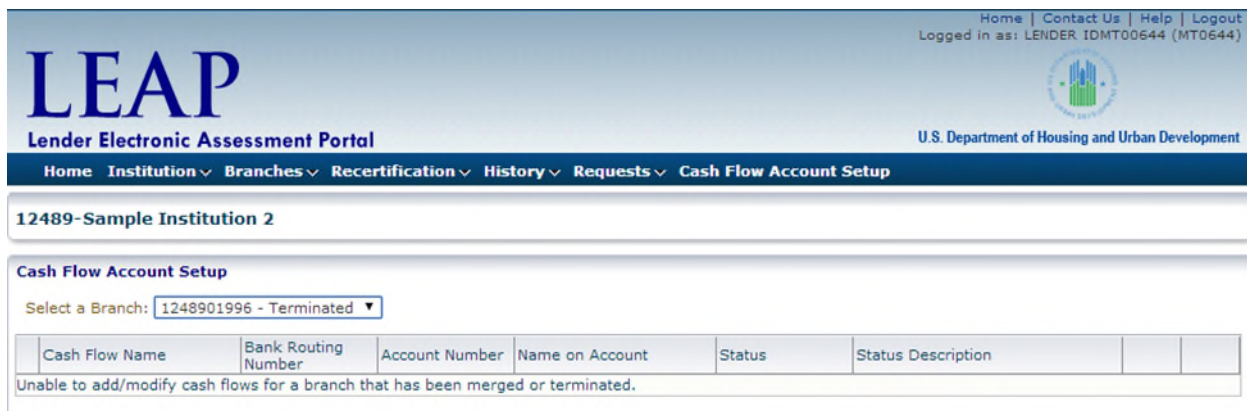
Cash Flow Name	Account Number	Name on Account	Status	Status Description
The selected branch	1248900013 - Active			
	1248901019 - Active			
	1248901110 - Active			
	1248902008 - Active			
	1248902014 - Active			
	1248901127 - Active			
	1248901146 - Active			
	1248901996 - Terminated			
	1248901060 - Terminated			

U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410  
TEST(Build #TC\_3.0.25\_04152014)

*Cash Flow Account Setup*



A cash flow account can only be added to an active Branch. If the user selects a terminated branch from the Select a Branch drop-down, the following error is displayed.



Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

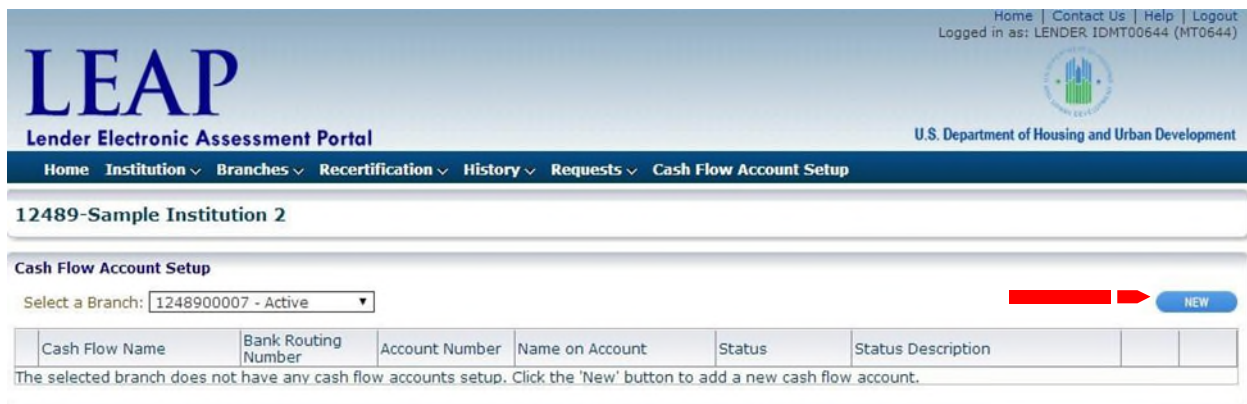
**Cash Flow Account Setup**

Select a Branch: 1248901996 - Terminated ▾

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Unable to add/modify cash flows for a branch that has been merged or terminated.							

*Cash Flow Account Setup screen*

Select an active branch from the Select a Branch drop-down and click “New.”



Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Cash Flow Account Setup**

Select a Branch: 1248900007 - Active ▾

**NEW**

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
The selected branch does not have any cash flow accounts setup. Click the 'New' button to add a new cash flow account.							

*Cash Flow Account Setup screen*

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”

The screenshot displays the LEAP (Lender Electronic Assessment) interface. At the top, the LEAP logo and "Lender Electronic Assessment" text are visible. The navigation bar includes "Home", "Institution", and "Branches". The main content area shows "12489-Sample Institution 2" and "Cash Flow Account Setup". A "Select a Branch" dropdown is set to "1248900007 - Active". Below this, there are fields for "Cash Flow Name" and "Bank Routing Number", with a message stating "The selected branch does not have an account".

Overlaid on the screen is a pop-up window titled "ACH Debit Authorization Notice" with the subtitle "Authorization and Disclosure--Consumers and Businesses". The notice text reads: "As used in this document, 'we' or 'us' refers to the Department of Housing and Urban Development (HUD). 'You' refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction." It is divided into two sections: "I. Consumers" and "A. Authorization". The "A. Authorization" section contains the text: "You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford us a reasonable opportunity to act on it, or unless otherwise terminated for any reason by us." Below this is "B. Disclosure", which states: "In case of errors or questions about a transaction, immediately contact us directly. ALL QUESTIONS ABOUT TRANSACTIONS MUST BE DIRECTED TO US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days. Our business days are Monday through Friday, and some holidays are not included. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your financial institution account within 10 business days for the amount you think is in error so that you will have the use of the money during the investigation." At the bottom of the pop-up, there is a checkbox labeled "I agree with the above authorization and disclosure statements" which is currently unchecked. To the left of this checkbox, a red arrow points to it. The pop-up also includes "OK" and "Cancel" buttons.

*ACH Debit Authorization Notice pop-up*

This opens the Cash Flow Account Details screen to complete the required information.

Choose the appropriate payment type in the Cash Flow Name field, enter all required bank account, and contact information, and click “Next.”

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a header with the LEAP logo, navigation links (Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup), and user information (Logged in as: LENDER IDMT00644 (MT0644)). Below the header, the page title is "12489-Sample Institution 2". The main section is titled "Cash Flow Account Setup". It contains three sub-sections: "Cash Flow Details", "Primary Contact Information", and "Alternate Contact Information". The "Cash Flow Details" section includes fields for Branch Office ID (1248900007), Cash Flow Name (Single Family Claim Remittance), Bank Routing Number (041201936), Account Number (99592248), Re-enter Account Number (99592248), Bank Account Type (Business Checking), and Name on Account (Sample Account). The "Primary Contact Information" section includes fields for First Name (Sample), Last Name (Contact), Email Address (leapautobulk@gmail.com), and Phone Number ((111) 222-3333). The "Alternate Contact Information" section includes fields for First Name, Last Name, Email Address, and Phone Number. At the bottom of the form, there are three buttons: CANCEL, RESET, and NEXT.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

**Cash Flow Details**

Branch Office ID: 1248900007

\* Cash Flow Name: Single Family Claim Remittance

\* Bank Routing Number: 041201936

\* Account Number: 99592248

\* Re-enter Account Number: 99592248

\* Bank Account Type: Business Checking

\* Name on Account: Sample Account

**Primary Contact Information**

\* First Name: Sample

\* Last Name: Contact

\* Email Address: leapautobulk@gmail.com

\* Phone Number: (111) 222-3333

**Alternate Contact Information**

First Name:

Last Name:

Email Address:


Phone Number:


CANCEL RESET NEXT

Cash Flow Account Details screen

A note will appear on-screen warning that once submitted, a request to Pay.gov will be sent for prenote processing to validate the account information. Click “Submit.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

  
U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

**Cash Flow Details**  
Branch Office ID: 1248900007  
Cash Flow Name: Single Family Claim Remittance  
Bank Routing Number: 041201936  
Account Number: 99592248  
Re-enter Account Number: 99592248  
Bank Account Type: Business Checking  
Name on Account: Sample Account

**Primary Contact Information**  
First Name: Sample  
Last Name: Contact  
Email Address: leapautobulk@gmail.com  
Phone Number: (111) 222-3333

**Alternate Contact Information**  
First Name:  
Last Name:  
Email Address:  
Phone Number:

Note: Once you submit the information, a prenote request will be sent to Pay.Gov with the bank account details to verify its correctness and the ability of HUD to perform electronic ACH withdrawals from this account.

CANCEL

BACK

SUBMIT

*Cash Flow Account Details – Submit*

This opens the Cash Flow Account Setup Confirmation Page.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Cash Flow Account Setup**

**Cash Flow Details**

Branch Office ID: 1248900007  
Cash Flow Name: Single Family Claim Remittance  
Bank Routing Number: 041201936  
Account Number: 99592248  
Bank Account Type: Business Checking  
Name on Account: Sample Account  
Date of Transaction: 04/16/2014 10:55:46

Account information successfully saved. Please check back periodically for the next 8 calendar days for updates to this cash flow status. If no errors are reported this account will be made active on 04/24/2014.

MAIN

### Cash Flow Account Setup Confirmation

Refer back to this page periodically over the next eight calendar days to view the updated status of the Cash Flow Account. To view this page, click “Cash Flow Account Setup” from the Menu Bar, and select the branch for which the new Cash Flow Account was added. This will open a description of the status of the new account.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Cash Flow Account Setup**

Select a Branch: 1248900007 - Active NEW

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description	
Single Family Claim Remittance	041201936	xxxx2248	Sample Account	Prenote Initiated	The prenote was initiated on 05/07/2014 and will become active on 05/15/2014	Delete

Primary Contact Name: Sample Cont  
Email Address: leapautobulk@gmail.com  
Phone Number: (111) 222-3333  
Alternate Contact Name:  
Email Address:  
Phone Number:

### Cash Flow Account Setup



## 10.2 Editing a Cash Flow Account

To edit a Cash Flow Account, select the relevant branch from the Cash Flow Account Setup screen and click “Edit.”

LEAP  
Lender Electronic Assessment Portal  
U.S. Department of Housing and Urban Development

Home | Institution | Branches | Recertification | History | Requests | Cash Flow Account Setup

Cash Flow Account Setup

Select a Branch: 9412400005 - Active

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Single Family Claim Remittance	041201936	xxxxxx9999	hilghl	Active			Edit Delete

Primary Contact Name: luh  
Email Address: asdfdw@asdf.com  
Phone Number: (222) 333-2323  
Alternate Contact Name:  
Email Address:  
Phone Number:

### Cash Flow Account Setup

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”

LEAP  
Lender Electronic Assessment Portal  
U.S. Department of Housing and Urban Development

Home | Institution | Branches | Recertification | History | Requests | Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active

Cash Flow Name	Bank Routing Number
Single Family Claim Remittance	041201936

Primary Contact Name:  
Email Address:  
Phone Number:  
Alternate Contact Name:  
Email Address:  
Phone Number:

U.S. Department of Housing and Urban Development

**ACH Debit Authorization Notice**  
Authorization and Disclosure--Consumers and Businesses

As used in this document, "we" or "us" refers to the Department of Housing and Urban Development (HUD). "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford us a reasonable opportunity to act on it, or unless otherwise terminated for any reason by us.

B. Disclosure

In case of errors or questions about a transaction, immediately contact us directly. ALL QUESTIONS ABOUT TRANSACTIONS MUST BE DIRECTED TO US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days. Our business days are Monday through Friday, and some holidays are not included. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your financial institution account within 10 business days for the amount of the error.

☐ I agree with the above authorization and disclosure statements

OK Cancel

### ACH Debit Authorization Notice pop-up



This opens the Cash Flow Account Setup screen. Edit information in the appropriate field(s) and click “Next.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00043 (MT0043)

# LEAP

## Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

### Cash Flow Account Setup

#### Cash Flow Details

Branch Office ID: 9412400005

\* Cash Flow Name: Single Family Claim Remittance ▾

\* Bank Routing Number: 041201936

\* Account Number: 999999999

\* Re-enter Account Number: 999999999

\* Bank Account Type: Business Checking ▾

\* Name on Account: hilghl

#### Primary Contact Information

\* First Name: l

\* Last Name: uih

\* Email Address: asdfdw@asdf.com

\* Phone Number: (222) 333-2323

#### Alternate Contact Information

First Name:

Last Name:

Email Address:

Phone Number:

CANCEL

RESET


NEXT ▾

*Cash Flow Account Setup*

A note will appear on-screen, warning that once submitted a request to Pay.gov is sent for prenote processing to validate the account information. Click “Submit.”

# LEAP

Lender Electronic Assessment Portal



U.S. Department of Housing and Urban Development

[Home](#) [Institution](#) [Branches](#) [Recertification](#) [History](#) [Requests](#) [Cash Flow Account Setup](#)

## Cash Flow Account Setup

### Cash Flow Details

Branch Office ID: 9412400005  
Cash Flow Name: Single Family Claim Remittance  
Bank Routing Number: 041201936  
Account Number: 999999999  
Re-enter Account Number: 999999999  
Bank Account Type: Business Checking  
Name on Account: hilghl

### Primary Contact Information

First Name: I  
Last Name: uih  
Email Address: asdfdw@asdf.com  
Phone Number: (222) 333-2323

### Alternate Contact Information

First Name:  
Last Name:  
Email Address:  
Phone Number:

Note: Once you submit the information, a prenote request will be sent to Pay.Gov with the bank account details to verify its correctness and the ability of HUD to perform electronic ACH withdrawals from this account.

[CANCEL](#) [BACK](#) [SUBMIT](#)

***Cash Flow Account Setup –  
Submit***

This opens the Cash Flow Account Setup Confirmation screen, confirming the successful edits.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the LEAP logo is on the left, and navigation links (Home, Contact Us, Help, Logout) and user information (Logged in as: LENDER IDMT00043 (MT0043)) are on the right. Below the header is a dark blue navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "Cash Flow Account Setup" and contains a "Cash Flow Details" section with the following information:

- Branch Office ID: 9412400005
- Cash Flow Name: Single Family Claim Remittance
- Bank Routing Number: 041201936
- Account Number: 999999999
- Bank Account Type: Business Checking
- Name on Account: hilghl
- Date of Transaction: 05/12/2014 15:23:09

Below the details, a message states "Cashflow has been updated successfully". A "MAIN" button is located at the bottom right of the main content area.

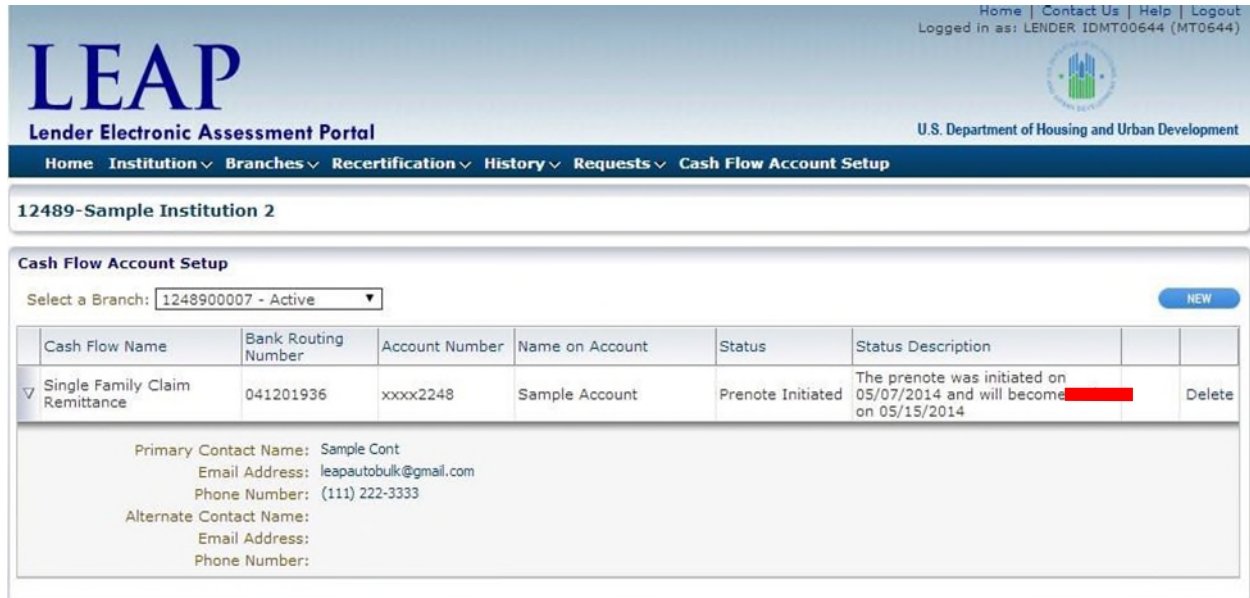
*Cash Flow Account Setup Confirmation*

*If banking information is updated, an eight-calendar-day prenote test with Pay.gov is required for the new account setup. During this prenote period, two accounts will temporarily reside in Cash Flow Account Setup for the same business area. The existing account will have the status of Active/Pending update and the new account will have the status of Prenote in process. Payments during this prenote period for this business area will be made using the existing (Active/Pending Update) cash flow account until the prenote is successfully completed.*

*If only contact information is updated, a prenote test is not performed and the account setup remains Active.*

## 10.3 Deleting a Cash Flow Account

To delete a Cash Flow Account, select the relevant branch from the Cash Flow Account Setup screen and click “Delete.”



Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active NEW

	Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
▽	Single Family Claim Remittance	041201936	xxxx2248	Sample Account	Prenote Initiated	The prenote was initiated on 05/07/2014 and will become [REDACTED] on 05/15/2014		Delete

Primary Contact Name: Sample Cont  
Email Address: leapautobulk@gmail.com  
Phone Number: (111) 222-3333  
Alternate Contact Name:  
Email Address:  
Phone Number:

*Cash Flow Account Setup*

*Active Cash Flow Accounts cannot be deleted. When a new Cash Flow Account is created the older Cash Flow Account will be deleted once the new account becomes active.*

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”

The screenshot shows the LEAP (Lender Electronic Assessment) interface. The background page is titled "LEAP Lender Electronic Assessment" and includes navigation links like "Home", "Institution", and "Branches". It displays "12489-Sample Institution 2" and a "Cash Flow Account Setup" section with a table for "Cash Flow Name" and "Bank Number". A "Select a Branch" dropdown is set to "1248900007 - Act".

Overlaid on this is a modal window titled "ACH Debit Authorization Notice". The notice text states: "As used in this document, 'we' or 'us' refers to the Department of Housing and Urban Development (HUD). 'You' refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction." It is divided into two sections: "I. Consumers" and "A. Authorization", which contains the acknowledgment text. Section "B. Disclosure" contains information about error resolution and a 45-day investigation period.

At the bottom of the modal, there is a checkbox labeled "I agree with the above authorization and disclosure statements" which is currently unchecked. To the right of the checkbox are "OK" and "Cancel" buttons.

*ACH Debit Authorization Notice pop-up*

The Cash Flow Account Setup screen reopens asking to confirm the deletion, stating that the Institution will be unable to make payments from this Cash Flow Account, and that reentering account information initiates a new prenote test (requiring eight calendar days). To delete, click “Delete.”

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and navigation links: Home, Contact Us, Help, and Logout. Below the header, a blue navigation bar contains links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area displays "12489-Sample Institution 2" and "Cash Flow Account Setup". Under "Cash Flow Details", the following information is listed: Branch Office ID: 1248900007, Cash Flow Name: Single Family Claim Remittance, Bank Routing Number: 041201936, and Account Number: 99592248. A confirmation message asks, "Are you sure you want to delete this cash flow account setup?" and states, "You will be unable to make payments from this cash flow account if this information is deleted. Re-entering the account information initiates a new prenote test (requiring eight calendar days)." At the bottom, there are two buttons: a red "CANCEL" button and a blue "DELETE" button.

*Cash Flow Account Setup*

A confirmation page will appear, stating that the Cash Flow Account has been successfully deleted.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and navigation links: Home, Contact Us, Help, and Logout. Below the header, a blue navigation bar contains links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area displays "12489-Sample Institution 2" and "Cash Flow Account Setup". Under "Cash Flow Details", the following information is listed: Branch Office ID: 1248900007, Cash Flow Name: Single Family Claim Remittance, and Date of Deletion: 05/07/2014 12:19:13. A confirmation message states, "The cash flow Single Family Claim Remittance has been successfully deleted for lender 1248900007." At the bottom, there is a blue "MAIN" button.

*Cash Flow Account Setup Confirmation*





## **11. Merger, Acquisition, or Purchase**

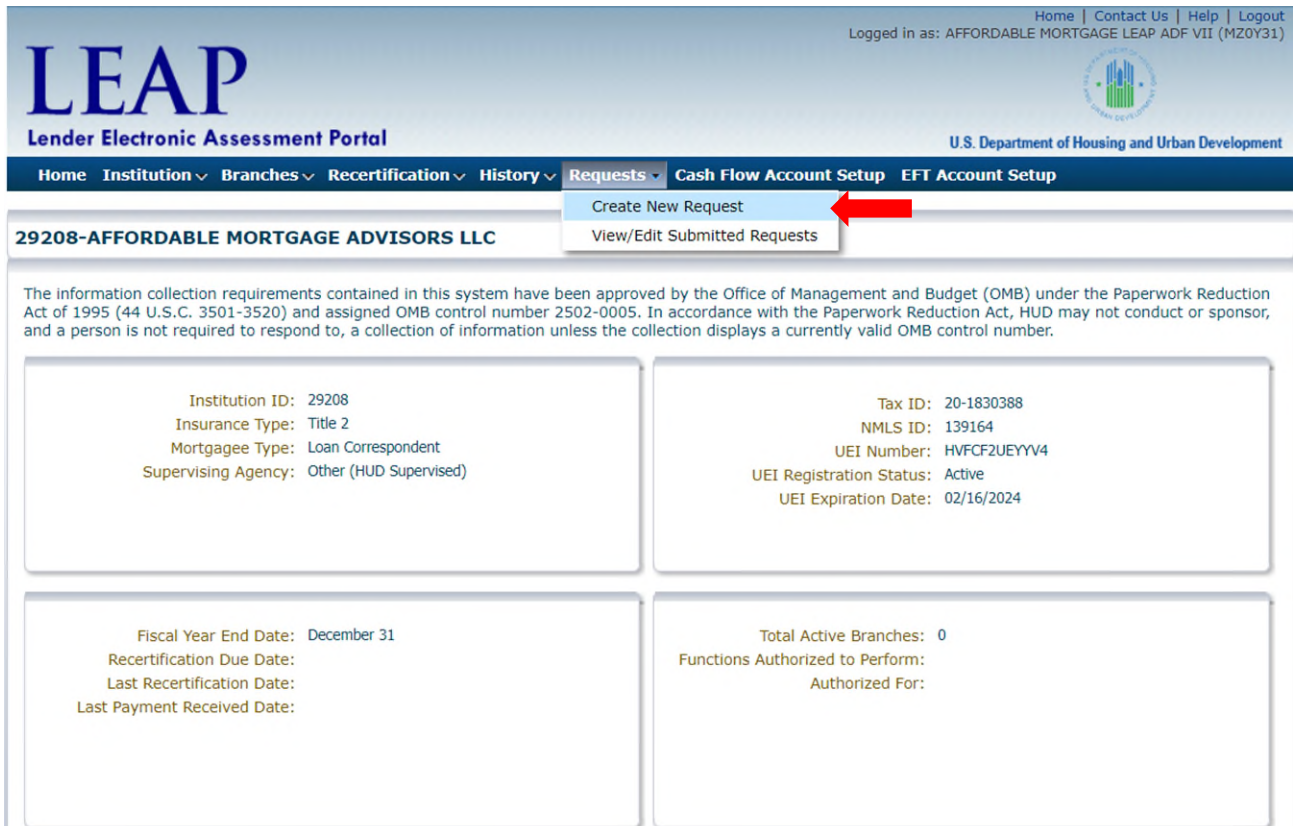
## 11. Merger, Acquisition, or Purchase

When an FHA-approved Institution merges with, acquires, or purchases another FHA-approved Institution, LEAP facilitates the process by allowing the surviving Institution to submit all required details and documents to FHA for review. LEAP allows the surviving Institution to designate which branches will transfer from the non-surviving Institution and automatically transfers those branches to the surviving Institution upon completion of the merger.

*To notify FHA of any transaction involving an entity that is not FHA-approved, submit an Ad Hoc request in LEAP and include all relevant details and documents.*

A user from the surviving Institution must initiate the process for a merger, acquisition, or purchase by submitting a Request in LEAP. To begin, click “Create New Request” from the Requests drop-down on the Menu Bar. The user must have access to Notice of Material events to initiate a merger request.

Once FHA has approved the merger, acquisition, or purchase, the non-surviving entity will be terminated, and the approval status will be changed to “Merged”. The branches selected for transfer will be approved under the surviving institution and issued new FHA ID numbers. The remaining branches will be terminated.



The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is prominent, along with navigation links for Home, Contact Us, Help, and Logout. The user is logged in as AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31). The main navigation bar includes Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The 'Requests' menu is expanded, showing 'Create New Request' and 'View/Edit Submitted Requests'. A red arrow points to the 'Create New Request' option. Below the navigation bar, the institution name '29208-AFFORDABLE MORTGAGE ADVISORS LLC' is displayed. A disclaimer about information collection requirements is provided. The main content area is divided into four sections: Institution ID (29208), Insurance Type (Title 2), Mortgagee Type (Loan Correspondent), Supervising Agency (Other (HUD Supervised)), Tax ID (20-1830388), NMLS ID (139164), UEI Number (HVFCF2UEYV4), UEI Registration Status (Active), UEI Expiration Date (02/16/2024), Fiscal Year End Date (December 31), Recertification Due Date, Last Recertification Date, Last Payment Received Date, Total Active Branches (0), Functions Authorized to Perform, and Authorized For.

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

*Institution Summary – Requests drop-down highlighted*

Select a Request Type of “Merger or Acquisition” and a Sub-Type of “Merger, Acquisition, or Purchase.” The Sub-Type is for informational purposes.

The following example is a Merger, but all process steps are identical regardless of Sub-Type.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

## Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Information**  
\* Request Type   
\* Request Sub Type

**Details**  
Enter the information for the institution being merged.  
\* Lender ID   
\* Lender Name   
\* Merger Completion Date   
Requestor Comments

**Attachments**  
Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.  
Attachment-0  No file chosen

*Merger or Acquisition Request*

On the Request screen, enter the Lender ID (five digit), and Lender Name of the non-surviving Institution, as well as the proposed Merger Completion Date and any Requestor Comments in the Details section.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and navigation links: Home, Contact Us, Help, and Logout. A user is logged in as "LENDER IDMT00644 (MT0644)". Below the header is a dark blue navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2". It contains three sections: "Information", "Details", and "Attachments". In the "Information" section, "Request Type" is set to "Merger or Acquisition" and "Request Sub Type" is set to "Merger". The "Details" section has a heading "Enter the information for the institution being merged." and contains fields for "Lender ID" (12345), "Lender Name" (Sample Merger), "Merger Completion Date" (4/1/2014), and "Requestor Comments" (Sample comments.). The "Attachments" section includes a note: "Maximum file size per file is 5MB. Please note, large attachments may take in excess of 30 seconds to load." and a file upload area for "Attachment-0" with a "Choose File" button and a "No file chosen" status.

#### *Merger or Acquisition Request Details*

To add any required attachments, select the file and attach to the request.

Click "Submit." This opens the Request History screen to review the details of the request.

## 11.1 Transferring Branches

After FHA has validated the merger, acquisition, or purchase, the Institution's Administrative Contact receives an e-mail notification indicating that Branches can now be selected for transfer from the non-surviving Institution to the surviving Institution.

After receiving this e-mail, click "View/Edit Submitted Requests" from the Requests drop-down on the Menu Bar.



29208-AFFORDABLE MORTGAGE ADVISORS LLC

Create New Request

View/Edit Submitted Requests

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208  
Insurance Type: Title 2  
Mortgagee Type: Loan Correspondent  
Supervising Agency: Other (HUD Supervised)

Tax ID: 20-1830388  
NMLS ID: 139164  
UEI Number: HVFCF2UEYV4  
UEI Registration Status: Active  
UEI Expiration Date: 02/16/2024

Fiscal Year End Date: December 31  
Recertification Due Date:  
Last Recertification Date:  
Last Payment Received Date:

Total Active Branches: 0  
Functions Authorized to Perform:  
Authorized For:

*Institution Summary – Requests drop-down highlighted*



Select the Merger or Acquisition Request by clicking on the row. The Request box will populate with the Information, Details, and Attachments sections.

The Details section will display the Lender ID, Lender Name, and proposed Merger Completion Date. The Select Branches section will display all Active Branches of the non-surviving Institution.

The screenshot shows a web application interface with two main sections: 'Information' and 'Details'.

**Information Section:**

- Request Type:** A dropdown menu with 'Merger or Acquisition' selected.
- Request Sub Type:** A dropdown menu with 'Merger' selected.
- Status:** A link labeled 'Select Branches'.
- Issue:** A link.
- Resolution:** A link.

**Details Section:**

- Lender ID:** A text input field containing '00017'.
- Lender Name:** A text input field containing 'Sample Institution 1'.
- Merger Completion Date:** A date picker showing '4/1/2014'.
- Select Branches:** A section with a red arrow icon pointing to a list of branches. The first branch is '0001700003'. To the right of the list are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow.
- Payment Amount:** A text input field.
- Bank Routing Number:** A text input field.
- Bank Account Number:** A text input field.
- Type of Account:** A dropdown menu with 'Select One...' selected.
- Requestor Comments:** A large text area for comments.


***View/Edit Submitted Requests***

Select the Branches of the non-surviving Institution from the left box and click the single right arrow to designate a Branch to be transferred. Click the double right arrow to select all Branches of the non-surviving Institution for transfer.

Click the single left arrow to deselect a Branch from the right box or click the double left arrow to deselect all Branches.



After selecting Branches for transfer, the required Payment Amount will display in the Details section. The Payment Amount may take a few moments to calculate. Enter values for Bank Routing Number, Bank Account Number, and Type of Account, as well as any additional Requestor Comments.

Merger Completion Date  

Select Branches

7010100017  
7010100023  
7010100032



7010100000

Payment Amount

\* Bank Routing Number

\* Bank Account Number

\* Type of Account

Requestor Comments

---

[View/Edit Submitted Requests](#)

To add any required attachments, select the file and attach the document. Click “Submit.” A payment in the amount stated will be processed in Pay.gov. FHA will review and if approved, the selected Branches will be transferred to the surviving Institution. The remaining branches will be terminated.



## **12. EFT Account Setup**

## 12. EFT Account Setup

Debt Collection Improvement Act of 1996 requires all agencies to make all Federal payments by an Electronic Funds Transfer (EFT).

For a user to access the EFT Account Setup screen, the user must be:

- An authorized employee of an FHA-approved lender,
- Registered to use FHA Connection, and
- Authorized to access Cash Flow Account Setup.

An Institution User can add, edit, or remove EFT Account information in the EFT Account Setup section. The user must have the Cash Flow Account Setup role in FHA Connection. The Institution's FHA Connection Application Coordinator must grant this role to the appropriate user(s).

Account information provided through EFT Account Setup is encrypted and stored in a database with access limited to authorized support personnel. All bank account data is only stored in HUD databases, and the payment information is transmitted securely from HUD to the Pay.gov system for collection processing.

### 12.1 Adding an EFT Account

To add an EFT Account, select “EFT Account Setup” from the Menu Bar.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and the U.S. Department of Housing and Urban Development logo. A navigation bar contains links: Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. A red arrow points to the "EFT Account Setup" link. Below the navigation bar, the user is logged in as "AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)". The main content area shows the "29208-AFFORDABLE MORTGAGE ADVISORS LLC" profile. A disclaimer states that the information collection requirements are approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995. The profile details are organized into four boxes:

<b>Institution ID:</b> 29208 <b>Insurance Type:</b> Title 2 <b>Mortgagee Type:</b> Loan Correspondent <b>Supervising Agency:</b> Other (HUD Supervised)	<b>Tax ID:</b> 20-1830388 <b>NMLS ID:</b> 139164 <b>UEI Number:</b> HVFCF2UEYYV4 <b>UEI Registration Status:</b> Active <b>UEI Expiration Date:</b> 02/16/2024
<b>Fiscal Year End Date:</b> December 31 <b>Recertification Due Date:</b> <b>Last Recertification Date:</b> <b>Last Payment Received Date:</b>	<b>Total Active Branches:</b> 0 <b>Functions Authorized to Perform:</b> <b>Authorized For:</b>

The institution's Main Office Branch ID will be automatically selected for the "Select a Branch" field. Only one EFT can be active at a time.

16936

EFT Account Setup

Select a Branch: 1693600008 - Active

NEW

Bank Routing Number	Account Name on Account	Status	Status Description
083001314	xxxxx8302	Active	

Primary Contact Name:

Email Address:

Phone Number:

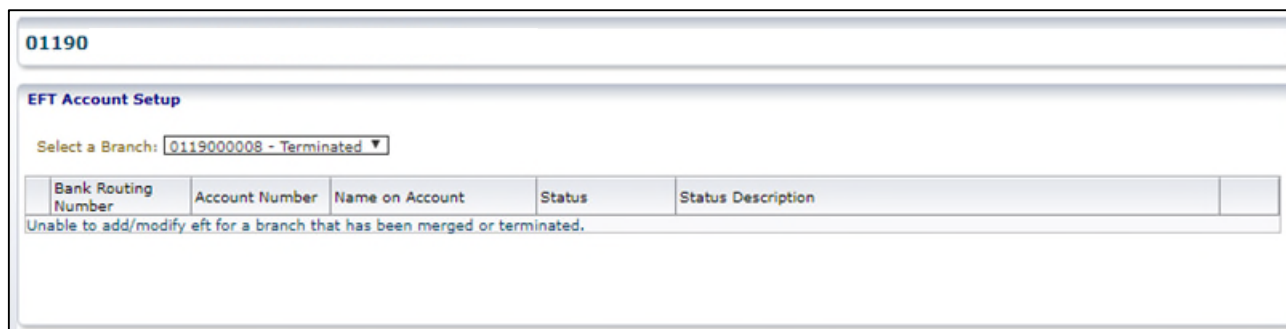
Alternate Contact Name:

Email Address:

Phone Number:

*EFT Account Setup Home screen*

An EFT Account can only be added to an active Main Office Branch. If the Main Office Branch is terminated, the following error is displayed.



01190

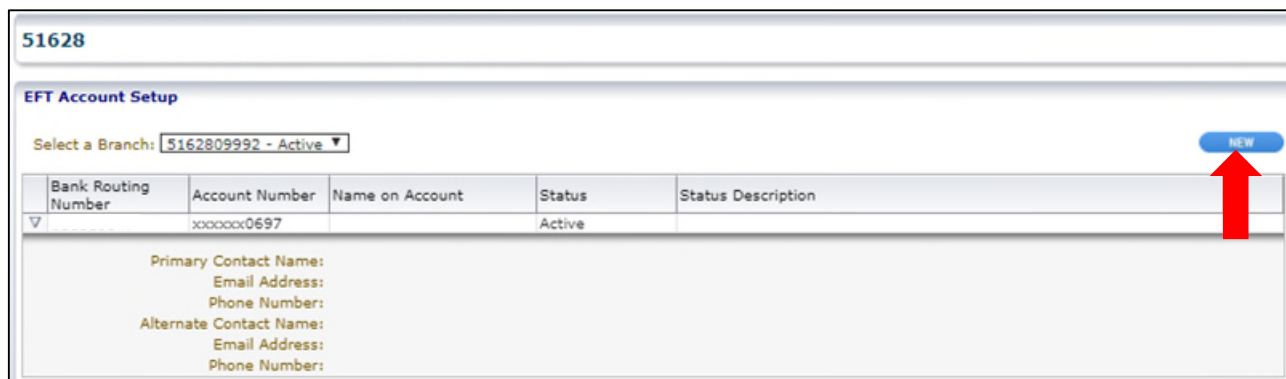
**EFT Account Setup**

Select a Branch: 0119000008 - Terminated ▼

Bank Routing Number	Account Number	Name on Account	Status	Status Description
Unable to add/modify eft for a branch that has been merged or terminated.				

*EFT Account Setup screen – Terminated*

If the Main Office Branch is Active, then the use may select the “New” button.



51628

**EFT Account Setup**

Select a Branch: 5162809992 - Active ▼

**NEW**

Bank Routing Number	Account Number	Name on Account	Status	Status Description
▼	xxxxxx0697		Active	

Primary Contact Name:  
Email Address:  
Phone Number:  
Alternate Contact Name:  
Email Address:  
Phone Number:

*EFT Account Setup Screen*

This opens the EFT Account Details screen to complete the required information. Enter all required bank account and contact information and click “Next.”

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the LEAP logo is prominent, along with navigation links (Home, Contact Us, Help, Logout) and a login status (Logged in as: LENDER IDMT00364 (mt0364)). The U.S. Department of Housing and Urban Development logo is also visible. A navigation bar contains links for Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The main content area is titled '51628' and 'EFT Account Setup'. It is divided into three sections: 'EFT Details' with fields for Branch Office ID (5162809992), Bank Routing Number, Account Number, Re-enter Account Number, Bank Account Type (dropdown), and Name on Account; 'Primary Contact Information' with fields for First Name, Last Name, Email Address, and Phone Number; and 'Alternate Contact Information' with fields for First Name, Last Name, Email Address, and Phone Number. At the bottom, there are three buttons: CANCEL, RESET, and NEXT. A red arrow points to the NEXT button.

*EFT Account Details Screen*



A note will appear on-screen informing the user that the EFT will become active four business days from the date of submission. Click 'Submit.'

**51628**

**EFT Account Setup**


**EFT Details**  
Branch Office ID: 5162809992  
Bank Routing Number: 051000017  
Account Number: 999999999  
Re-enter Account Number: 999999999  
Bank Account Type: Checking  
Name on Account: Sample Account

**Primary Contact Information**  
First Name: Sample  
Last Name: Contact  
Email Address: samplecontact@email.com  
Phone Number: (555) 123-1234

**Alternate Contact Information**  
First Name:  
Last Name:  
Email Address:  
Phone Number:

Note: Once you submit the information, your EFT will become active in four business days from the date of submission.

CANCELBACKSUBMIT



*EFT Account Details – Note*

Once submitted, the EFT Account Setup Confirmation Page displays.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00364 (mt0364)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup **EFT Account Setup**

51628

**EFT Account Setup**

**EFT Details**

Branch Office ID: 5162809992  
Bank Routing Number: 051000017  
Account Number: 999999999  
Bank Account Type: Checking  
Name on Account: Sample Account  
Date of Transaction: 03/06/2019 14:07:32

MAIN

### *EFT Account Setup Confirmation*

To refer back to this EFT Account, click “EFT Account Setup” from the Menu Bar. Please note that the new EFT Account will display with a status of “Account Verified” for four days until the account has been completely processed.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00364 (mt0364)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup **EFT Account Setup**

51628

**EFT Account Setup**

Select a Branch: 5162809992 - Active ▼

Bank Routing Number	Account Number	Name on Account	Status	Status Description	
▶ 111319347	xxxxxx0697		Active		
▼ 051000017	xxxxxx9999	Sample Account	Account Verified		Delete

Primary Contact Name: Sample Contact  
Email Address: samplecontact@email.com  
Phone Number: (555) 123-1234

Alternate Contact Name:  
Email Address:  
Phone Number:

### *EFT Account Setup – View*

## 12.2 Editing an EFT Account

To edit an EFT Account, the user must create a new EFT Account. There is no way to make edits to an existing EFT Account.

51628

EFT Account Setup

Select a Branch: 5162809992 - Active

NEW

Bank Routing Number	Account Number	Name on Account	Status	Status Description
111319347	xxxxxx0697		Active	

Primary Contact Name:  
Email Address:  
Phone Number:  
Alternate Contact Name:  
Email Address:  
Phone Number:

*EFT Account Setup - Edit*

## 12.3 Deleting an EFT Account

In order to create a new EFT Account while another EFT Account is in the status, “Account Verified,” the user must first delete the in-progress EFT Account prior to creating a new EFT Account.

To delete an EFT Account that is not yet active, open the EFT Account Setup Screen and click “Delete.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00364 (mt0364)

LEAP  
Lender Electronic Assessment Portal  
U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

51628

EFT Account Setup

Select a Branch: 5162809992 - Active

Bank Routing Number	Account Number	Name on Account	Status	Status Description
111319347	xxxxxx0697		Active	
051000017	xxxxxx9999	Sample Account	Account Verified	

Primary Contact Name: Sample Contact  
Email Address: samplecontact@email.com  
Phone Number: (555) 123-1234  
Alternate Contact Name:  
Email Address:  
Phone Number:

Delete

*EFT Account Setup - Delete*

If a new EFT Account moves from the status, “Account Verified” to “Active”, the previously active EFT Account will be automatically deleted.

*Active EFT Accounts cannot be deleted. When a new EFT Account is created, the older EFT Account will be deleted once the new account becomes active.*

After selecting 'Delete,' a confirmation message will display to the user about the deletion. The confirmation will state that the user will be unable to make payments from this account. The message also reminds the user that they will not be able to have a new account ready for the next four days.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links: Home, Contact Us, Help, Logout. The user is logged in as LENDER IDMT00364 (mt0364). The main header includes the LEAP logo and the text "Lender Electronic Assessment Portal". Below the header is a secondary navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, EFT Account Setup. The main content area displays the "EFT Account Setup" page for institution 51628. It shows the "EFT Details" section with the following information: Branch Office ID: 5162809992, Bank Routing Number: (blank), and Account Number: (blank). Below this, a confirmation message asks: "Are you sure you want to delete this eft account setup?" and states: "You will be unable to make payments from this eft account if this information is deleted. Re-entering the account information initiates a four day waiting time to become active." At the bottom of the confirmation message are two buttons: "CANCEL" (red) and "DELETE" (blue).

*EFT Account Setup - Delete*

Once the user selects 'Delete,' EFT Account deletion details are displayed confirming that the EFT Account has been deleted.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface, similar to the previous one, but with updated information. The "EFT Details" section now includes the "Date of Deletion: 03/06/2019 14:07:35" along with the Branch Office ID: 5162809992. The confirmation message and buttons remain the same.

*EFT Account Setup – Delete Confirmation*



## **13. Voluntary Withdrawal from the FHA Program**



## 13. Voluntary Withdrawal from the FHA Program

If an Institution wishes to voluntarily withdraw from the FHA Program, a Voluntary Withdrawal Request can be submitted in LEAP.

Select “Create New Request” from the Requests drop-down on the Menu Bar.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and "Lender Electronic Assessment Portal" are visible. The navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The "Requests" menu is currently selected, showing a dropdown with "Create New Request" and "View/Edit Submitted Requests". The main content area shows the Institution Summary for 29208-AFFORDABLE MORTGAGE ADVISORS LLC. The summary includes fields for Institution ID, Insurance Type, Mortgagee Type, Supervising Agency, Tax ID, NMLS ID, UEI Number, UEI Registration Status, UEI Expiration Date, Fiscal Year End Date, Recertification Due Date, Last Recertification Date, Last Payment Received Date, Total Active Branches, and Functions Authorized to Perform. The "Requests" menu item is highlighted in the navigation bar.

Home | Contact Us | Help | Logout  
Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History **Requests** Cash Flow Account Setup EFT Account Setup

29208-AFFORDABLE MORTGAGE ADVISORS LLC

Create New Request  
View/Edit Submitted Requests

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

*Institution Summary – Requests drop-down highlighted*



Select “Voluntary Withdrawal” from the Request Type drop-down.

Home | Contact Us | Help  
Logged in as: LENDER IDMT00644

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Information

\* Request Type ▾

Add Insurance Authority  
Credit Watch Reinstatement  
Extension Request  
Lender Org Change  
Merger or Acquisition  
Voluntary Withdrawal

Details

Requestor Comments

Attachments

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

*Voluntary Withdrawal Request screen*

Enter all required information, including proposed Effective Date, Reason for Withdrawal, and a specific Contact Person for any questions that FHA may have about this Voluntary Withdrawal Request.

*The user must electronically submit a written request on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division. This is done via the Attachments section of the Request page.*

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and navigation links: Home, Contact Us, Help, Logout. It also shows the user is logged in as "LENDER IDMT00644 (MT0644)" and identifies the user as "U.S. Department of Housing and Urban Development". A secondary navigation bar contains links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup.

The main content area is titled "12489-Sample Institution 2" and is divided into several sections:

- Information:** Features a "Request Type" dropdown menu set to "Voluntary Withdrawal". Below this, a note states: "Electronically submit a written request through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division." It lists requirements: "An effective date" and "A point of contact for the lender".
- Details:** Includes an "Effective Date" field with a calendar icon and a "Reason For Withdrawal" text area.
- Contact Person:** Contains fields for "First Name", "Middle Name", "Last Name", "Phone Number", "Fax Number", and "Email Address".
- Requestor Comments:** A large text area for additional information.
- Attachments:** Displays a message: "Maximum file size per file is 5MB. Please note, large attachments may take in excess of 30 seconds to load." Below this is an "Attachment-0" section with a "Choose File" button and the text "No file chosen". To the right of the attachment list are "CANCEL" and "SUBMIT" buttons.

*Voluntary Withdrawal Request screen*

To add any required attachments, select the file and attach a document to the request.

Click "Submit." This opens the Request History screen to view the details of the request. FHA will review the request and will notify the Institution via e-mail of the status. After review, the Institution will be terminated.



## **14. Help/Frequently Asked Questions**

## 14. Help/Frequently Asked Questions (FAQs)

Information is posted and updated regularly at [www.hud.gov/lenders](http://www.hud.gov/lenders). Look for the *LEAP Information* link in the *Approvals and Renewals* section of the site.

Lenders and IPAs should direct any questions to the FHA Resource Center:

- 1-800-CALL-FHA
- TTY: 1-800-877-8339
- [answers@hud.gov](mailto:answers@hud.gov)

### 14.1 Tip Icons

The icons below are used throughout this document to indicate tips, warnings and/or important notes:

*Suggested tip for a specific screen or process*

*Warning or important note for a specific screen or process*