

HERMIT Checklists for Submission of Claim Types 21, 22 and 23

Checklist for Submission of Claim Type -21 DIL/FCL

Background: This checklist is provided to HECM Mortgagees to facilitate with claim filing (CT – 21) in HERMIT Servicing Module. Please note if incorrect data is entered at the time of claim submission, then the data cannot be edited by the mortgagee once the claim has been submitted.

| Data Field/Category | Validation Criteria | Instructions |
|---|---|---|
| Lender Loan#/Mortgagee Reference Number | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Enter/validate Lender loan# in the Loan Details screen. This value will get populated in Block 14 of the claim form. • If Investor = FNMA then fill Investor Loan #, • If Investor = GNMA then fill Ginnie Mae # • If Investor is not FNMA or GNMA then fill the Lender Loan # |
| Investor/Holder | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Verify the Investor on the loan is correct. The Mortgagee # of the Investor on the loan will get populated in Block 12 of the claim form. |
| Expenses prior to due and payable | Validate prior to "Finalize and Submit Claim" link is selected | <ul style="list-style-type: none"> • Validate all disbursements/expenses match the Servicer's system for the loan. The Unpaid Principal Balance (Block 17) must be correct on the claim form. |
| Disbursements for Preservation & Protection | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Enter/validate all disbursements matching the Servicer's system for the loan. These disbursements will be populated in Part C of the claim form provided the expenses were incurred within the HUD stipulated timeframes. • Upload the supporting documents in the Documents screen of the loan. |
| Corporate Advances (S305, S306, S307, S308, S309, S310) | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Enter/validate all Corp Advances matching the Servicer's system for the loan. These transactions will be populated in Part D of the claim form provided the expenses were incurred within the HUD stipulated timeframes. • Upload the supporting documents in the Documents screen of the loan. |
| Corporate Advances (S406, S407, S408 and S409) | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Enter/validate all applicable Corp Advances matching the Servicer's system for the loan. These transactions will be populated in Part E of the claim form provided the expenses were incurred within the HUD stipulated timeframes. • Upload the supporting documents in the Documents screen of the loan. |

Please ensure the below Investor Banking information is available for Investor prior to claim submission:

| Data Field | Instructions |
|--|--|
| Investor/Holding Mortgagee Banking Information – ABA Routing # | <ul style="list-style-type: none">• Contact HERMIT Help Desk to verify availability of ABA Routing# for the Investor Mortgagee ID. If unavailable, request Investor to contact HERMIT Help Desk and provide the information. |
| Investor/Holding Mortgagee Banking Information – Account # | <ul style="list-style-type: none">• Contact HERMIT Help Desk to verify availability of Account# for the Investor Mortgagee ID. If unavailable, request Investor to contact HERMIT Help Desk and provide the information. |
| Investor Tax ID# | <ul style="list-style-type: none">• Contact HERMIT Help Desk to verify availability of Tax ID# for the Investor Mortgagee ID. If unavailable, request Investor to contact HERMIT Help Desk and provide the information. |

Disclaimer: Please note this checklist is intended for guidance purposes only and set forth by the HECM BSP. Any references from the standpoint of FHA policy guidance of aforementioned content and recommendations user navigation for HECM system shall be directed to FHA.

Please refer to the HERMIT User Guide (Section 8.2) for detailed instructions on submission of Claim Type 21: http://portal.hud.gov/hudportal/documents/huddoc?id=hecm_hermit_ug_ch8.pdf

Please contact HERMIT Help Desk through email (support@hecmsp.com) or by phone (561-899-2610), if you have further questions.

Checklist for Submission of Claim Type -22 Assignment

Background: This checklist is provided to HECM Mortgagees to facilitate with claim filing (CT - 22) in HERMIT Servicing Module. Please note if incorrect data is entered at the time of claim submission, then the data cannot be edited by the mortgagee once the claim has been submitted.

| Data Field/Category | Validation Criteria | Instructions |
|---|---|---|
| Lender Loan#/Mortgagee Reference Number | Validate prior to completion of CT 22 timeline step "Submit Assignment Request to HUD". | <ul style="list-style-type: none"> • Enter/validate Lender loan# in the Loan Details screen. This value will get populated in Block 14 of the claim form. • If Investor = FNMA then fill Investor Loan #, • If Investor = GNMA then fill Ginnie Mae # • If Investor is not FNMA or GNMA then fill the Lender Loan # |
| Investor/Holder | Validate prior to completion of CT 22 timeline step "Submit Assignment Request to HUD". | <ul style="list-style-type: none"> • Verify the Investor on the loan is correct. The Mortgagee # of the Investor on the loan will get populated in Block 12 of the claim form. |
| Unpaid Principal Balance | Validate prior to completion of CT 22 timeline step "Submit Assignment Request to HUD". | <ul style="list-style-type: none"> • Verify the Unpaid loan balance populated in Block 17 of the claim form. |
| Advice Of Payment | Validate after "Finalize and Submit Claim" link is selected on the claims worksheet. | <ul style="list-style-type: none"> • Save the "Claim Type 22 – Final Claim Calculation – AOP" for the loan available in the Documents screen. Loan will no longer be available for Servicer. |

Please ensure the below Investor Banking information is available for Investor prior to claim submission:

| Data Field | Instructions |
|--|--|
| Investor/Holding Mortgagee Banking Information – ABA Routing # | <ul style="list-style-type: none">• Contact HERMIT Help Desk to verify availability of ABA Routing# for the Investor Mortgagee ID. If unavailable, request Investor to contact HERMIT Help Desk and provide the information. |
| Investor/Holding Mortgagee Banking Information – Account # | <ul style="list-style-type: none">• Contact HERMIT Help Desk to verify availability of Account# for the Investor Mortgagee ID. If unavailable, request Investor to contact HERMIT Help Desk and provide the information. |
| Investor Tax ID# | <ul style="list-style-type: none">• Contact HERMIT Help Desk to verify availability of Tax ID# for the Investor Mortgagee ID. If unavailable, request Investor to contact HERMIT Help Desk and provide the information. |

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Please refer to the HERMIT User Guide (Section 8.3) for detailed instructions on submission of Claim Type 22: http://portal.hud.gov/hudportal/documents/huddoc?id=hecm_hermit_ug_ch8.pdf

Please contact HERMIT Help Desk through email (support@hecmsp.com) or by phone (561-899-2610), if you have further questions.

Checklist for Submission of Claim Type -23 Short Sale

Background: This checklist is provided to HECM Mortgagees to facilitate with claim filing (CT – 23) in HERMIT Servicing Module. Please note if incorrect data is entered at the time of claim submission, then the data cannot be edited by the mortgagee once the claim has been submitted.

| Data Field/Category | Validation Criteria | Instructions |
|--|---|--|
| Lender Loan#/Mortgagee Reference Number | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Enter/validate Lender loan# in the Loan Details screen. This value will get populated in Block 14 of the claim form. • If Investor = FNMA then fill Investor Loan #, • If Investor = GNMA then fill Ginnie Mae # • If Investor is not FNMA or GNMA then fill the Lender Loan # |
| Investor/Holder | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Verify the Investor on the loan is correct. The Mortgagee # of the Investor on the loan will get populated in Block 12 of the claim form. |
| Expenses prior to due and payable | Validate prior to "Finalize and Submit Claim" link is selected | <ul style="list-style-type: none"> • Validate all disbursements/expenses match the Servicer's system for the loan. The Unpaid Principal Balance (Block 17) must be correct on the claim form. |
| Disbursements for Preservation & Protection | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Enter/validate all disbursements matching the Servicer's system for the loan. These disbursements will be populated in Part C of the claim form provided the loan was D&P before claim filing and expenses were incurred within the HUD stipulated timeframes. • Upload the supporting documents in the Documents screen of the loan. |
| Corporate Advances (S305, S306, S307, S308 and S309) | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Enter/validate all Corp Advances matching the Servicer's system for the loan. These transactions will be populated in Part D of the claim form provided the loan was D&P before claim filing and expenses were incurred within the HUD stipulated timeframes. • Upload the supporting documents in the Documents screen of the loan. |
| Corporate Advances (S406, S407, S408 and S409) | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Enter/validate all applicable Corp Advances matching the Servicer's system for the loan. These transactions will be populated in Part E of the claim form provided the loan was D&P before claim filing and expenses were incurred within the HUD stipulated timeframes. • Upload the supporting documents in the Documents screen of the loan. |
| Sale Price | Validate prior to "Finalize and Submit Claim" link is selected in the Claims Worksheet. | <ul style="list-style-type: none"> • Enter the Contract Sale Price under Disposition Information in the Claims Worksheet. The Sale Price is populated on Block 108 on Part B of the claim form. <p>Note: Do not report Sales Proceeds using the transaction "Terminate – Short Sale (Partial)" or "Part Repay – Reduce Loan Balance".</p> |

Please ensure the below Investor Banking information is available for Investor prior to claim submission:

| Data Field | Instructions |
|--|--|
| Investor/Holding Mortgagee Banking Information – ABA Routing # | <ul style="list-style-type: none"> • Contact HERMIT Help Desk to verify availability of ABA Routing# for the Investor Mortgagee ID. If unavailable, request Investor to contact HERMIT Help Desk and provide the information. |
| Investor/Holding Mortgagee Banking Information – Account # | <ul style="list-style-type: none"> • Contact HERMIT Help Desk to verify availability of Account# for the Investor Mortgagee ID. If unavailable, request Investor to contact HERMIT Help Desk and provide the information. |
| Investor Tax ID# | <ul style="list-style-type: none"> • Contact HERMIT Help Desk to verify availability of Tax ID# for the Investor Mortgagee ID. If unavailable, request Investor to contact HERMIT Help Desk and provide the information. |

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Please refer to the HERMIT User Guide (Section 8.4) for detailed instructions on submission of Claim Type 23: http://portal.hud.gov/hudportal/documents/huddoc?id=hecm_hermit_ug_ch8.pdf

Please contact HERMIT Help Desk through email (support@hecmsp.com) or by phone (561-899-2610), if you have further questions.