

MORTGAGE CADENCE CHANGES

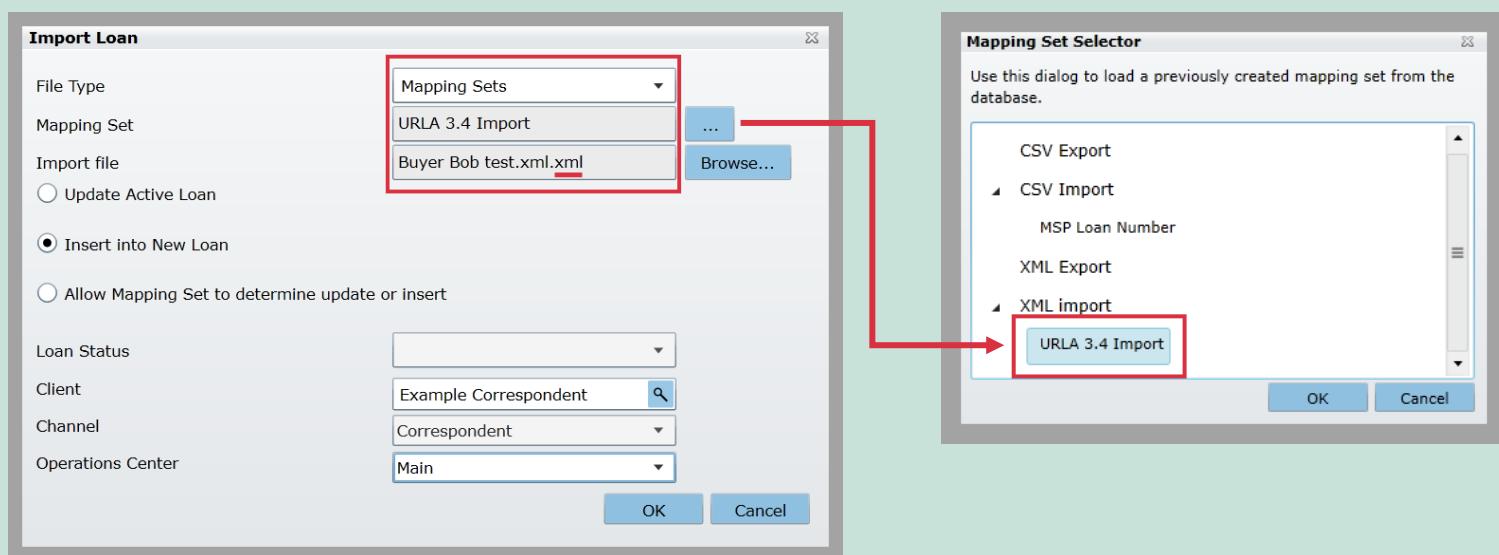
- NEW URLA -

IMPORTING THE NEW URLA/1003

When exporting your loan from your LOS the file must be in **.XML** file format for the 3.4 new URLA/1003.

To import a loan for the new URLA/1003, follow these steps:

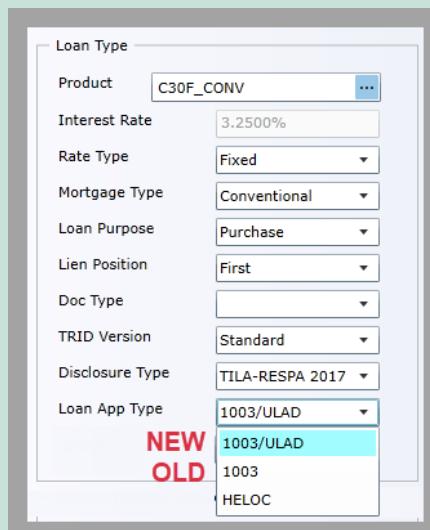
- Select **Import** like you do today on the top left of your screen.
- **File Type:** Select **Mapping Sets** from the dropdown.
- **Mapping Set:** Select **URLA 3.4 Import** after clicking the ellipsis.
- **Import File:** Select **Browse** to find your **.XML** file to import.



Once the loan is successfully imported, select the appropriate **Loan App Type** in the **Loan Summary Information C** screen.

- **1003/ULAD** = New URLA/1003.
- **1003** = Old/legacy URLA/1003.

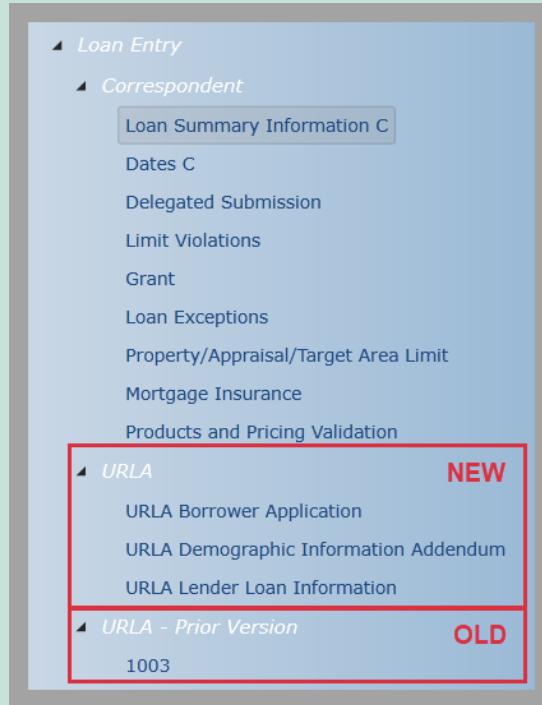
Note: If a loan is manually created selection of **Loan App Type** is also required to identify the correct URLA.



URLA SCREENS

The location of the URLA screens are found here.

- **New URLA/1003:** Use the screens found in **URLA**.
- **Old/legacy URLA/1003:** Use the 1003 screen found in **URLA - Prior Version**.



What happens if the incorrect file format type is imported?

- **Trying to import a new URLA/1003:**
 - If a user selects the **FNMA** File Type and adds the new URLA/1003 file format version **.XML** an error message pop up and the loan cannot be imported. The user must select **Mapped Sets** for File Type for the new URLA/1003.
 - If a user selects the **FNMA** File Type and adds the new URLA/1003 in the incorrect file format version **.FNM** the user will not receive an error message and the loan will be imported. This may result in missing information from the import causing additional work for the user to manually input the data. This is why it is critical to remember to select **Mapped Sets** for File Type for the new URLA/1003.
- **Trying to import an old/legacy URLA/1003:**
 - If a user selects the **Mapped Sets** File Type and attempts to add the old/legacy URLA/1003 in the incorrect file format version **.FNM** you will not find your **.FNM** file where you saved it because it is not a valid file format type.

Important Notes:

- When a new URLA/1003 **.XML** file is imported some of the required fields are not importing properly causing some fields to be blank or incorrect. Virginia Housing understands the disruption this causes to efficiently create and lock loans in Mortgage Cadence. We are working diligently to get this resolved as quickly as possible. Until then these fields must be manually corrected. Here is a list of some items that may not import correctly:
 - **Property Type:** Blank
 - **Loan Purpose:** Blank
 - **Base Loan Amount:** Blank
 - **Principal & Interest (P&I):** Blank (Note that this will automatically fill once the base loan amount is entered)
 - **Taxes / Insurance / Mortgage Insurance / HOA:** Blank
 - **Lien Position:** First mortgages are importing as a Second lien, not First.
- Any old/legacy URLA/1003s imported must continue to use the same **FNMA** file type and **.FNM** file format.
- The Virginia Housing Mortgage Cadence User Guide can continue to be used to assist in importing the old/legacy URLA/1003. This guide has not yet been updated to reflect changes regarding the new URLA/1003, however it will be updated in the near future.