Entering the data for Community Seconds as a subordinate lien for purchase transactions

Tip: To print this document, click (Print). To get a closer look at a screen, click (Zoom In) in the toolbar.

Data is required on several different screens when entering a Community Seconds® subordinate lien. This document shows you how to enter the necessary data. This document is not intended to provide detailed instructions for entering 1003 data in Desktop Originator®/Desktop Underwriter® (DO®/DU®), but rather to explain the specific steps for entering the data needed for a Community Seconds loan on a purchase transaction.

Note: For more information about Community Seconds, see Mortgage Products on eFannieMae.com.

The first step assumes that you have already logged in to DO/DU and you are in the loan casefile you want to submit with a Community Seconds subordinate lien.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
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<tbody>
<tr>
<td>1. Click <strong>Income &amp; Housing</strong> in the navigation bar. The Income and Housing screen appears. In the <strong>Combined Housing Expense</strong> section, enter the subordinate financing payment amount in the <strong>Other Financing (P&amp;I)</strong> field in the <strong>Proposed column</strong>.</td>
<td><img src="image" alt="Edit Loan: Quick 1003: Details of Transaction" /></td>
</tr>
<tr>
<td>2. Click <strong>Details of Transaction</strong> in the navigation bar. The Details of Transaction screen appears. Enter the subordinate lien amount in the <strong>j. Subordinate Financing</strong> field.</td>
<td><img src="image" alt="Step 2" /></td>
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</tbody>
</table>
3. Click **Additional Data** in the navigation bar. Locate the **Community Lending Information** section.

4. Fill in the **Community Lending Information** section. Enter Community Seconds data.

   **Note:** The first mortgage does not have to be a Community Lending product; therefore, the other fields on the Community Lending screen are optional. If you leave the other fields blank, just click **OK** on the warning message about entering a Community Lending product.

   Take the following steps:

   a. Select the appropriate first mortgage lien from the Community Lending Product field.

   b. Select **Yes** in the Community Seconds field. Otherwise the system defaults to “No” for this field.

   c. If you are using a Community Seconds® mortgage, you must select the appropriate option from the **Community Seconds Repayment Structure** drop-down list.

5. When you are finished entering the necessary data and other required fields on the Additional Data page, click Submit.

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