Certifying Your Servicing Portfolio

Each month, you must use the Delinquency Early Warning System (DEWS) to certify that you have reported all delinquent mortgage loans in your Fannie Mae multifamily portfolio. You must complete this step by the 17th of each month, even if all mortgage loans are current.

To certify your portfolio, follow these steps.

**Note:** If you entered any cases with “Preliminary” status, you must first change the status to “Open” or “Resolved,” as described below.

**Verifying that You Have No Cases in “Preliminary” Status**

**Step 1.** Select **Find Delinquency Case** from the Delinquency Case Menu.

The Find Delinquency Case Screen appears.

**Step 2.** Select all the servicer numbers that you want to check by holding down the **Ctrl** key, while you make your selections.

**Step 3.** From the Case Status drop-down box, select **Preliminary**.

**Step 4.** Click **Go**.

The Case List appears.
Step 5. Click the hyperlink for each mortgage loan with a “preliminary” status.

The Delinquency Case Detail screen appears.

Step 6. Click **Open** if the mortgage loan remains delinquent and update data as necessary. Click **Delete** if the borrower has brought the mortgage loan current.

Certifying Your Portfolio

Step 1. Select **Certify Portfolio** from the left navigation pane.

DEWS displays a screen entitled Select Servicer Numbers to Certify.

Step 2. Check the box next to the Servicer Number(s) you want to certify. You can select multiple numbers at one time.

If you check a box in error, click the box again to deselect it.

Step 3. Select **Go**.
DEWS displays a Case List of all mortgage loans with a case status of Open or Resolved.

Step 4. Review the case list to make sure that it is complete and that all the data is current.

If you want to review or update a specific case, click the Fannie Mae Loan No. link to open the Delinquency Case Detail screen.

Note: If DEWS does not find any cases with a status of “open” or “resolved” for the selected servicer number(s), you see a message asking if you wish to confirm that there are no delinquency cases for those servicer numbers, as shown below.
Step 5. Update the data, if necessary. For more information, see the job aid entitled *Updating or Resolving a Delinquency Case*.

Step 6. When you are satisfied that the data is complete and current, click **Certify**.

DEWS displays a message stating that “You have successfully certified for servicer number(s): xxxxxxxxx.”