



## 8 Simple Tips for Your Data Validation Reviews

**Fannie Mae's Data Validation Center (DVC) team provides reminders to help lenders process data validation requests. Follow these 8 simple tips to help you respond and minimize follow-up work.**

1. Retrieve your Data Validation Center Loan Review Report from [Fannie Mae Connect](#) after the 15<sup>th</sup> day of the month. Your DVC contact person(s) will receive an email notification.
2. Provide a **complete response within 30 days** for each item on the report. Responses such as “working on it” or “in process” are not acceptable and your review may be reported as past due, potentially leading to a full-file underwriting review and/or repurchase request being issued (on expiration of the 30-day review period).
3. Submit your Data Validation Center Loan Review Report with your loan comments to the [Data\\_Validation@fanniemae.com](mailto:Data_Validation@fanniemae.com) mailbox and label it with your lender number.
4. Provide any supporting documentation requested by the DVC analyst. If possible, use the [Quality Assurance System \(QAS\)](#) to submit the required documents. See how with this [job aid](#).
5. Encrypt any emails to the Data Validation mailbox that may contain non-public information, such as loan documents. (Avoid encryption by uploading documentation in QAS instead; see #4.)
6. If you send documents to the Data Validation mailbox, name each document with the Fannie Mae loan number in the first 10 characters of the file name.
7. Notify the Data Validation mailbox of any updates to your contact personnel.
8. Ensure that any new personnel review the [Data Validation Review Process](#) eLearning course, available at your convenience 24/7 on Fannie Mae's [Loan Quality web page](#).

### Questions?

You can also reference the [Data Validation Center Loan Review Reports Process Steps job aid](#).

If you still have questions, contact [Data\\_Validation@fanniemae.com](mailto:Data_Validation@fanniemae.com) or your Fannie Mae Customer Account Team.