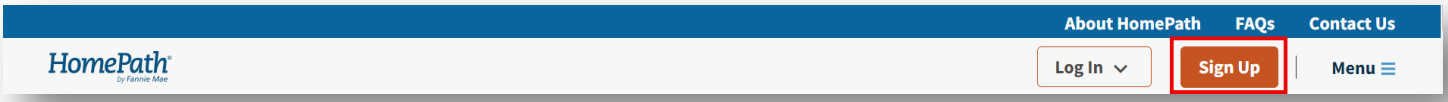
HomePath Registration and Online Offer Process

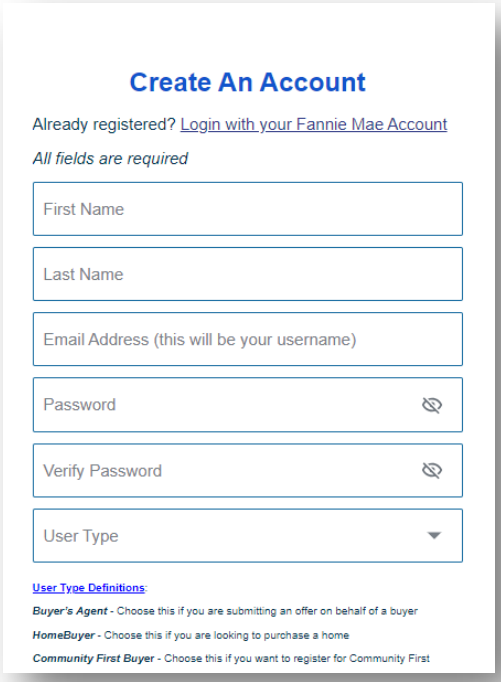
Buyers must be registered in HomePath to add a property as a favorite, share a property, save searches, and have transparency into their offer details.

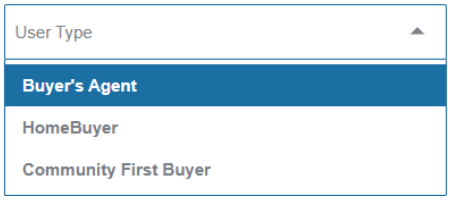
Sign Up Process

Select *Sign Up* to Create an Account.



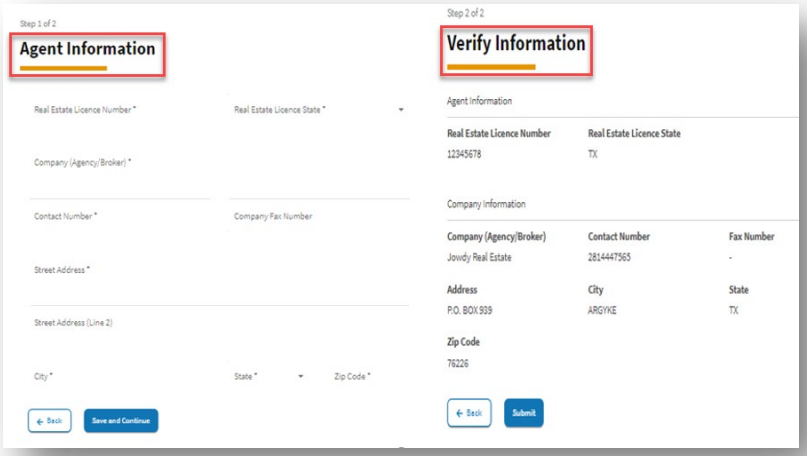
Complete all fields. Select *User Type* and *Register*.





Buyer's Agent must be registered in HomePath to submit offers on HomePath listings for their Buyers.

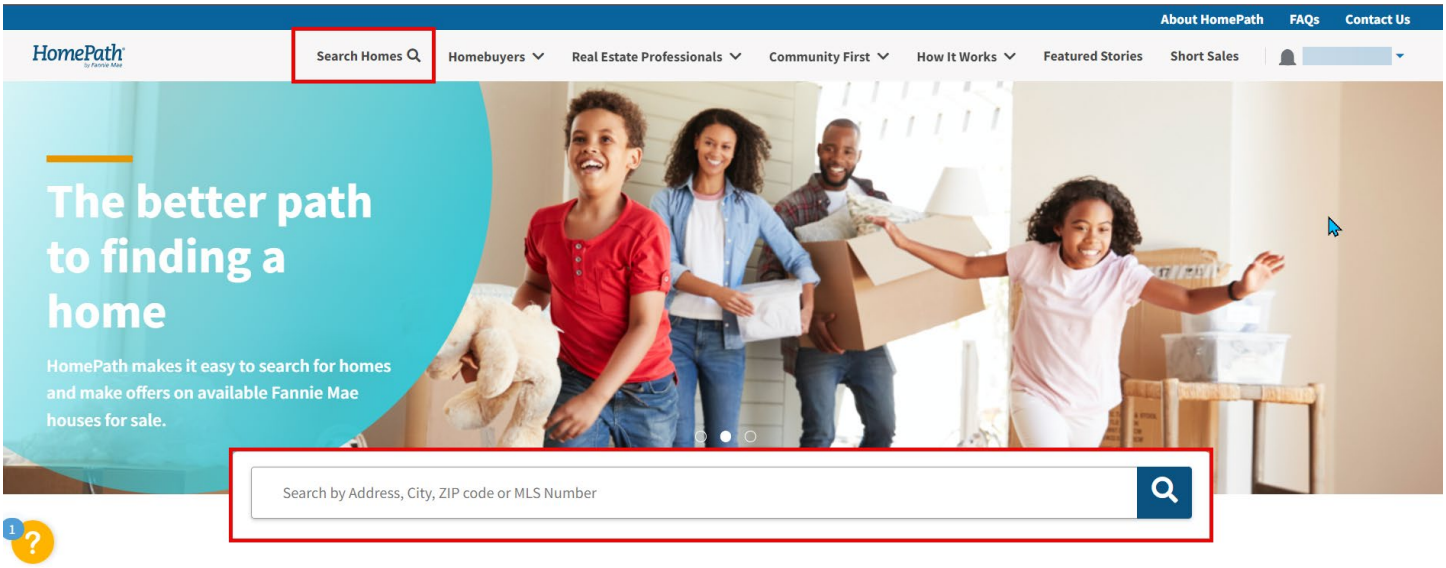
Buyer's Agent enters *Agent Information* and *Verify Information*.



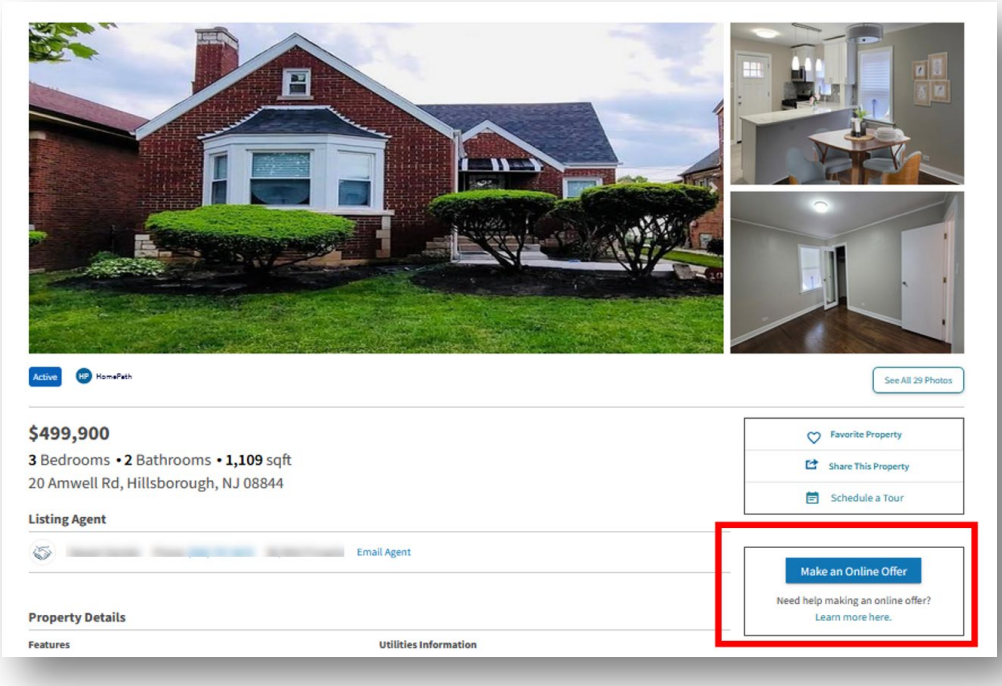
Offer Submission

Once the Buyer's Agent has registered, offers can be submitted.

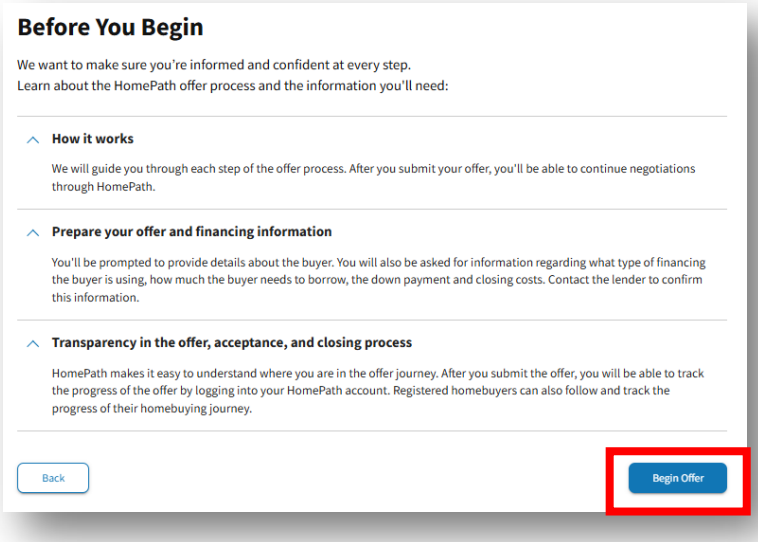
Search Homes



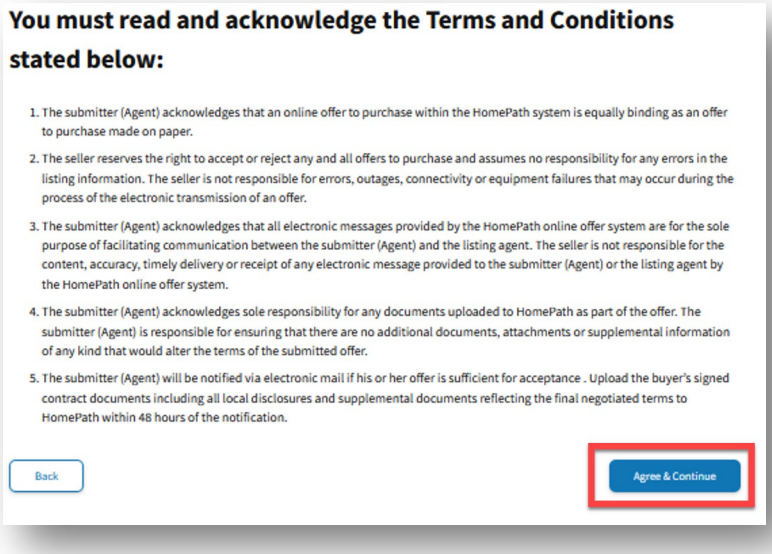
Make an Online Offer



A detailed guide of the offer process appears. Select *Begin Offer* to start offer process:



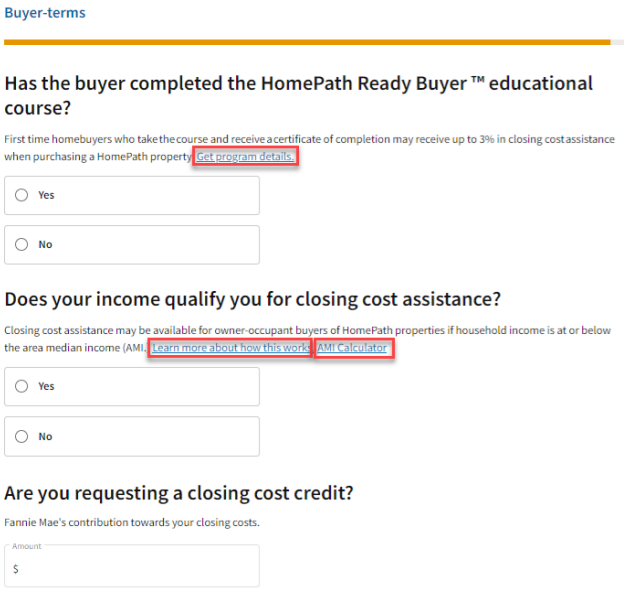
The *Terms and Conditions* must be agreed upon to continue.

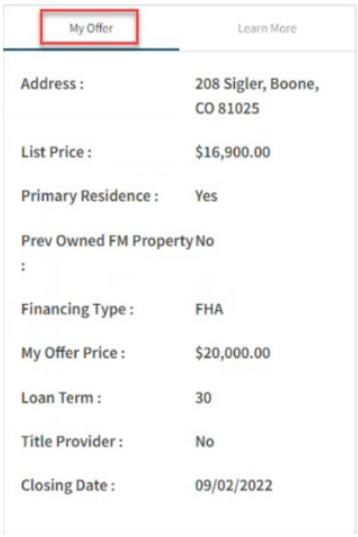


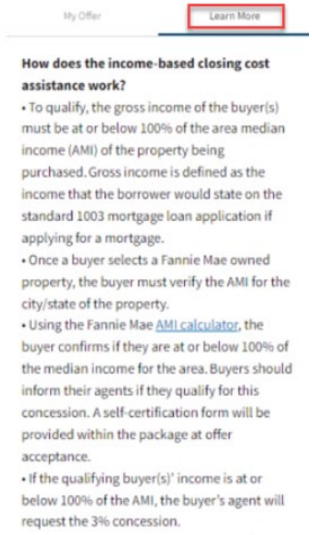
The Agent will begin to answer all the questions regarding the Buyer's offer.

> **NOTE:** *The Buyer will receive an email confirming offer submission.*

Questions regarding HomePath Ready Buyer course and closing cost assistance have additional information available to determine if the Buyer qualifies for them.



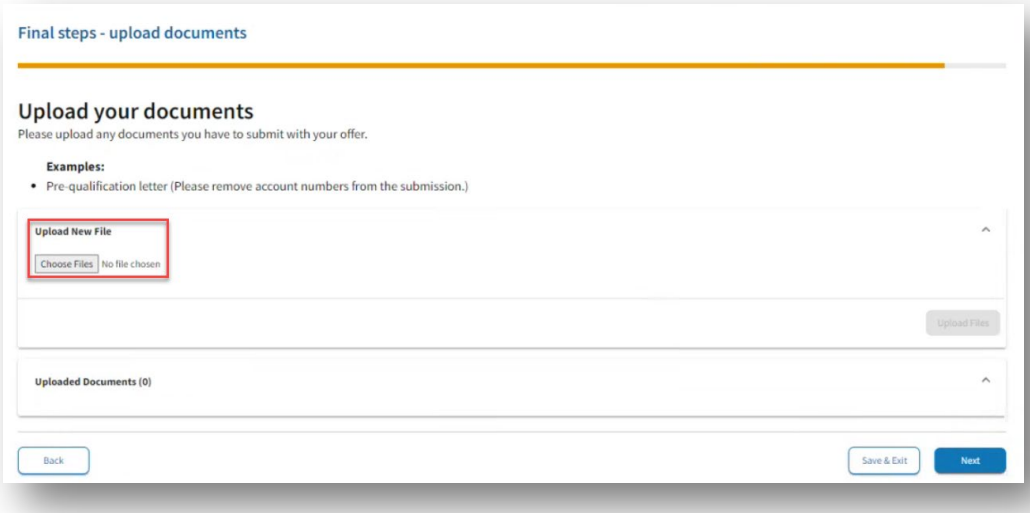




Upload any necessary documents in the Documents Section, such as, state specific addenda, proof of funds, pre-qualification, buyer education course certificate.

- A prequalification or proof of funds will be required for offer acceptance. It is recommended that these are uploaded with the initial offer submission.
- If Buyer is an entity, such as a trust, INC, LLC, etc., documents indicating the signor's authority for the entity must be provided

Upload documents here:



Common Documents/Guidelines

FHA Amendatory Language

Fannie Mae is exempt from signing the FHA amendatory language. This exemption was granted by HUD and the Handbook reference is 4155.2: 6.A.5.d-e. The buyer's lender may confirm with their contact at HUD that this exemption is valid.

Certification Clause

Fannie Mae is not exempt from the Certification clause, but Section 29 of the Residential Real Estate Purchase and Sale Contract meets the requirement for alternative language.

FHA 203(k)

Fannie Mae is not exempt from executing FHA required verbiage on FHA 203(k) transactions and this language will be required in Section 38 of the Residential Real Estate Purchase and Sale Contract: "Borrower has applied for Section 203(k) financing and the contract is contingent upon mortgage approval and the Borrower's acceptance of additional required improvements as determined by the lender."

HomePath Ready Buyer Course

The HomePath Ready Buyer Course certification must be attached to the contract package if buyer has requested concessions**.**

Agency Addenda

Fannie Mae will execute.

Financing and Property Condition Addenda

These terms are covered in the Residential Real Estate Purchase and Sale Contract. Addenda that may be in conflict will not be executed.

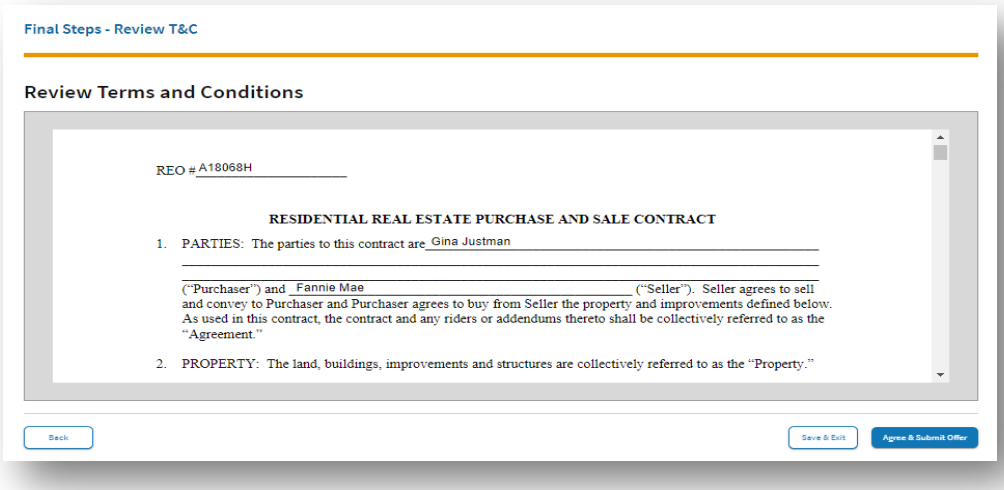
Sale of Other Home or Closing of Other Home

These are not acceptable contingencies and associated documents will not be executed.

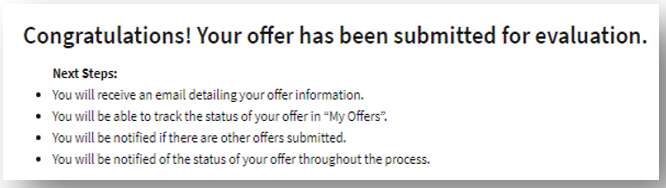
Section 1031 Exchange

Fannie Mae will not accept this contingency, nor will Fannie Mae execute any documents relating to a Section 1031 exchange.

The Real Estate Contract will appear to *Review Terms and Conditions*. Scroll through the entire document to review. If acceptable *Agree and Submit Offer*.



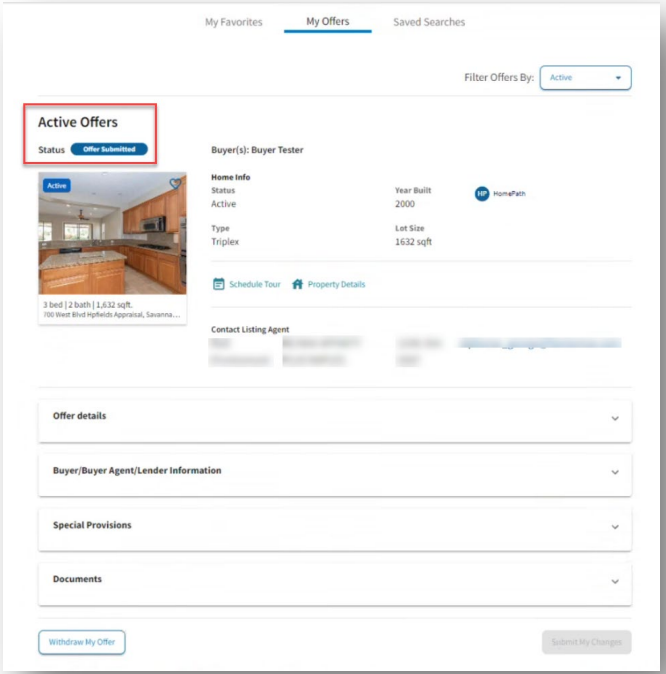
Once the offer is submitted a pop-up message will appear to notify you it has been submitted



Agents will receive email notifying the offer is being reviewed by Fannie Mae.



In HomePath under *My Offers* the status of the offer will change to *Offer Submitted*.



> **NOTE:** *If an offer is started, but not submitted, it will appear in My Offers as Offer Incomplete*

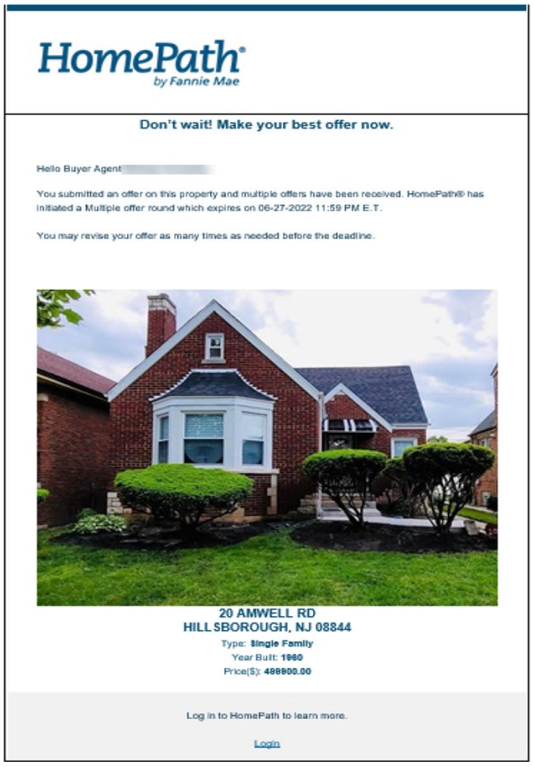
Notification of offer activity will be sent to Agents during the entire offer process.

> **NOTE:** *If Buyer is registered, they will have transparency through the offer process in HomePath.*

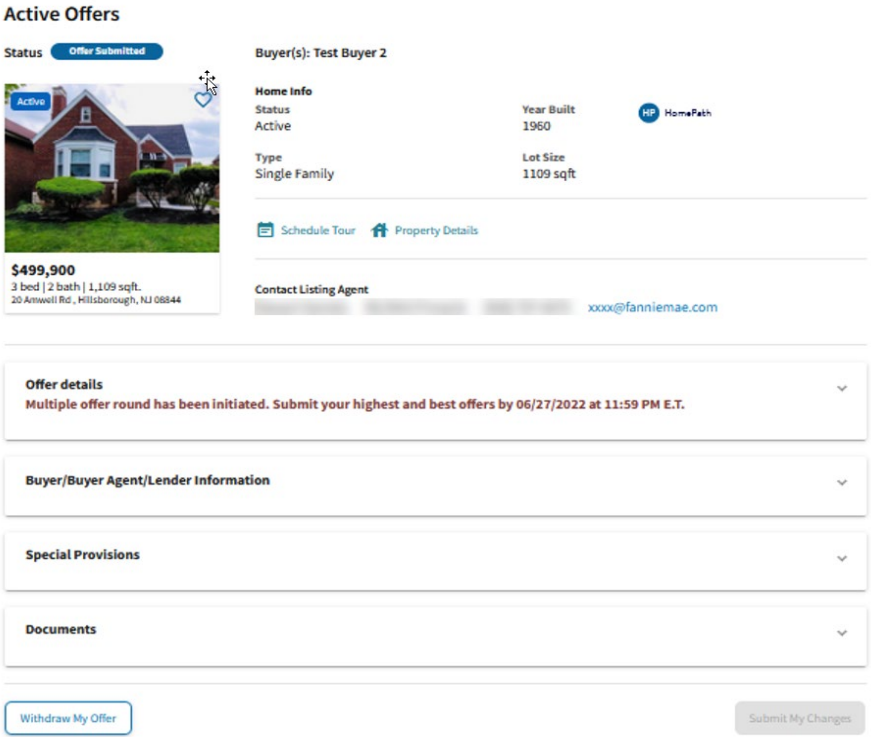
Multiple Offers

If multiple offers are received on a property, the Agents will receive an email and will be given the opportunity to revise their offer as many times before the offer deadline. Fannie Mae's acceptance process considers factors in determining offer priority such as, owner occupancy, sales price, finance type, buyer requested concessions, close date, as well as other factors determined at Fannie Mae's sole discretion.

Notification Email

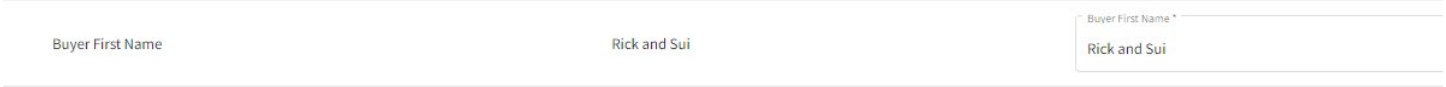


Buyer's Agent Offer Manager



Additional Offer Information:

- There is no requirement for certified funds for offer submission and negotiation. Deposit the earnest money within two calendar days of receipt of a fully executed contract or as required by applicable law. Contact the listing agent for the name of the settlement vendor selected by the seller. The check must be payable to that settlement vendor (or listing agency if the settlement vendor does not process earnest money deposits). Wired funds may be substituted for a check.
- The prequalification letter requirements are detailed in Section 3 of the Residential Real Estate Purchase and Sale Contract. You may provide that section to the buyer's lender so that that the lender understands and covers those points in the letter they provide. The seller may require additional acknowledgements by the lender to negotiate a sale.
- The buyer names must be entered in the manner in which they will take title. Buyer names cannot be changed, removed, or added later without the approval of Fannie Mae.
- Do not enter two buyer names in one buyer field. For example:

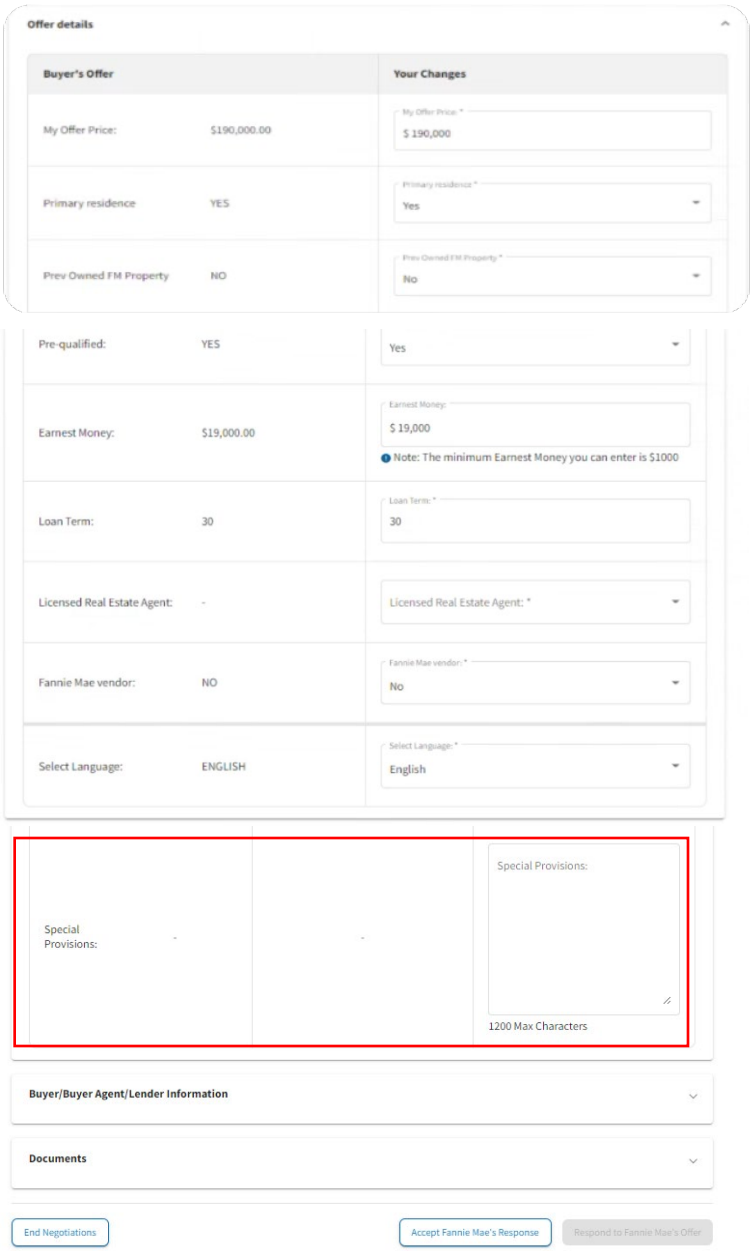


- At least one buyer name must be human to be considered an owner occupant. If only an entity name shows as the buyer (such as an LLC or Inc), then Fannie Mae will consider it an Investor deal. An exception to this rule is a trust established on behalf of an individual who will reside in the home. In that situation, if the signor for the trust is willing to execute the Owner Occupant Certification (OOC), we will consider it an owner occupant deal. Provide a copy of the documents that authorize the purchase of real property and confirm the designated signatory. Both the company name AND signor name must be printed and then include signature.
- If the buyer is a nonprofit, provide a copy of the buyer's organizational documents for review.

> **NOTE:** *Any changes to the contract after execution will be made through the listing agent.*

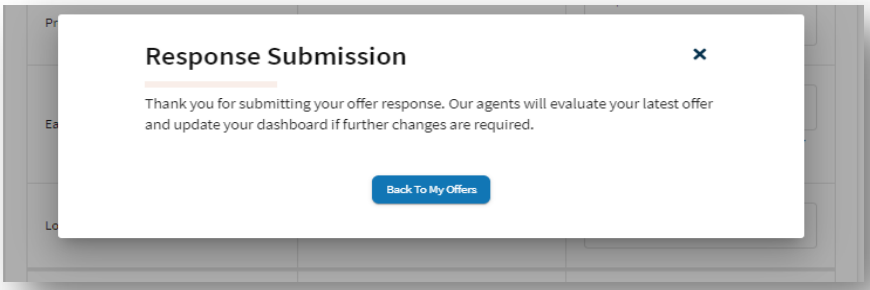
Offer Negotiation

Once Fannie Mae has reviewed the offer, a response will be received. Be sure to review the *Special Provisions* section within the offer for any comments from Fannie Mae.

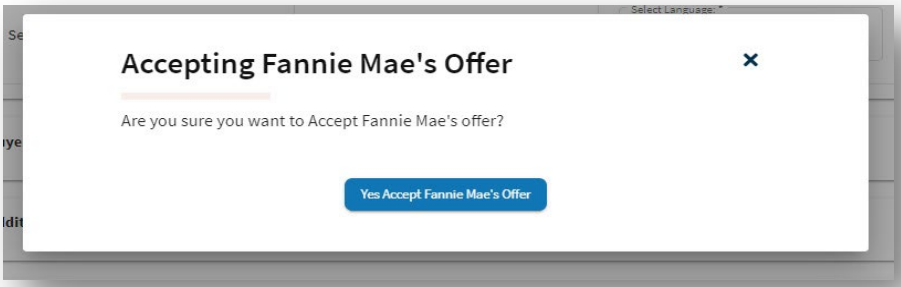


At any time, the Buyer's Agent can *Accept Fannie Mae's Response, Respond to Fannie Mae's Offer, or End Negotiations*.

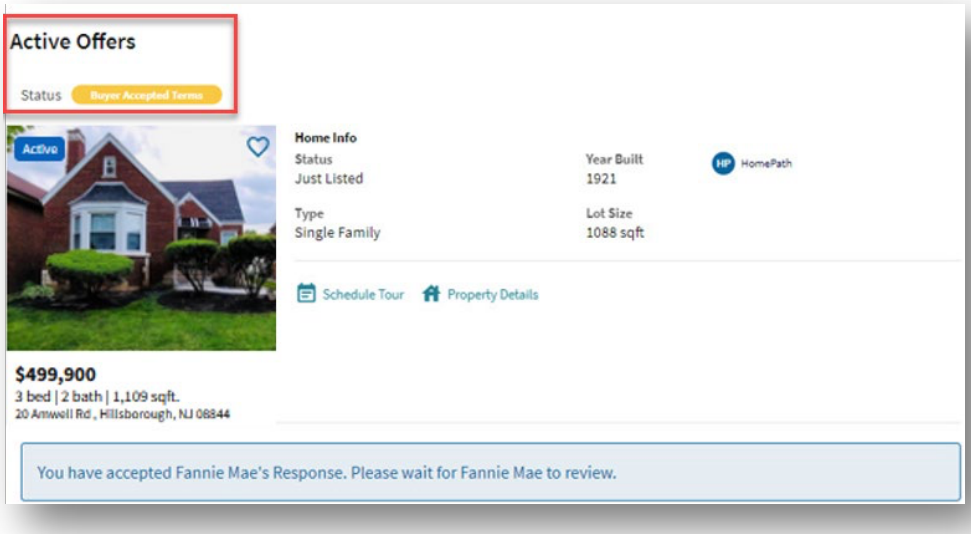
If *responding* to Fannie Mae a pop-up message will appear.



If *accepting Fannie Mae's Offer* a pop-up message will appear.



Buyer's Agent must confirm acceptance, then status will change in HomePath to *Buyer Accepted Terms*.



Contract Execution

An email will be sent to Buyer's Agent that the contract is ready for review and signature.



HomePath by Fannie Mae

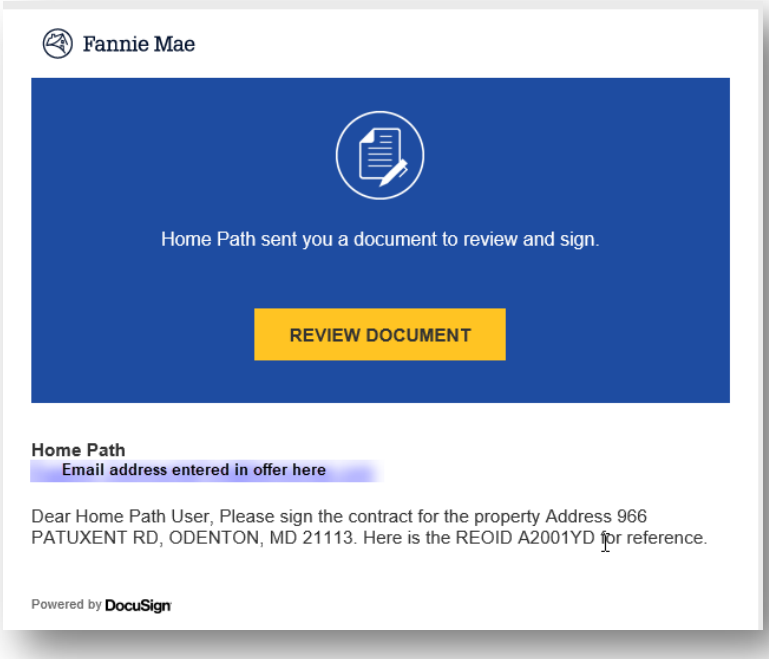
Congratulations!

Hello [redacted]

Fannie Mae® has acknowledged the sufficiency of your offer for 1061 Wharf PlaceX DUNDALK, MD 21222 and the contract is ready for you to review and sign. You will receive an email with the contract from DocuSign System (dse_na2@docusign.net). Click on "Review document" to review and sign the contract in DocuSign.

Please note: The offer has been accepted by Fannie Mae as materially sufficient, but the acceptance is subject to the terms in the Fannie Mae Residential Real Estate Purchase And Sale Contract. The Agreement is not binding until it is signed by the seller, Fannie Mae.

A second email from DocuSign will be sent to Buyer and Agent(s) for contract execution. Select *Review Document* to begin.



Fannie Mae

Home Path sent you a document to review and sign.

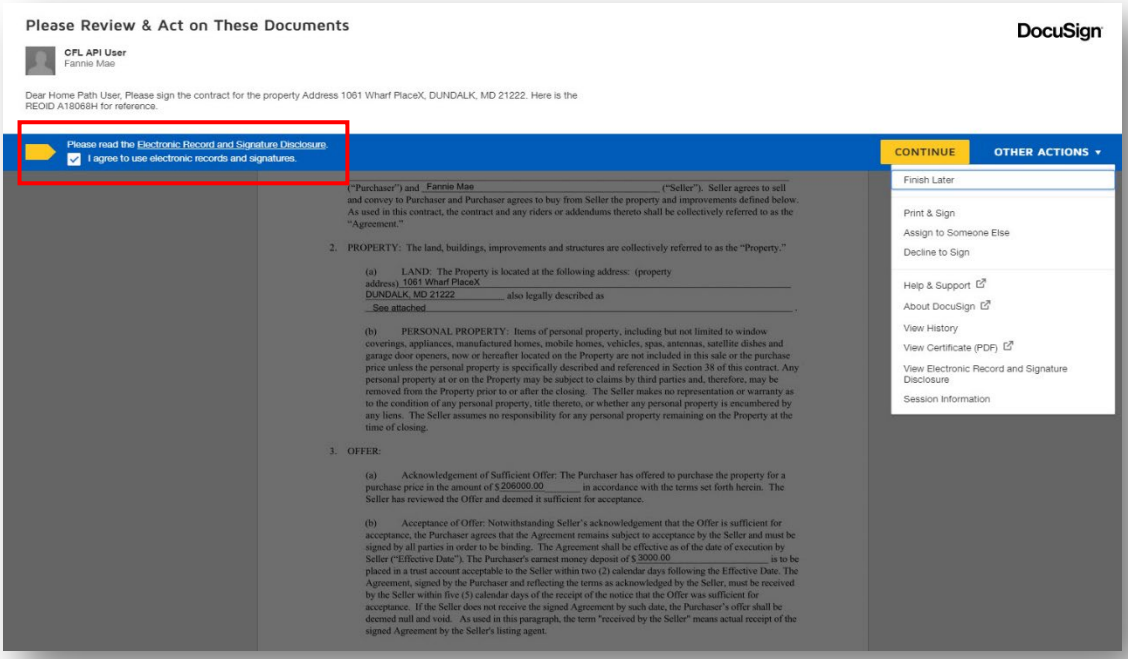
REVIEW DOCUMENT

Home Path
Email address entered in offer here

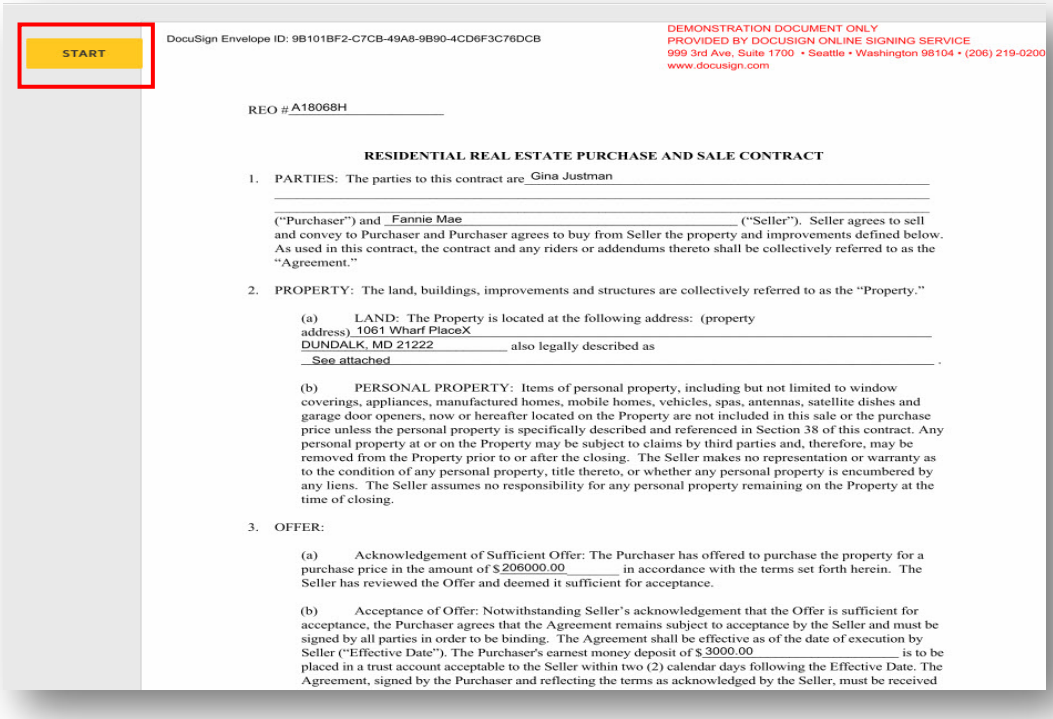
Dear Home Path User, Please sign the contract for the property Address 966 PATUXENT RD, ODENTON, MD 21113. Here is the REOID A2001YD for reference.

Powered by DocuSign

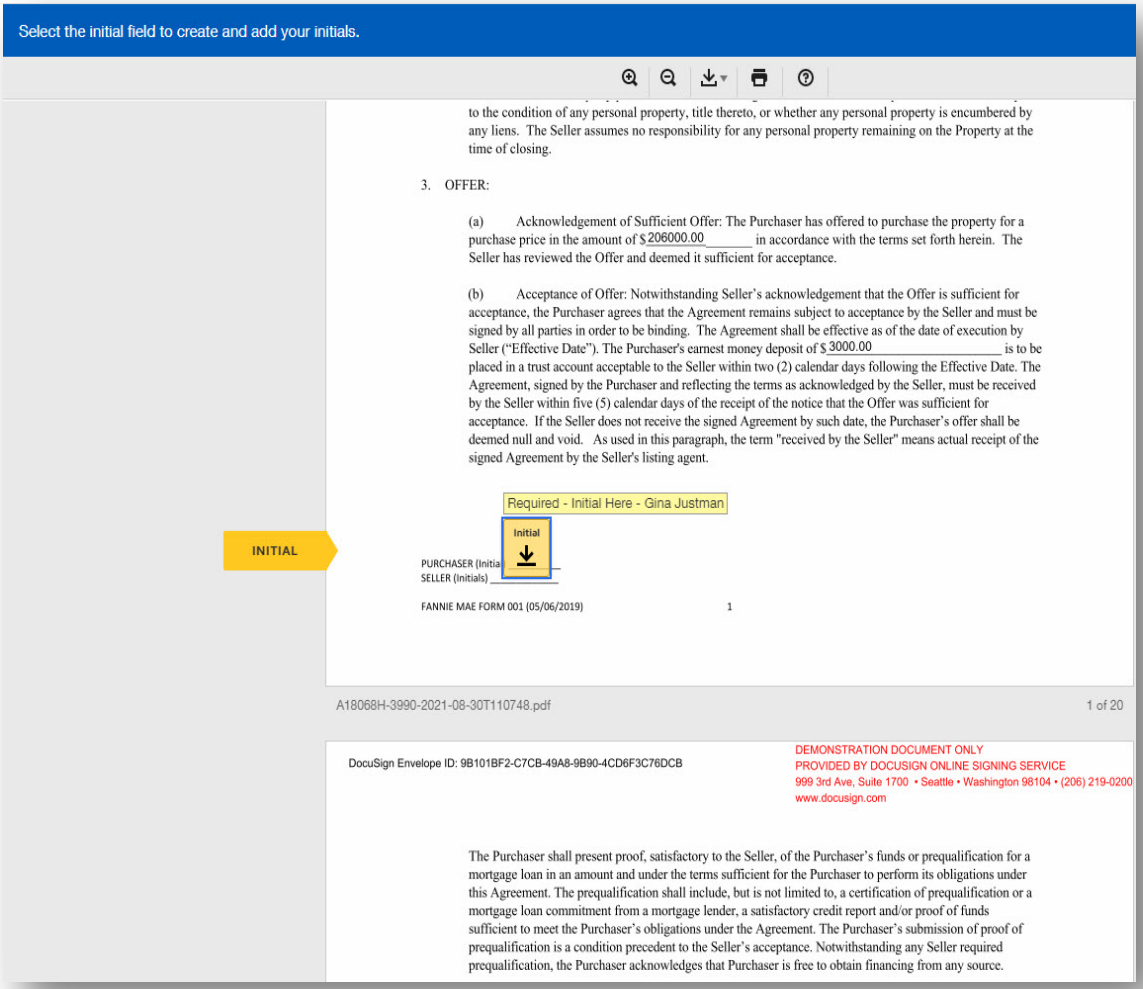
The contract will appear. Contract execution must be completed electronically. The electronic records and signature terms must be accepted prior to execution.

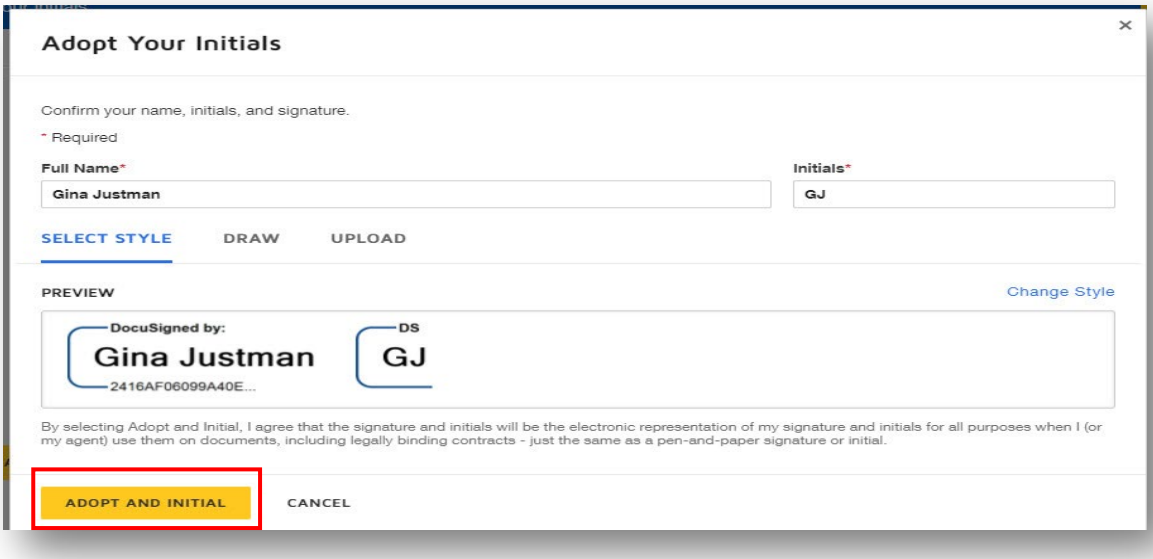


Select *Start* to begin electronically executing.

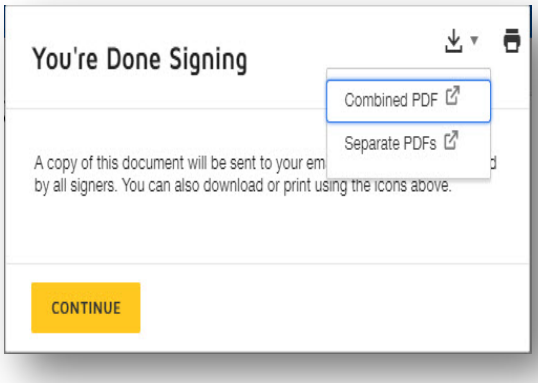


Select the initial field and add your initials.



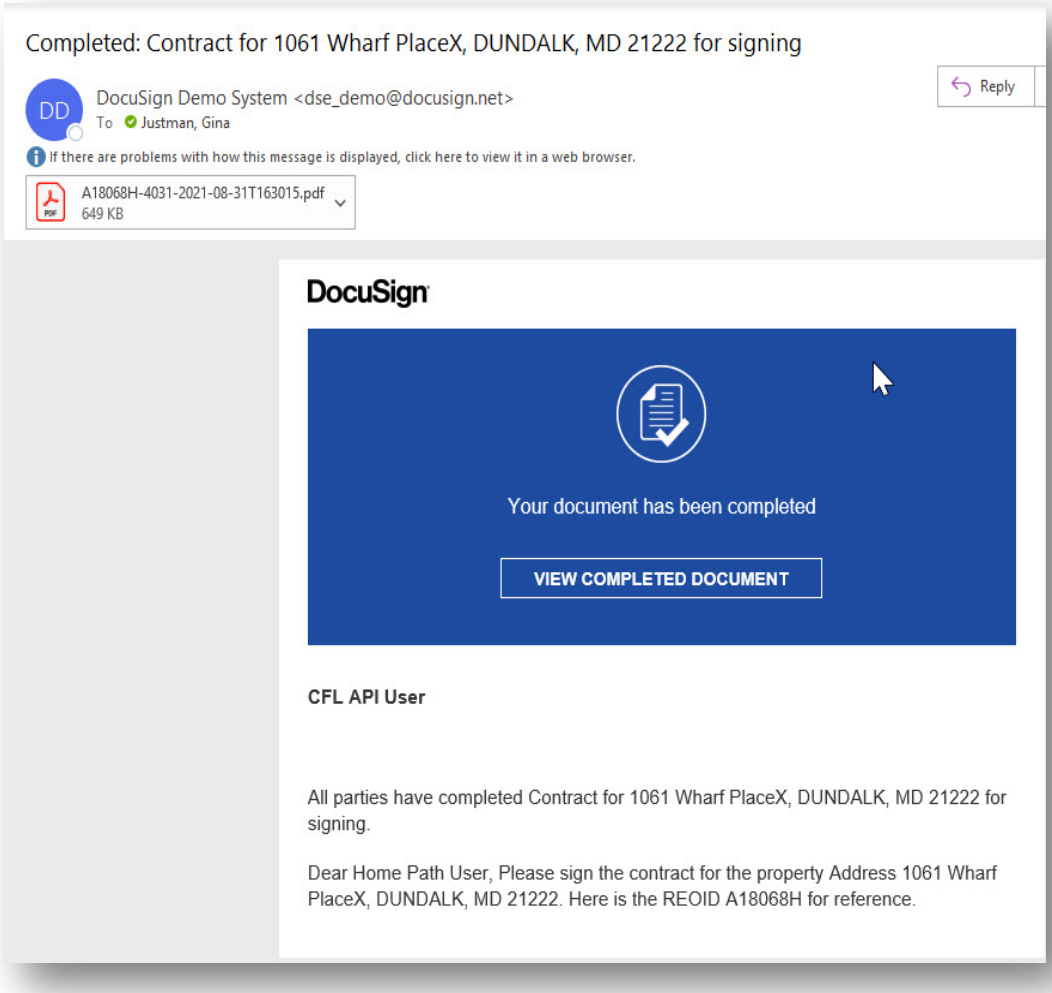


Once execution is completed a pop-up will appear notifying you that you will receive an email.

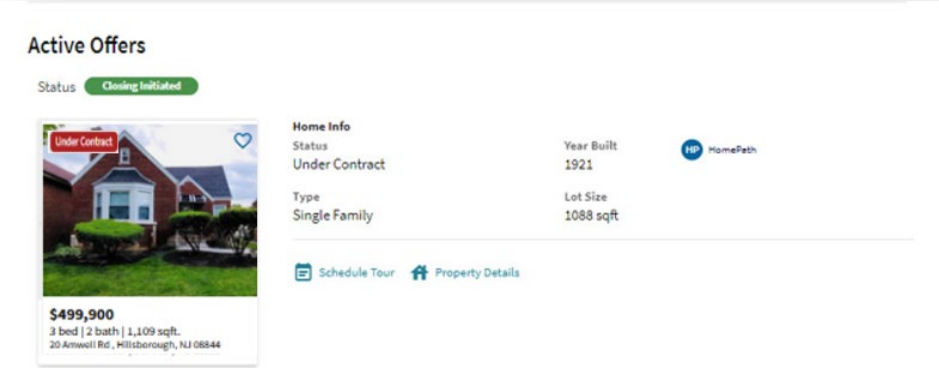




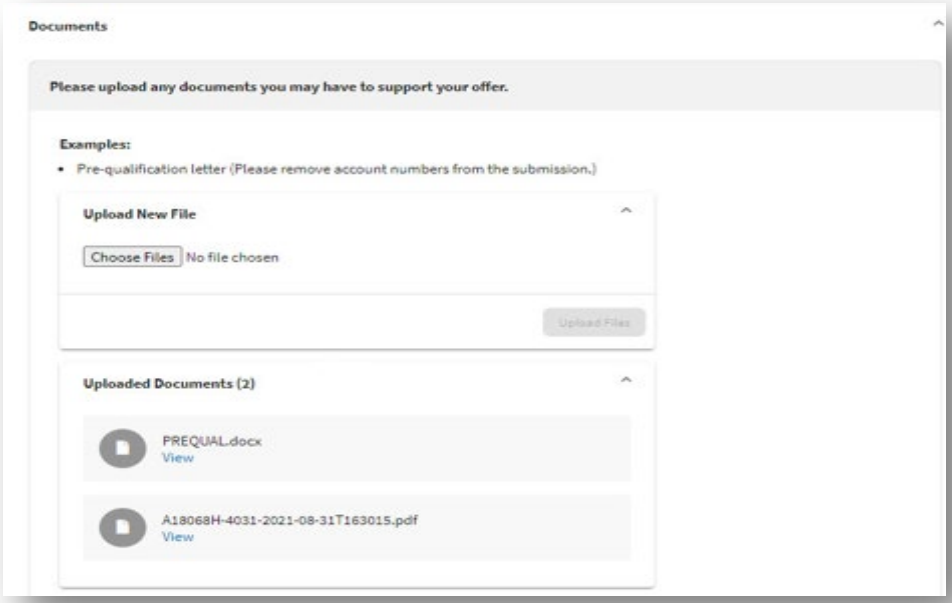
Once the contract is executed by Fannie Mae, the Buyer and Agent(s) will receive an email with contract from DocuSign.



The status of the offer will change in HomePath to *Closing Initiated*.



Under the Documents section all documents will be available to view.



Amendments

If the buyer requests a change to a fully executed contract, obtain a Fannie Mae Amendment form from the listing agent. Do not submit buyer inspection reports to the listing agent. These will not be reviewed. Place any requested items for repair or replacement on the Amendment form and send to the Listing Agent. Use this form for other changes such closing date extensions or a change in financing.

Termination

If the sale falls through, obtain a Fannie Mae Termination form from the listing agent, and provide the reason for termination.

Help Prevent Fraud

If you are aware of or suspect inappropriate activity in connection with a Fannie Mae property, please immediately report it either by e-mail to Mortgagefraud_tips@fanniemae.com or to our Fraud Tips Hotline, 1-800-2FANNIE (1-800-232-6643).