



Effective September 5, 2024

# VASP Servicing Transfer - Readiness Test Standards

## Data Standards and Usage guideline for a transferrable loan on the Veterans Affairs (VA) Servicing Purchase (VASP) Portfolio Loan.

The VASP Servicing Transfer Readiness Test is an opportunity where Servicers may perform a test transfer of data by preparing a file following the standards outlined in the VASP Servicing Transfer Readiness Package. Please note that this is an initial test to help reduce testing time during the Transfer Project. Each Servicer will need to follow the Servicing Transfer Instructions, Data Standard Guidelines and Master Boarding Template as outlined in the Servicing Transfer Package. During the Transfer Project, additional communication and testing may be required.

**NOTE: The results of this a VASP Readiness Test does not guaranty the Servicers readiness in the future as changes between the VASP Readiness Test and the actual transfer (occurring during a Transfer Project) may find additional deficiencies by the Servicer using the master boarding file or requirements of the Servicing Transfer Instructions when submitting information on live loans.**

### VASP Readiness Test Guidelines

Please follow the following guidelines while submitting the test data files for readiness test evaluation. The test file must follow the Master Boarding File Template, Data Standard guidelines and Data Dictionary provided in the VASP Servicing Transfer Readiness Package, with the following exceptions.

- **Naming Convention:** Test files should be comprised of your servicer name, reference "VASP\_Readiness\_Test" and the date time stamp.
  - **Ex: XYZServicer\_VASP\_Readiness\_Test\_MMDDYYYY\_HHMMSS.xlsx**
  - **Use only underscores to separate words.**
  - **Do not use spaces or other special characters.**
  - **Filename must be less than or equal to 100 characters in length.**
- **Format:** Test files must be in Excel format only in \*.xlsx extension. Please do not send files in \*.csv or \*.xls format.
- **Contents:**
  - The VASP Readiness Test file should contain only one tab of data and follow the order and structure of the master boarding template and data dictionary provided within the VASP Servicing Transfer Package.
  - The VASP Readiness Test file should not contain more than 100 loans, but not less than 10.
  - All the fields identified as required in the data dictionary should be provided. Omitting any of the required fields will result in failure of the readiness test.
  - Ensure the data type formats for the fields on the readiness file follow the expected data type of the Data Dictionary Guideline.
- **Obfuscation:** The data contained within the file must not contain live loan data. Obfuscation requires that some data elements of the master boarding file follow specific data.
  - **Refer to the 4\_VASP\_Readiness\_Test\_Obfuscation\_Sample\_10052024.xlsx for obfuscation details for the testing loans.**



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## VASP Readiness Test Guidelines (CONTINUED)

Please follow the following guidelines while submitting the test data files for readiness test evaluation. The test file must follow the Master Boarding File Template, Data Standard guidelines and Data Dictionary provided in the VASP Servicing Transfer Readiness Package, with the following exceptions.

### • Timing & Expectations:

- Submission of a test file can only occur during the testing window.
- Test files submitted direct to the Transferee will not be performed. All file tests should be submitted through [www.vrmco.com/vasp-testing](http://www.vrmco.com/vasp-testing)
- Any submission of a test file not following these guidelines regarding file name, data standards, use of the master boarding template or obfuscation will immediately fail during the evaluation period.
- After the submission, your test file will be evaluated, and a report of your organization's readiness will be sent via email within 5 business days after the evaluation. Results will come direct from the Transferee to the point of contact provided with the submission of the test file.
- Servicers can submit only one test at a time and should wait for the results of their evaluation before any resubmission. Subsequent test requests will not be performed if the Transferee is still in an evaluation period of the test from the Servicer.
- Servicers may resubmit an updated test file through the submission process indicated within these guidelines provided that the testing window is open.