



Effective August 30, 2024

VASP Servicing Transfer - Data Standards

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

Through the implementation of the VA Servicing Purchase (VASP) and VASP Servicing Transfer programs, these data standards provide guidance to Guaranty Servicer/Lenders (“Servicers”) when transferring an acquired loan to the VA’s wholly-owned portfolio. Use of these Data Standards in conjunction with the Master Boarding Template and Data Dictionary of the VASP Servicing Transfer Package should be employed.

Data Standards & Dictionary

1. **Data Dictionary** - The loan boarding Data Dictionary reference contains the data elements (fields, definition, data type, comments and requirement) of the Master Boarding File. Servicers should use this Data Dictionary to map loan data to this format.
2. **Security** - Submission of data via the Master Boarding should only be done through a secure transfer protocol (SFTP) established by the Transferee.
3. **Loan Population** - Transferor Servicers can only send data and documents on loans that are a part of a Transfer Project. Submission of any data or documents for loans that are not a part of a Transfer Project will be considered a security violation.
4. **Mapping** - Transferor Services that are unable to map data to the Master Boarding or have questions during the mapping process should reach out to their Transfer Coordinator.
5. **Loan Numbers (New)** - The Transferee will assign new loan numbers for the transfer population.

Using the Master Boarding Template

Follow these guidelines for the use of the Master Boarding Template when supplying data during Preliminary or Final phases of the VASP Servicing Transfer process.

- **Naming Convention:** The file name should be comprised of your assigned Servicing Transfer Project Identifier, named reference of “LoanBoardingMaster” and the date of the file as MMDDYY.
 - **Ex: ST101-1224_LoanBoardingMaster_07252024.xlsx**
- **Contents:** The loan boarding file should contain only one tab of data and follow the order and structure of the data dictionary as well as the template provided in your VASP Servicing Transfer package. Only loan data that is related to the specific Servicing Transfer Project Identifier should be included.
- **File Name:** The file must be an Excel file whereby *.xlsx supported extension. Do not send files in *.csv or *.xls format. Additional guidelines on naming the file:
 - **Use only underscores to separate words.**
 - **Do not use spaces or other special characters.**
 - **File name must be less than or equal to 40 characters in length.**