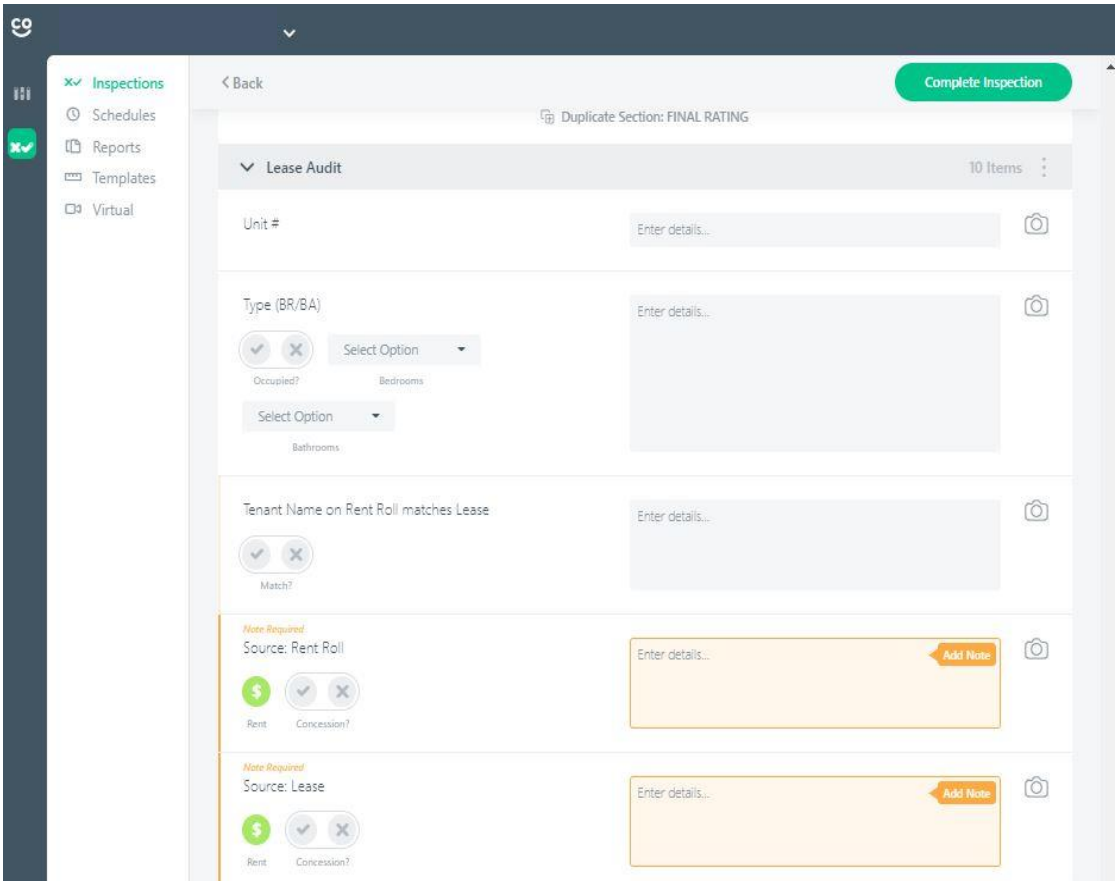
Optigo Happy: Lease Audit Integration

The Lease Audit questions are now integrated into the Optigo Happy property inspection template.

1. Completing the Lease Audit before or during an Inspection

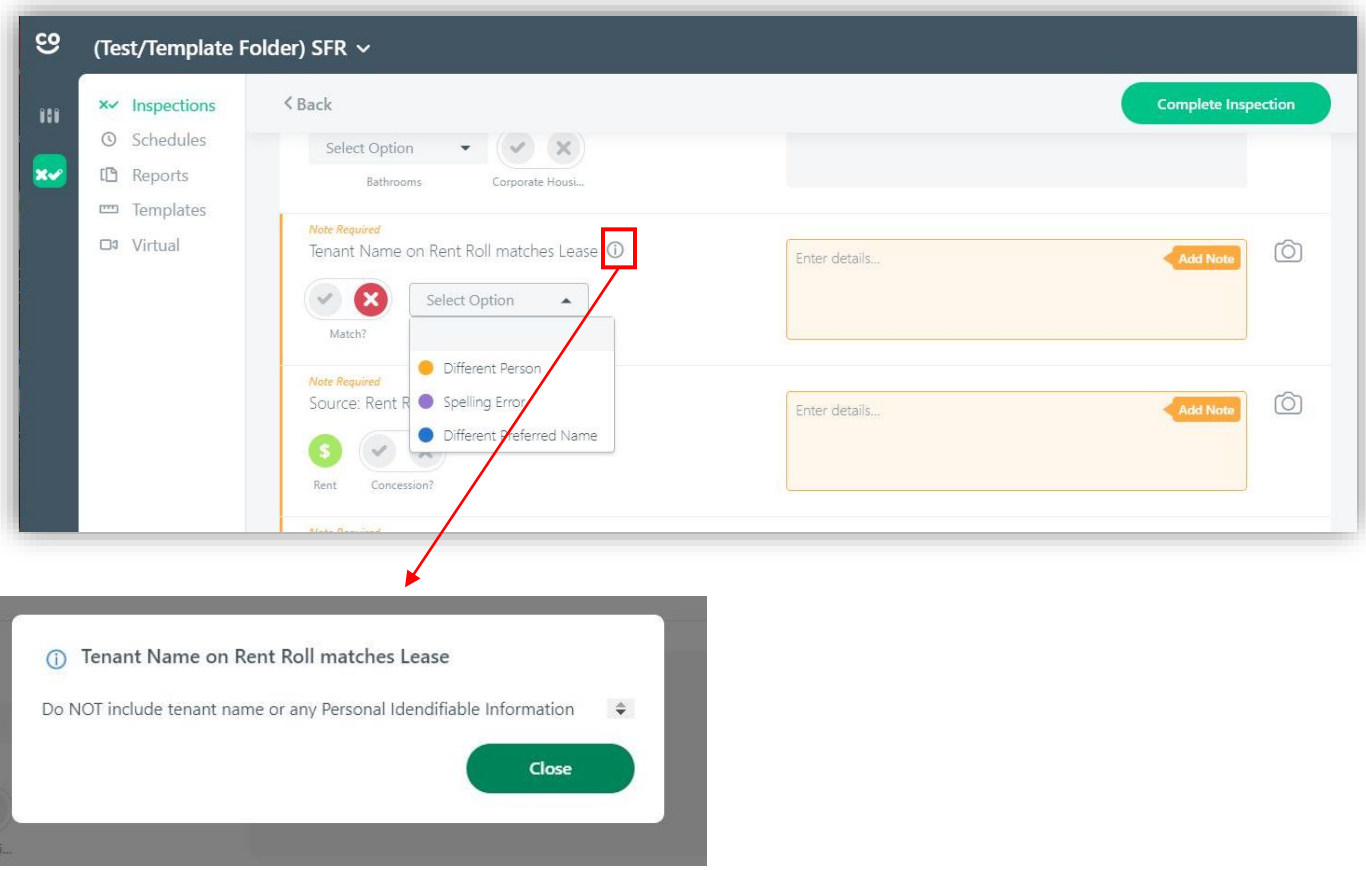
Begin by entering information into the Lease Audit section of the inspection form prior to or during an inspection. The questions highlighted below are the same lease audit questions and content – just in a digital format, replacing the Excel spreadsheet lease audit.

If a representative of the Optigo® lender conducts the property inspection, and lease files are maintained on-site, the lease audit must be conducted at the time of the site inspection. If a virtual or contracted third-party inspection is permitted in response to the COVID-19 pandemic, or the lease files are not on-site, review of lease files by the Optigo lender and/or Freddie Mac may be completed electronically.



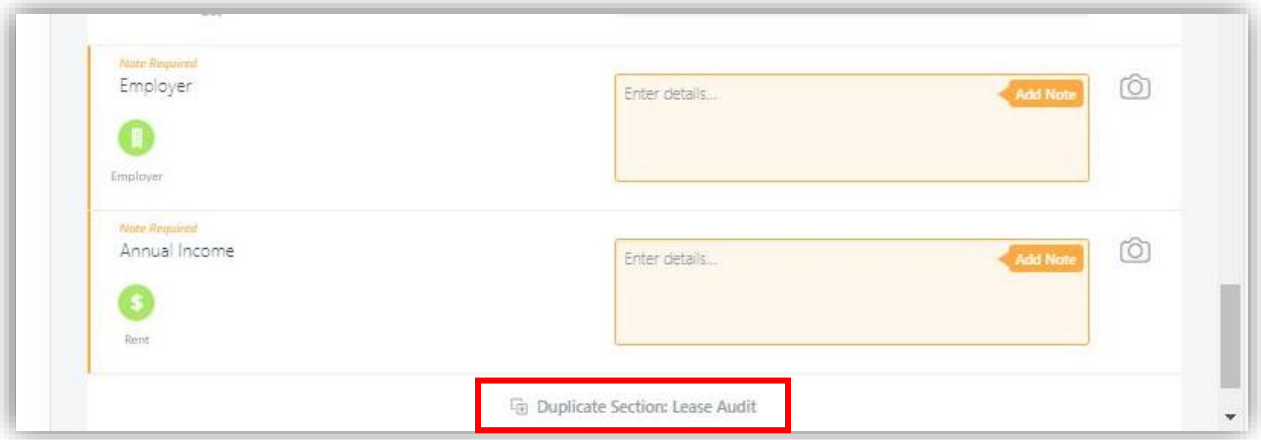
Tenant Name

In the **Tenant Name on Rent Roll matches Lease** section pictured below, only verify that the tenant's name on the rent roll matches the lease. If there is a mismatch, select a reason why in the drop-down. **Do not enter** the tenant's name.



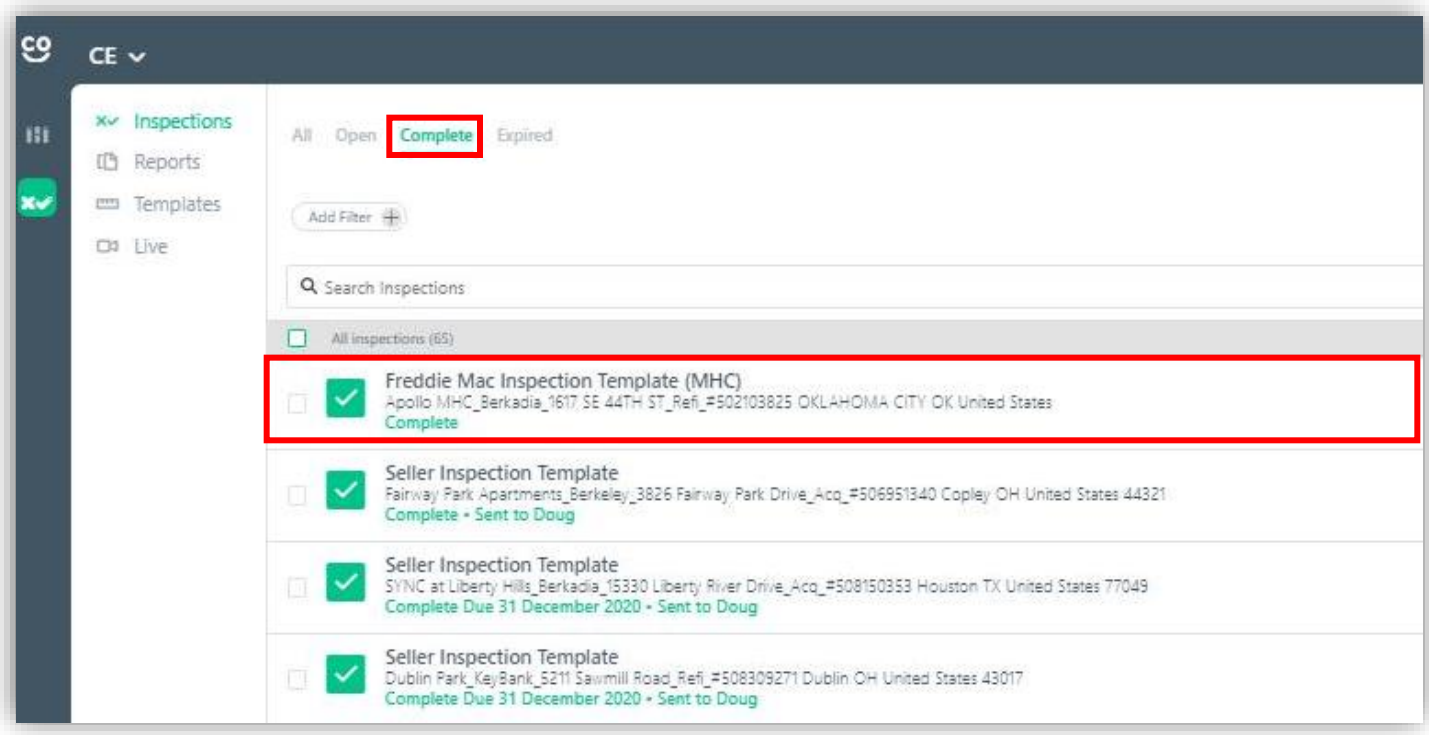
Units to Audit

The inspection form will populate the correct number of units to audit. If more leases need to be audited, a Duplicate Section option is available to add additional lease audit records.



2. Completing the Lease Audit after Submitting an Inspection

If you are unable to complete a Lease Audit at the time of the property inspection, and you need to complete it after the submission of the inspection record, simply go into “Complete” inspections and click on the completed inspection record to update it with the Lease Audit.



Unlock and Edit

Once you’ve opened the inspection file to be updated, click “Unlock & Edit Inspection” in the top right corner. This will allow you to edit the inspection and update the Lease Audit section. Once the Lease Audit has been completed, click “Complete Inspection” and then “Create Report”.

NOTE: For non-SBL deals, when re-submitting an inspection, a new inspection file will be automatically uploaded to the Document Management System (DMS). Please be sure to let your Freddie Mac counterpart know there will be two inspection reports in DMS: one with the Lease Audit and one without. SBL inspection reports still need to be manually uploaded to DMS.

For questions or support regarding Optigo Happy, please contact the HappyCo support line: (628) 272-8050, or raise a request through the Support Desk.

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