Freddie Mac Learning

Tips for Delivering Early Funding Contracts (Pool-Level)

This reference provides tips and instructional information for Guarantor and MultiLender contracts delivered in Loan Selling Advisor® with the Early Funding (EF) contract option (a negotiated term of business included in a Seller's Pricing Identifier Terms), and addresses the following topics:

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Note: The differences between delivery requirements for EF contracts and non-EF contracts is the accelerated timing for completion of Form 996EF, Form 1034E and clicking the "Finalize Early Funding Contract" notification. In order for EF contracts to advance to a status of Ready to Fund, all delivery requirements must be completed on or before 12:00 PM on the EF Target Date. Furthermore, Freddie Mac encourages you to complete all requirements by 8 PM the business day before the EF Target Date.

How the Early Funding Contract Option Works

The EF pool-level contract option lets Sellers settle their Guarantor and MultiLender pools up to **10 days** before the Security Settlement Date (defined later in this document). When creating a contract in Loan Selling Advisor and selecting the Early Funding Indicator, consider two important dates:

- **EF Target Date.** This is the day a Seller expects to receive cash from Freddie Mac from the sale of mortgages. EF contracts must reflect a Ready to Fund status on or before the EF Target Date. If an EF contract moves to a Ready to Fund Status before 12:00 PM on the same (business) day as the EF Target Date (referred to as same-day funding), Freddie Mac will make its best effort to fund the EF contract, but there is no funding guarantee. For assistance with same-day funding, please contact your Strategic Technology Integration Representative or Early Funding Operations Manager in advance.
- Security Settlement Date. This is the date the security is issued, and Freddie Mac delivers the
 security to the Dealer per the Assignment of Trade (AOT) and/or retains the security if Freddie
 Mac purchases it. Similar to standard Guarantor and MultiLender contracts, in order for EF
 contracts to enter the Settlement Cycle, the contracts must be in a Ready to Fund state by close
 of business on the Final Delivery Date, per the contract terms. For information on the Early
 Funding Settlement Date, refer to your Pricing Identifier Terms for the negotiated term of
 business titled "Provisions Relating to Early Funding."

Note: In Loan Selling Advisor, the Final Delivery Date is based on the Security Settlement Date, not the Early Funding Target Date.

Early Funding contracts move to a Ready to Fund Status after the following delivery requirements are met:

- Loans are assessed/evaluated and critical errors are cleared.
- Security Wire Instructions are created and approved in Loan Selling Advisor for delivery of the Mortgage-Backed Securities (MBS) and Uniform Mortgage-Backed Securities[™] (UMBSTM) to Freddie Mac per the negotiated EF term of business.
- Notes are certified in Loan Selling Advisor by the Document Custodian.
- The applicable wire instructions (self-funded or Warehouse Lender wire instructions) have been assigned to the allocated loans.
- The Warehouse Lender has recorded and released their interest in the Pledged Mortgages identified on Form 996E.
- The Pool Valid status in Loan Selling Advisor is Yes.

After the requirements noted above are met, you must click Finalize Early Funding Contract to notify Freddie Mac that the contract (or contract pool) is ready for funding. It's important to note the contract will not fund if the following occurs:

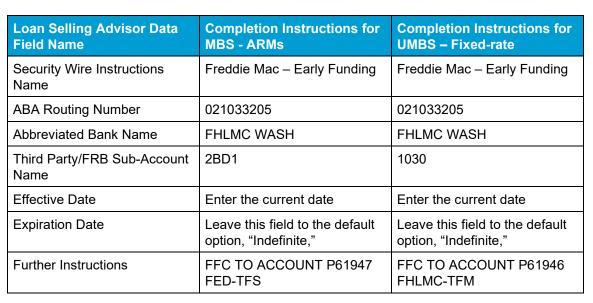
- If you click Finalize Early Funding Contract before delivery requirements are met, you will receive error messages and the contract (or pool) will not advance to a Ready to Fund status.
- If delivery requirements are met and you fail to click Finalize Early Funding Contract, the contract will not fund early. Therefore, it is important to monitor and manage your EF contracts and loans for timely contract fulfillment and funding.

Complete the Early Funding Set-Up Process

The set-up process, which provides Freddie Mac with the information required to accept and process an EF contract, must be complete before you create an EF contract in Loan Selling Advisor. The set-up process includes:

- The Seller acceptance of the EF negotiated Term of Business titled "Provisions Relating to Early Funding."
- If one or more Warehouse Lenders are used, the following document are required (for each):
 - ♦ A Mortgage Warehousing Agreement relationship in accordance with Single-Family Seller/Servicer Guide (henceforth referred to as Seller/Servicer Guide) Chapter 6305.
 - ♦ A current approved <u>Form 987E</u>, Wire Transfer Authorization for a Warehouse Delivery, on file with Freddie Mac. If there is a change in the Warehouse Lender's wire instructions, you must provide us with a new <u>Form 987E</u>.
- Security wire instructions are approved in Loan Selling Advisor for delivery of the MBS or UMBSTM to Freddie Mac as follows:





Sellers must set up security wire instructions in Loan Selling Advisor, a two-step process; each organization must assign user roles of a Set Up Administrator (sets up wire instructions) and a Set Up Manager (approves the wire instructions) to separate individuals. Refer to the following resources to assist you with security wire instructions and establishing user roles:

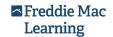
- ♦ Loan Selling Advisor Help. See the section "Security Wire Instructions" for step-by-step instructions on setting up Security Wire Instructions.
- Form 900. The Loan Selling Advisor Authorized User Identification and Certification Form is used to request user roles. This form must be signed by a vice president (or higher ranking officer) who is authorized by the Seller to: (i) identify employees authorized by the Seller to use Loan Selling Advisor and to assign such employees user roles, (ii) receive the Authorized Users' identification codes and passwords from Freddie Mac, and (iii) assign, remove or change Authorized User(s) or User Role(s) by submitting a new Form 900 in accordance with the Guide and Seller's other Purchase Documents.

You may visit the <u>Access Manager</u> webpage to create, manage and provision your users' access to certain tools and applications, including tools in Freddie Mac Loan AdvisorSM.

Additionally, consider the following:

- If you do not intend to enter into Forward Trades with Freddie Mac, you must establish a relationship with one or more Dealers approved by Freddie Mac.
- You must designate your points of contact and email their contact information, with their email
 addresses, to <u>early funding group@freddiemac.com</u>. Freddie Mac will email your points of
 contact a Term Sheet specifying the terms applicable to the Early Funding transactions, and the
 Term Sheet will remain in effect for all Early Funding transactions initiated after the Effective Date
 specified in the Term Sheet unless/until it is modified by Freddie Mac.

For more information on the Early Funding Set Up Process, refer to your Pricing Identifier Terms for the negotiated term of business titled "Provisions Relating to Early Funding."

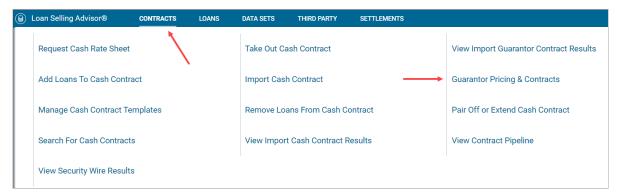




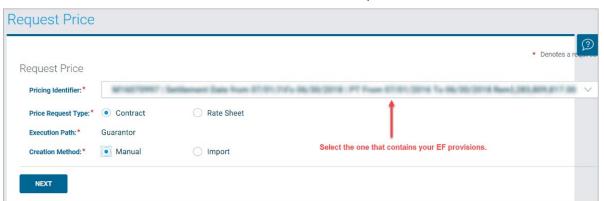
Create a Contract and Add Loans

To create an EF pool-level, Guarantor or MultiLender contract in Loan Selling Advisor, do the following:

1. From the main menu, click CONTRACTS, and then click Guarantor Pricing & Contracts.



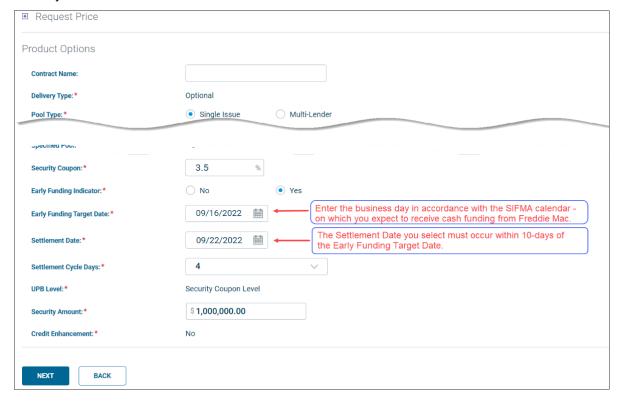
2. The **Request Price** page appears. Select the **Pricing Identifier** that contains your EF terms of business, select the contract creation method of Manual or Import, then click **Next**.







 The Product Options section displays. Enter all required information. Be sure to select an Early Funding Indicator of Yes and enter an Early Funding Target Date that is within 10-days of the Security Settlement Date.



In this example, the **Early Funding Target Date** is 09/16/2022. To receive timely funding, the contract status must reflect "Ready to Fund" no later than12:00 noon ET on the Early Funding Target Date. The Settlement Cycle Days applies to the (Security) Settlement Date only. To receive timely funding for your EF contracts, it is important to pay close attention to the Early Funding Target Date and make sure all delivery requirements are met.

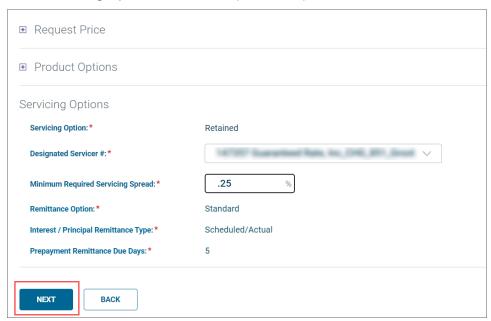
To learn more about the options for **Settlement Cycle Days** such as standard, Gold Rush and Early Pool Disclosure, click the data field name in Loan Selling Advisor to view field level help. To learn about Early Pool Disclosure, access the <u>Early Pool Disclosure Fact Sheet</u>.

Note: Exceptions to the funding timeline may be granted on a case-by-case basis. Send your request to Early_Funding_Support@freddiemac.com and early_funding_group@freddiemac.com.

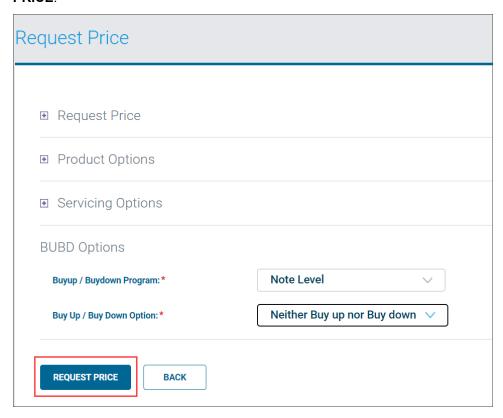
Click Next.



5. In the **Servicing Options** section, complete all required fields and click **NEXT**.

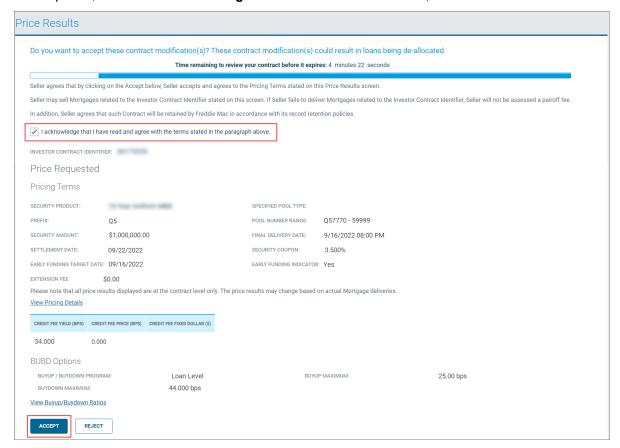


6. The **BUBD Options** section appears. Make the appropriate selections and click **REQUEST PRICE**.



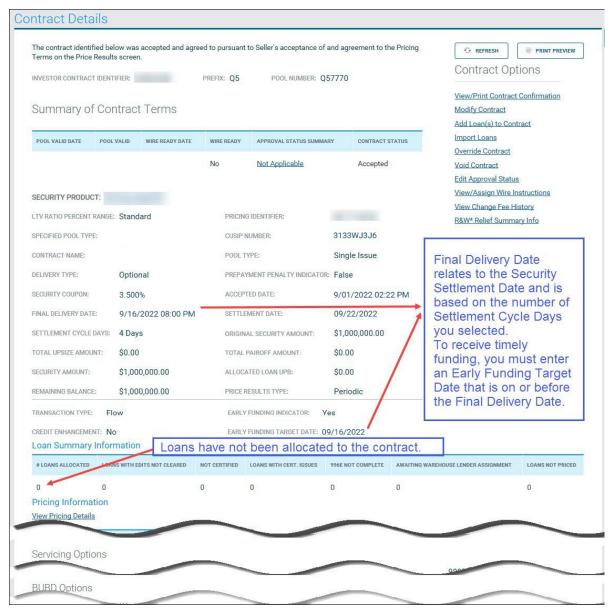


7. The **Price Results** page displays. Review the price results information. If the pricing information is acceptable, select the **I acknowledge that I have read...** checkbox, and click **ACCEPT**.





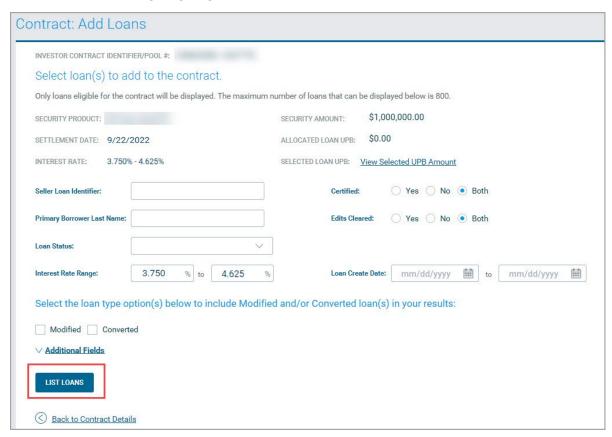
- 8. The Contract Details page appears and displays summary level contract information, as well as Contract Options. In the example that follows, there are no loans allocated to the contract as evidenced in the Loan Summary Information section. If you are ready to add loans to the contract, from the Contract Options do one of the following:
 - a) Click Add Loan(s) to Contract to select the loans you want to allocate to the contract.
 - b) Click Import Loans to import and simultaneously add loans to the contract.







9. In this example, we clicked **Add Loan(s) to Contract**. When the page refreshes, enter search information and click **LIST LOANS** to find loans to add to the contract.



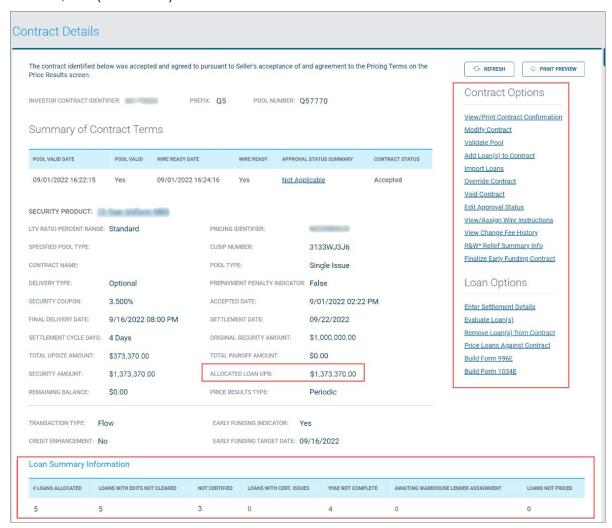
 Select the loans you want to add to the contract by clicking the applicable checkbox and click ADD LOANS.

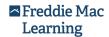




- 11. After loans are added, the **Contract Details** page refreshes and presents you with:
 - a. Additional Contract Options to Validate Pool and Finalize Early Funding Contract and
 - A new Loan Options section that contains the functions you'll use to prepare loans for delivery and finalization.

In the example that follows, the Loan Summary Information section shows there are five loans allocated to the contract, and all require edits to be cleared. Notice, only three loans require certification and two loans are already certified (previously delivered with Investor Feature Identifier, H49 (Sort ID 369).



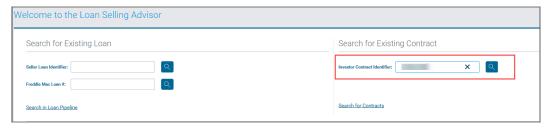




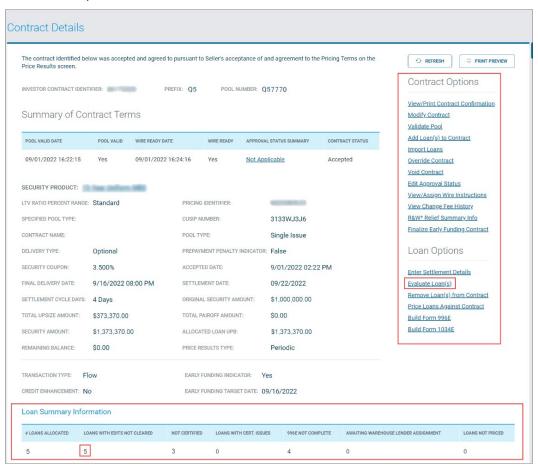
Complete the Loan Delivery Process

After loans are allocated to the contract, you are ready to begin the loan delivery and finalization process. All the functions you will use to complete this process can be accessed from the Contract Details page as depicted below.

1. From the Loan Selling Advisor home page, input the Investor Contract Identifier and press Enter or click the magnifying glass.

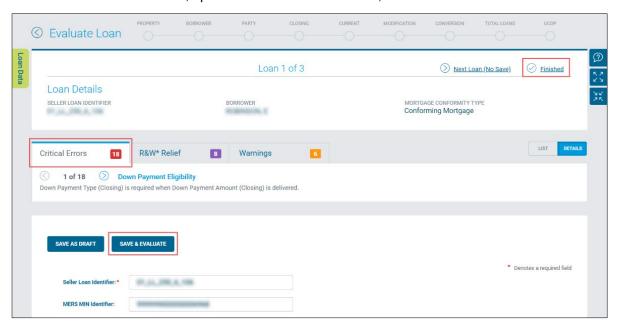


 From the Contract Details page, go to the Loan Summary Information section to verify that all loans have cleared critical edits. If one or more loans have not been cleared critical edits, go to Loan Options and click Evaluate Loans to assess the loans against your Purchase Documents and Guide requirements.





The Evaluate Loans page displays the allocated loans one at a time, in Seller Loan Identifier
number order. The following example shows a loan that has not cleared critical edits. When
critical assessment edits exist, update the erroneous loan data, then click SAVE & EVALUATE.



4. Correct and re-assess each loan as needed, until all critical errors (edits) are cleared, then click **Finished.** The Summary of Evaluated Loans page displays the Edits Clear status of Y (Yes) and N (No). Click **Back to Contract after critical edits are clear.**

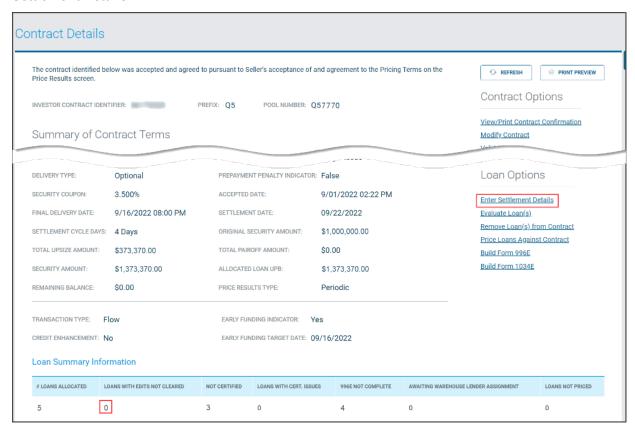


Note: If you allocate certified loans (previously delivered with Investor Feature Identifier (Sort ID 369, H49), you will not be required to build Form 1034E, but you must re-assess the loans, clear critical edits, and build Form 996E, if applicable.





The Contract Details page appears, this time showing that all errors have cleared. Click Enter Settlement Details.

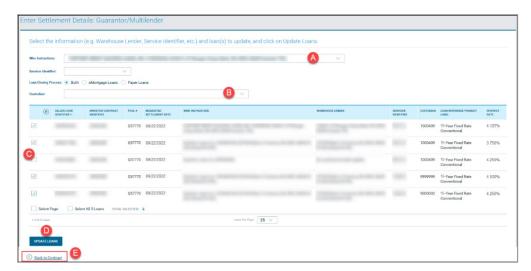


- 6. The Enter Settlement Details function is performed to identify loans you want to assign to a specific entity; select a Servicer Identifier, a Warehouse Lender or a Document Custodian. If you do not have multiple Servicer Identifiers, Warehouse Lenders or Custodians, you do not need to Enter Settlement Details.
 - A. Select **Cash Wire Instructions** if self-funded. Otherwise, select the Warehouse Lender's wire instructions.
 - B. Select the Servicer Identifier.
 - C. Select a Custodian.
 - D. The Loan Closing Process will default to Both. If the loans you are assigning do not apply to both, select eMortgage Loans or Paper Loans
 - E. Select the loans you want to assign by clicking the applicable checkbox and click **UPDATE LOANS**.

If you need to assign loans to multiple entities, you enter settlement details in a two-step process. First, you'll select the loans, select the entity you want to assign the loans to and then click UPDATE LOANS. Next, you will repeat the steps by selecting the remaining loans and assigning them to a different Servicer Identifier, Warehouse Lender or Custodian and click **UPDATE LOANS**.

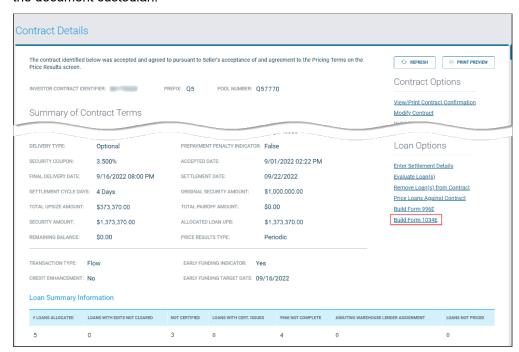




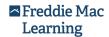


Note: When you modify the Warehouse Lender Identifier (Sort ID 650.10) data point, in the Modify loan page or in the MISMO XML Import file (ULDD file), it automatically carries over to the Enter Settlement Details page.

- 7. Click Back to Contract.
- 8. Next, click **Build Form 1034E to create the Custodial Certification Schedule** for submission to the document custodian.

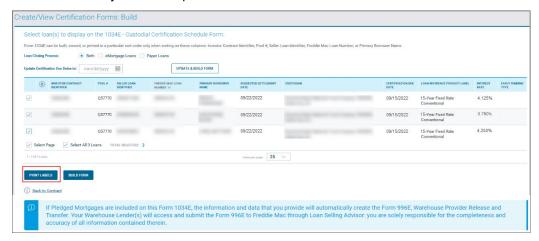


From the Create/View Certification Forms: Build page, you have the option to Build Form 1034E and/or Print Loan Number Labels. If you want to print labels, you must print them before you build Form 1034E. See steps 9 - 10 to Build Labels and steps 11 - 12 to Build Form 1034E.

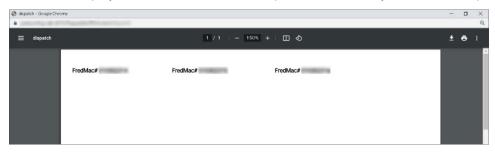




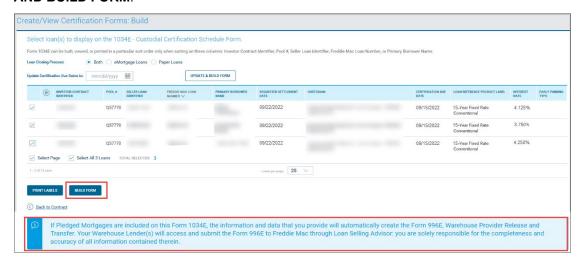
9. Select the loans you want to print labels for and click PRINT LABELS.



10. The labels display in a new window. Use the print command of your browser to print the labels.



11. From the Create/View Certification Forms: Build page, select the loans you want to Build Form 1034E for by clicking the applicable checkbox, then click **Build Form**. If you want to enter a certification due date, be sure to build the form first and then enter the date and click **UPDATE** AND BUILD FORM.

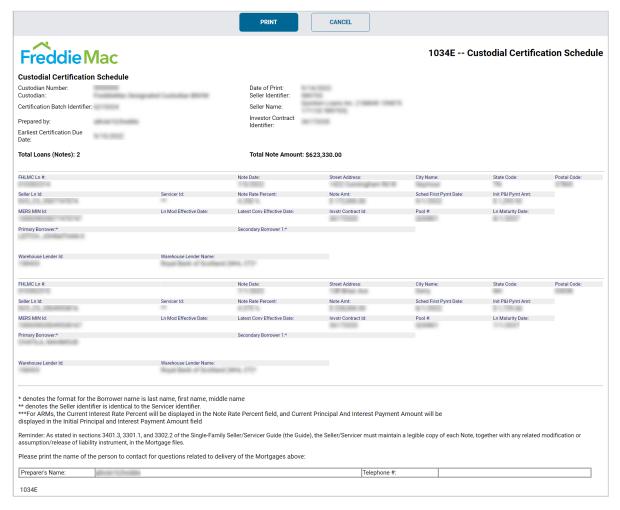


Note: For allocated loans, Form 996E automatically builds when Form 1034E is built and the Warehouse Lender can access Form 996E through Loan Selling Advisor.





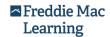
12. A separate window displays Form 1034E, Custodial Certification Schedule. Note, you may choose to save or print or the form for your records.



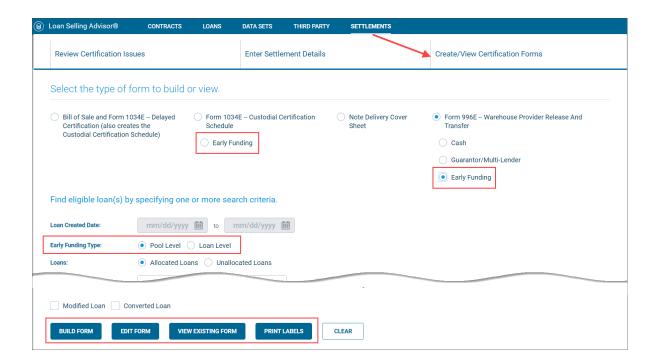
Note: Warehouse Lender ID and Name will display for mortgages subject to a warehouse financing arrangement.

An alternate option to access forms is from the SETTLEMENTS menu. Click **Create/View Certification Forms** to search for loans and:

- View an existing form
- Build Forms and identify the EF Form Type of 1034E or 996E and select the EF Funding
 Type of "Pool Level". If the loan was previously certified (delivered with IFI H49), you will not
 build Form 1034E for those loans
- ♦ Edit an existing form
- Print Freddie Mac Loan Number labels



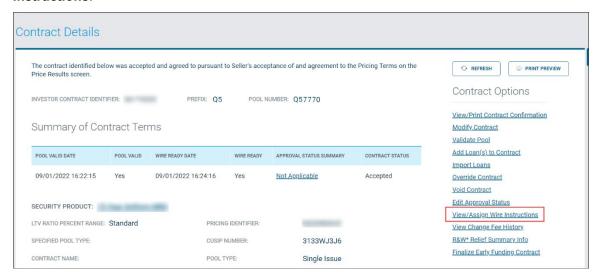


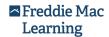


Finalization and Fulfillment

After completing the steps above, the contract is ready for finalization and fulfillment. With EF pool-level contracts, the contract must be in a Ready to Fund status before it can be "Early funded". To complete contract finalization, do the following in the order shown below from the Contract Details page:

 Assign Security wire instructions. From the Contract Options section, click View/Assign Wire Instructions.



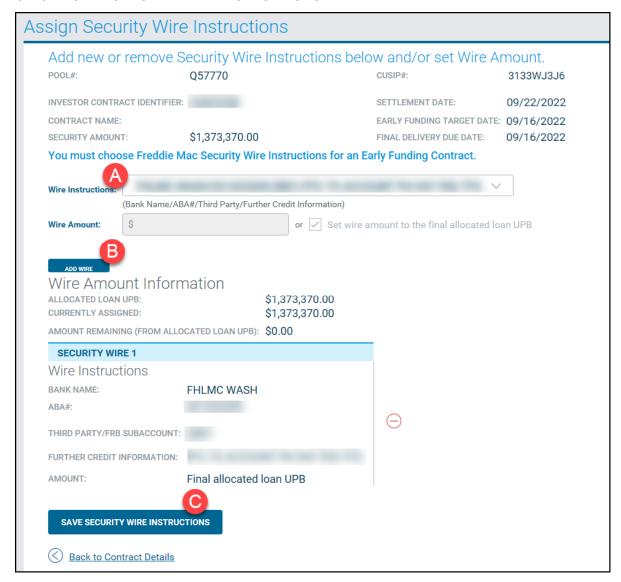




- 2. From the Assign Security Wire Instructions page, perform the following steps:
 - A. If the Wire Instructions do not default to the desired instructions, click the drop-down menu and select the valid **Wire Instructions for the contract/loans**.
 - i) For fixed-rate contracts, choose FHLMC WASH/021033205/1030/P61946 FHLMC TFM
 - ii) For ARM contracts, choose FHLMC WASH/021033205/2BD1/FFC TO ACCOUNT P61947 FED-TFS

Note: The wire amount will automatically default to the allocated loan UPB.

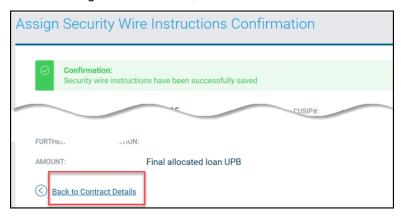
- B. Click ADD WIRE.
- C. Click SAVE SECURITY WIRE INSTRUCTIONS.





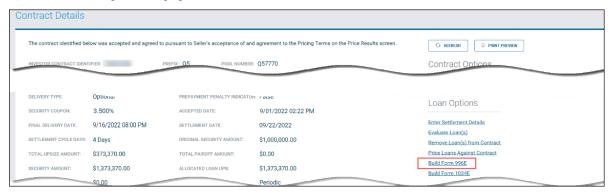


3. After receiving the confirmation, click **Back to Contract Details**.



If your process involves manually building Form 996E, follow steps 4-6. If the Form 996E was automatically built when you built Form 1034E, go to step 7.

4. In the Loan Options section, click Build Form 996E to build both the form and Appendix 1: Schedule of Pledged Mortgages.



Note: If there are loans in the contract that are assigned to different Warehouse Lenders, you will need to build a separate Form 996E for each Warehouse Lender.





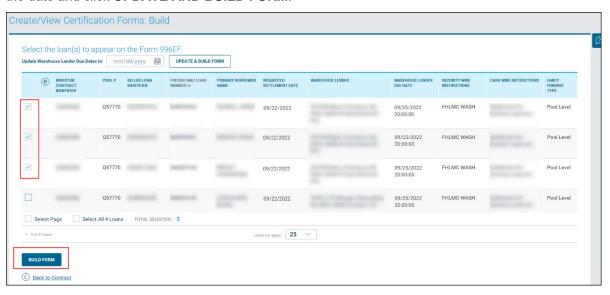
The ULDD Data Points to identify the Warehouse Lender for Pledged Mortgages are shown in the table that follows:

Data Point Name	Sort ID#	Import Data or Manually Enter Data
Warehouse Lender Indicator	Sort ID 398.1	Both
Party Role Type	Sort ID 650.2	Import only
Party Role Identifier	Sort ID 650.1	Both

If you import these data points, you will not need to assign the Warehouse Lender on the **Enter Settlement Details** page, but you will need to add these data points to your current ULDD delivery file. For more information on importing data, refer to tab 9 of <u>Appendix D [XLS] – Freddie Mac XML Data Requirements Reference Tool V.5.0.0.</u> **Also,** refer to Guide Section 6302.38 for delivery instructions.

To simplify your reconciliation process, export the settlement details data set by individual Warehouse Lenders. For more information and tips on delivering Warehouse Lender information and Form 996E, refer to Form 996E Tips and Best Practices.

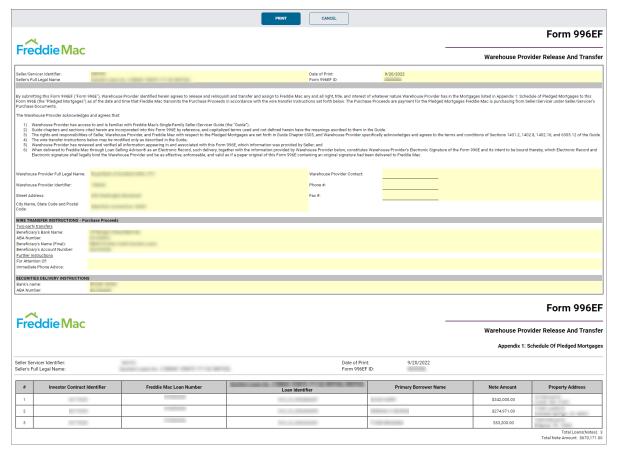
5. In the Create/View Certification Forms: Build page, select the pledged mortgages you want to assign to the Warehouse Lender by clicking the applicable check box then click BUILD FORM. If you want to enter a Warehouse Lender Due Date, be sure to build the form first and then enter the date and click UPDATE AND BUILD FORM.







6. A separate window displays Form 996E and Appendix 1: Scheduled of Pledged Mortgages. You may choose to save or print the form for your records.

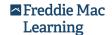


After Forms are Built:

- a) Notify the Warehouse Lender that Form 996EF is ready for processing
- b) Notify the Document Custodian that Form 1034E is ready for processing. Forward Notes to the Document Custodian if you are in possession of them.

Form 996EF must be processed and the Notes must be certified in Loan Selling Advisor before you can finalize the contract.

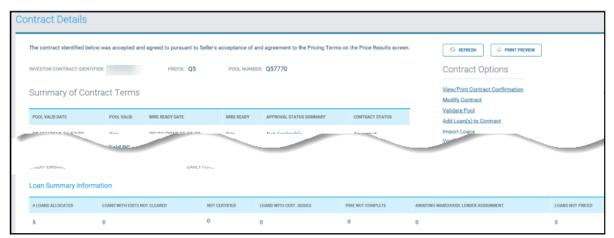
Note: If you manually deallocate a loan after Form 996E is built or recorded, the system will retain Form 996E information and transfer it to a Guarantor or MultiLender contract you select. If you reallocate the loan to a Cash contract, you must rebuild the form.

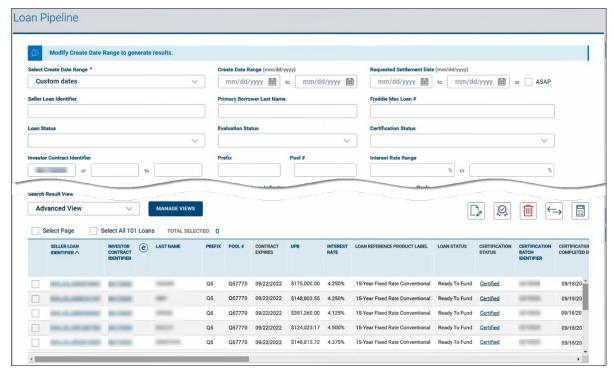




Verify the status of the Form 1034E and Form 996E in the Loan Summary Information section
of the Contract Details page (as in the image that follows) or by viewing loan status information
in the Loan Pipeline.

Example: Contract Details, Loan Summary Information.





Note: If the Warehouse Lender Released and Recorded their interest in the pledged mortgage(s) and you need to reassign the mortgages to a different Warehouse Lender, you must contact them and ask them to unrecord the loan. You will then acknowledge the system notification, edit Form 996E by removing the loan, enter settlement details to select a different Warehouse Lender and rebuild Form 996E.





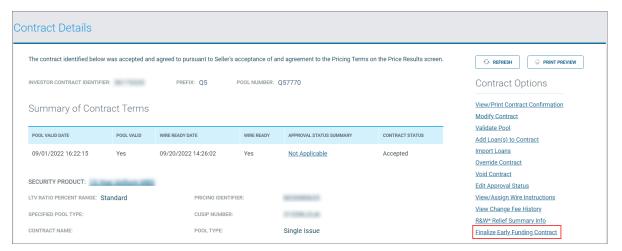
8. Next, re-validate the pool, even if the pool valid status is Yes. From the **Contract Options** section, click **Validate Pool**. A message window will display and state your request is processing. Click **OK** and click **Refresh** to update the date and time of the pool validation. If the status is No, you will receive a message describing why the pool could not be validated.



If you are not ready to finalize the contract and want to modify it (for example, by adding or deleting loans), see the Modify the Contract (Optional) section of this reference before proceeding.

 If delivery requirements are met and you do not intend to modify the contract, click Finalize Early Funding Contract. Clicking Finalize Early Funding Contracts means no additional changes will be made to the pool.

Note: Clicking Finalize Early Funding Contract notifies Freddie Mac you are ready for funding. Without performing this action, the contract does not fund, even if all delivery requirements are met.







 The page refreshes and confirms that the EF contract has been finalized. Click Back to Contract Details.



If all requirements are met, the **Contract Status** will reflect **Ready to Fund**, and the contract will fund on the Early Funding Target Date.



Before finalizing the EF Contract:

- a) Make sure the **Final Delivery Date** displays a date that is a current or a future date, not a date in the past.
- b) Do not click **Finalize Early Funding Contract** if additional contract changes or modifications are required.

Failure to do this will result in the following:

- Contract status not changing to Settlement Locked.
- Pool not settling.
- Security not being issued.

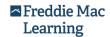
Modify the Contract (Optional)

All EF contract terms can be modified until the contract status is Ready to Fund. After that point, you may:

- Modify the Early Funding Target Date and the Contract Name
- Not add or remove loans or void the contract

For questions with voiding a contract or obtaining an exception, contact:

- To void a pool, send your correspondence to <u>Early funding group@freddiemac.com</u> and <u>Early Funding Support@freddiemac.com</u>.
- To obtain an exception, contact <u>Early Funding Support@freddiemac.com</u> and.early funding group@freddiemac.com.





Resources

The following additional resources may assist you with Early Funding transactions:

- Delivery Standards for Guarantor and MultiLender Swap Programs.
- Form 996E Tips and Best Practices.
- Understand and Resolve Early Funding Error Messages.
- The <u>Early Funding</u> webpage, which provides access to job aids, FAQs, and more.
- Loan Selling Advisor Online Help
- Access Manager webpage, which provides access to Freddie Mac tools and applications.
- Early Funding Support@freddiemac.com
- Customer Support (800-FREDDIE) for general questions and assistance.

This document is not a replacement or substitute for the information found in the *Freddie Mac Single-Family Seller/Servicer Guide* or terms of your Master Agreement or other Pricing Identifier Terms.

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