

Get Ready to Sell for Securities Checklist

Use this checklist to guide you (the Seller) through the process of doing Guarantor and MultiLender Swap business with Freddie Mac. From pricing and pooling, to contracts, loan delivery and fulfillment, you'll understand the steps required for issuance of the security. In general, the activities on the checklist are shown in the order they are to be performed; however, some activities (such as those in Loan Selling Advisor® Setup and Freddie Mac Pricing Setup) may be performed simultaneously.

CHECK	TO DO
PRICING DISCUSSION	
	Contact your Freddie Mac Account Executive to request approval to sell for securities through the Guarantor and MultiLender Swap programs.
	Contact your Freddie Mac Account Executive to discuss Guarantor and MultiLender Swap execution elements, including pricing and buyup/buydown (BUBD) grid timing.
	Freddie Mac Account Executive provides indication Guarantor and MultiLender pricing, including BUBD grids and credit fees.
	Incorporate indication Guarantor and MultiLender pricing components into your best execution analysis.
Resources	Sell for Securities brochure Sell for Securities - web page <ul style="list-style-type: none"> • Fixed-Rate Guarantor Execution • WAC ARM Guarantor Execution • MultiLender Swap Execution Timeline to Get Ready to Sell for Securities
TRADING READINESS	
	Start discussions with broker/dealers regarding your intent to deliver securities and any new trading needs you may have. If you are initiating a new relationship with broker/dealers, execute required trading agreements and related documents. Engage your hedge advisor for recommendations and guidance, if applicable.
	Determine sources for market pricing for securities, including UMBS™ indication pricing from broker/dealers.
	Begin analysis on capital impacts and related financial and accounting reporting and analysis that may be required.
	Review hedging strategies and revise hedge policies, if needed.
	Update any systems or software supporting trading, delivery and settlement activities.
	Contact your Freddie Mac Representative with Guarantor and MultiLender pricing questions.



CHECK	TO DO
Resources	<p>Freddie Mac Mortgage Securities – web page</p> <ul style="list-style-type: none"> • Security Lookup • Prefix Library • Prefix Library Explainer
LOAN SELLING ADVISOR SETUP	
	<p>Use Freddie Mac Access Manager to do the following:</p> <ul style="list-style-type: none"> • Designate a primary administrator to provision user access. • Identify specific user roles for each user (note that multiple roles are permitted). For Guarantor executions, at a minimum, make sure the following roles are issued: <ul style="list-style-type: none"> ○ Guarantor SMO, Guarantor Rate Sheet, Secondary Analyst, Setup Administrator (for security wire instructions setup), Setup Manager (approves security wire), and Security Wire Assigner
Resources	<p>Form 905 – Guide Access Manager Authorization Form. Form 905 is used by Sellers delivering mortgages under Guide Plus Additional Provisions to authorize or remove designated representative(s) (Guide Access Manager(s)) responsible for authorizing and managing employee access to Guide Plus through AllRegs®.</p> <p>Freddie Mac Access Manager Administrator Registration Form. Freddie Mac Access Manager offers authorized Seller/Service providers and certain Related Third Parties (each, an “Authorizing Entity”), the ability to self-manage access for their respective Authorized Users. In order to do so, each Authorizing Entity must identify Administrators by completing this Form. The Administrator(s) will be responsible for adding, removing and modifying Authorized User access to Freddie Mac’s Single-Family Tools specified in the Form. Go to the Access Manager web page for training and other information.</p> <p>Loan Selling Advisor Getting Started. This Help topic contains information on how to get started using Loan Selling Advisor, including information on user roles.</p>
	<p>Upon completion of all setups in Access Manager, log into Loan Selling Advisor to:</p> <ul style="list-style-type: none"> • Test user IDs and ensure correct access to user role functions. • Set up and approve security wire instructions.
Resources	<p>Guarantor Security Wire Instructions. A demonstration of how to create and manage security wire instructions for Guarantor Contracts. You'll also learn about the required user roles for these tasks.</p> <p>Loan Selling Advisor Help. A robust menu of topics to help you navigate and use Loan Selling Advisor functions and tools. Our step-by-instructions will assist you with creating and pricing contracts under the Cash, Guarantor and MultiLender executions, create and price loans, the delivery process, settlement and/or funding, exporting data and more.</p>
FREDDIE MAC PRICING SETUP	
	<p>Confirm with your Freddie Mac Account Executive receipt of Freddie Mac approval to sell loans in exchange for securities through the Guarantor and MultiLender Swap executions. (Freddie Mac creates Seller’s contract with Freddie Mac.)</p>
	<p>Confirm with your Freddie Mac Account Executive receipt of pricing terms from Freddie Mac and confirm your Pricing Day and BUBD grid timing. (Freddie Mac creates Seller’s Pricing Identifier Terms.)</p>



CHECK	TO DO
	<p>Confirm your Guarantor Pricing and Pricing Day are available to you in Loan Selling Advisor’s Rate Sheet, including all applicable components of Guarantor Pricing:</p> <ul style="list-style-type: none"> • Mortgage products eligible under the Seller’s terms • Applicable effective dates and settlements dates • Additional terms as stated in the Business Arrangement Stipulations section of the Rate Sheet
Resources	<p>Guide Section 6201.9 – Guarantor Pricing</p> <p>Guarantor Pricing and Contract Process. An overview of the Guarantor and MultiLender pricing and contract process that contains simulations of the functions you’ll use, including importing a contract, using a rate sheet, manually creating a contract, and exporting data.</p> <p>Guarantor Pricing and Contracting in Loan Selling Advisor® web page. Your one-stop shop to access information to assist you with using Loan Selling Advisor to manage all aspects of pricing your Guarantor and MultiLender Swap contracts.</p> <p>Guarantor Rate Sheet. This 5-minute tutorial will help you understand Guarantor Rate Sheets, rate sheet components and how to generate and export them.</p>
SELLER TESTING	
	<p>Coordinate testing in Loan Selling Advisor’s customer test environment (CTE) with Freddie Mac Representative.</p>
	<p>Perform end-to-end testing using a small pool.</p>
	<p>Access pricing in Loan Selling Advisor with your Pricing Identifier and Rate Sheet.</p>
	<p>Confirm your system interface(s) work properly; for example: LOS, Trading, Pricing, Pipeline Risk Management, Hedging, Settlement, Servicing, Accounting, Delivery, Warehouse Lender, Document Custody, Cash Management, Treasury, MERS (systems proprietary to you or your vendor).</p>
	<p>Confirm delivery and funding status is Ready to Fund.</p>
	<p>Understand key dates for Guarantor and MultiLender Swap pools.</p>
Resources	<p>Loan Selling Advisor Guarantor Selling and Delivery Process Flow. Interactive process flow to understand the steps for successful Guarantor Contract Delivery and Fulfillment through Loan Selling Advisor.</p> <p>Sell for Securities: FAQ. These frequently asked questions will assist you when selling mortgages through our Guarantor and MultiLender Swap executions and will help you better understand some of the delivery requirements.</p> <p>Guarantor Pricing and Contract Process. An overview of the Guarantor and MultiLender pricing and contract process that contains simulations of the functions you’ll use, including importing a contract, using a rate sheet, manually creating a contract, and exporting data.</p>



CHECK	TO DO
	<p>Settlement Dates for Securities Calendar. Also known as the settlement date calendar, it is based on Settlement Date Information released by the Securities Industry and Financial Markets Association (SIFMA) (www.sifma.org) and may be subject to change. The settlement date calendar is issued on a rolling-9 to 12-month period.</p> <p>Settlement for Guarantor/MultiLender. This Help topic contains guidance on finalizing a contract and meeting Freddie Mac’s delivery requirements.</p> <p>Exhibit 19 Credit Fees in Price. A matrix that sets forth the Credit Fee in Price amounts and/or Credit Fee in Price rates and credits applicable to certain Mortgages that, because of the type of mortgage product, loan purpose, Mortgaged Premises or other attributes (the “special attributes”), are subject to a Credit Fee in Price or receive a credit for a Credit Fee in Price pursuant to the provisions of the Guide. Visit our web page Exhibit 19 Calculator to download and learn how to use the Credit Fee Calculator to help you calculate your credit fees in price for the loans you deliver to Freddie Mac.</p> <p>The Exhibit 19 Calculator was designed to provide you with an indication of Credit Fees in Price or credits for Credit Fees in Price that Freddie Mac would assess on loans if they were delivered and sold to us. It is to be used as a guideline tool and is not intended nor designed to replace the actual Credit Fees in Price due on a loan determined by the contract terms between Freddie Mac and the Seller of the loan at the time of delivery. This calculator is available to approved Freddie Mac Seller/Serviceers. It is password protected; contact 800-FREDDIE to obtain the password.</p>
POOLING	
	Identify loans to be pooled.
	Establish timing for first pool pursuant to the applicable security settlement date.
	If applicable, validate bid/trade process is established with dealer network.
	Review Loan Selling Advisor funding and settlement reports (available on the first day of the settlement cycle).
	Develop data exports for settled pools.
	Reconcile post-settlement BUBD and/or Credit Fee in Yield.
	Ensure Freddie Mac delivery standards are met.
Resources	<p>Understand the Daily ACH Process. Daily ACH (Automated Clearing House) process for mortgages sold under the Guarantor and MultiLender Swap Programs, which can assist Sellers in tailoring their settlement and reconciliation processes.</p> <p>Tasks for Guarantor Contract Fulfillment. Provides standards for delivering guarantor contracts.</p> <p>Loan Selling Advisory Settlement/Funding Online Tool. Information about Settlement/Funding documents and their availability as well as how the Total Disbursement is calculated.</p> <p>Loan Selling Advisor Training Resources. This document list various resources available on Freddie Mac Learning that show how to work with Loan Selling Advisor and/or Freddie Mac.</p>



Summary of Resources

Review these *Freddie Mac Seller/Servicer Guide* excerpts and other resources to assist you in the sale of mortgages through Loan Selling Advisor under the Guarantor and MultiLender Swap programs.

RESOURCES
SELLER/SERVICER GUIDE
<p>6103 – Establishing a securities trading account with Freddie Mac</p> <p>6200 – Guarantor and MultiLender Swap Programs</p> <p>6201.9 – Guarantor Pricing</p> <p>6203 – Sale of Mortgages through Loan Selling Advisor® under Fixed-Rate Guarantor Program</p> <p>6204 – Sale of Mortgages through Loan Selling Advisor® under WAC ARM Guarantor Program</p> <p>6205 – Sale of Mortgages through Loan Selling Advisor® under MultiLender Swap Program</p> <p>Freddie Mac's Single-Family Seller/Servicer Guide Glossary</p>
WEB PAGES
<p>Freddie Mac Mortgage Securities. This web page provides information on mortgage securities.</p> <p>Sell for Securities. This web pages provide the latest information to assist you in selling mortgages to Freddie Mac in exchange for securities.</p> <p>Fixed-Rate Guarantor Execution. This web page provides information on product features and key benefits of the Fixed-Rate Guarantor execution. This execution allows you to maximize your origination fee income and increase your servicing portfolio. Through this execution in Loan Selling Advisor, you can swap your fixed-rate mortgage for a Freddie Mac Uniform Mortgage-backed Security™ (UMBS™) which is eligible for TBA trade or a Freddie Mac MBS which is not eligible for TBA trade.</p> <p>WAC ARM Guarantor Execution. This web page provides information on product features and key benefits of the WAC ARM Guarantor execution. This execution offers a competitive securities execution for your ARMs that adjust based on the Secured Overnight Financing Rate (SOFR)-index. Under this execution, you receive Freddie Mac WAC ARM Participation Certificates (PCs) in exchange for a variety of nonconvertible SOFR- indexed ARMs.</p> <p>MultiLender Swap Execution. This web page provides information on product features and key benefits of the MultiLender Swap execution. This execution allows you to sell your mortgages for a pro-rata share of Freddie Mac securities.</p> <p>Guarantor Pricing and Contracting in Loan Selling Advisor®. Your one-stop shop to access information to assist you with using Loan Selling Advisor to manage all aspects of pricing your Guarantor and MultiLender Swap contracts.</p>
FORMS
<p>Form 905 - Guide Access Manager Authorization Form. Form 905 is used by Sellers delivering mortgages under Guide Plus Additional Provisions to authorize or remove designated representative(s) (Guide Access Manager(s)) responsible for authorizing and managing employee access to Guide Plus through AllRegs®.</p> <p>Freddie Mac Access Manager Administrator Registration Form. Freddie Mac Access Manager offers authorized Seller/Servicers and certain Related Third Parties (each, an "Authorizing Entity"), the ability to self-manage access for their respective Authorized Users. In order to do so, each Authorizing Entity must identify Administrators by completing this Form. The Administrator(s) will be responsible for adding, removing and modifying Authorized User access to Freddie Mac's Single-Family Tools specified in the Form. Go to the Access Manager web page for training and other information.</p>



OTHER RESOURCES

[Exhibit 17S](#). Available Mortgage Products

[Exhibit 19 Credit Fees in Price](#). A matrix that sets forth the Credit Fee in Price amounts and/or Credit Fee in Price rates and credits applicable to certain Mortgages that, because of the type of mortgage product, loan purpose, Mortgaged Premises or other attributes (the “special attributes”), are subject to a Credit Fee in Price or receive a credit for a Credit Fee in Price pursuant to the provisions of the Guide. Visit our web page [Exhibit 19 Calculator](#) to download and learn how to use the [Credit Fee Calculator](#) to help you calculate your credit fees in price for the loans you deliver to Freddie Mac.

The Exhibit 19 Calculator was designed to provide you with an indication of Credit Fees in Price or credits for Credit Fees in Price that Freddie Mac would assess on loans if they were delivered and sold to us. It is to be used as a guideline tool and is not intended nor designed to replace the actual Credit Fees in Price due on a loan determined by the contract terms between Freddie Mac and the Seller of the loan at the time of delivery. This calculator is available to approved Freddie Mac Seller/Serviceers. It is password protected; contact 800-FREDDIE to obtain the password.

[Settlement Dates for Securities Calendar](#). Also known as the settlement date calendar, it is based on Settlement Date Information released by the Securities Industry and Financial Markets Association (SIFMA) (www.sifma.org) and may be subject to change. The settlement date calendar is issued on a rolling-9 to 12-month period.

TRAINING AND EDUCATION

HELP PAGE (Topic-oriented online reference for step-by-step instructions on how to use Loan Selling Advisor):

[Loan Selling Advisor Help](#). A robust menu of topics to help you navigate and use Loan Selling Advisor functions and tools. Our step-by-instructions will assist you with creating and pricing contracts under the Cash, Guarantor and MultiLender executions, create and price loans, the delivery process, settlement and/or funding, exporting data and more. See below for Help topics:

- [Loan Selling Advisor Getting Started](#). This Help topic contains information on how to get started using Loan Selling Advisor, including information on user roles.
- [Guarantor/MultiLender Pricing and Contracts](#). This Help topic contains information on the Guarantor and MultiLender Swap program, classes of Securities, Master Agreements, Pricing Identifiers and contracts.
- [Settlement for Guarantor/MultiLender](#). This Help topic contains guidance on finalizing a contract and meeting Freddie Mac’s delivery requirements.

TUTORIALS (Self-paced, interactive learning modules):

[Single Family’s Sell for Securities Roadmap](#). Interactive roadmap to guide you through the process of doing guarantor business with us. From pricing and pooling to contracts, loan delivery and fulfillment. You’ll understand the steps required for issuance of the security.

[Guarantor Pricing and Contract Process](#). An overview of the Guarantor and MultiLender pricing and contract process that contains simulations of the functions you’ll use, including importing a contract, using a rate sheet, manually creating a contract, and exporting data.

[Guarantor Security Wire Instructions](#). This 7-minute tutorial will show you how to create and manage security wire instructions for Guarantor Contracts. You’ll also learn about the required user roles for these tasks.

[Guarantor Rate Sheet](#). This 5-minute tutorial will help you understand Guarantor Rate Sheets, rate sheet components and how to generate and export them.

[Buyups and Buydowns for Fixed-Rate Guarantor and MultiLender Contracts](#). This tutorial will help you understand buyups and buydowns for fixed-rate mortgages and how to utilize them to pool a wider range of note rates under one coupon.

[Buyup and Buydown Calculator for Fixed-Rate Guarantor and MultiLender Swap](#). This calculator is designed to help you calculate buyup, buydown and ANY amounts for Guarantor Contracts sold through Loan Selling Advisor.



REFERENCE TOOLS (Documents/PDFs providing information on how to work with Loan Selling Advisor and/or Freddie Mac):

[Loan Selling Advisor Guarantor Selling and Delivery Process Flow](#). Interactive process flow to understand the steps for successful Guarantor Contract Delivery and Fulfillment through Loan Selling Advisor.

[Tasks for Guarantor Contract Fulfillment](#). Provides standards for delivering guarantor contracts.

[Understand the Daily ACH Process](#). Daily ACH (Automated Clearing House) process for mortgages sold under the Guarantor and MultiLender Swap Programs, which can assist Sellers in tailoring their settlement and reconciliation processes.

[Daily ACH Schedule for Securities](#). This information, issued on a rolling 9- to 12-month period, can assist you in tailoring your settlement and reconciliation activities for the Freddie Mac Daily ACH Process, which applies to mortgages sold under the Guarantor and MultiLender Swap Programs.

[Sell for Securities: FAQ](#). These frequently asked questions will assist you when selling mortgages through our Guarantor and MultiLender Swap executions and will help you better understand some of the delivery requirements.

[Loan Selling Advisor Training Resources](#). This document list various resources available on Freddie Mac Learning that show how to work with Loan Selling Advisor and/or Freddie Mac.

WEB PAGES

[Freddie Mac Learning](#). Hub for all training and education resources. A range of learning resources to help support you in your loan selling and delivery functions with Freddie Mac

[Freddie Mac Learning: Selling and Delivery Training](#). A range of learning resources to help support you in your loan selling and delivery functions with Freddie Mac.

[Loan Selling Advisory Settlement/Funding Online Tool](#). Information about Settlement/Funding documents and their availability as well as how the Total Disbursement is calculated.

[Post-Fund Data Correction Tool](#). This web page provides information on how to obtain access and how to use the Post-Fund Data Correction tool to submit Origination data corrections.

VIDEO (short learning clips on how to work with Loan Selling Advisor):

[Getting Started with Loan Selling Advisor Online Help Video](#)

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

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