

Servicing Portfolio Transfer Checklist

Subsequent Transfers of Servicing

Please refer to the *Freddie Mac Single-Family Seller/Servicer Guide* (Guide) [Section 7101.2\(b\)](#) for details regarding the requirements for Subsequent Transfers of Servicing.

When a transfer of servicing is contemplated by way of purchase of Servicing Contract Rights or as a result of a merger, certain steps must be taken by the Transferor Servicer and the Transferee Servicer. Note that if the Transferee Servicer (including the resulting legal entity after a merger or after an asset purchase) is not an approved Freddie Mac Seller/Servicer to service Freddie Mac mortgages, please obtain approval as a Seller/Servicer as required by [Guide Section 2101.1](#).

What is Needed for Approval of the Transfer of Mortgage Loans

At least 45 days but not more than 60 days before the requested Effective Date of Transfer for a Subsequent Transfer of Servicing, the Transferor Servicer must submit a request and the Transferee Servicer must agree to accept such transfer as set forth in the below chart:

	Transferor Servicer	Transferee Servicer
STOS Request with Loan List	<p>Transferor Servicer must access the Servicing Transfer Manager tool available via the Servicing Gateway to create a new subsequent transfer of servicing (or “STOS”) request. The Transferor Servicer must complete all fields and respond to all questions designated to be completed by the Transferor Servicer, including selecting the Transferee Servicer.</p> <p>Transferor Servicer must submit the list of the Mortgages that are related to the Transfer of Servicing (the “Proposed Mortgage List”) through Servicing Transfer Manager.</p>	<p>Freddie Mac will notify Transferee Servicer of the requested Transfer of Servicing by e-mail using the e-mail address supplied by the Transferor Servicer in Servicing Transfer Manager. Transferee Servicer must log into Servicing Transfer Manager, go to the “Manage Portfolio” tab and select the Transfer of Servicing transaction that was proposed by the Transferor Servicer. Transferee Servicer must complete all fields designated to be completed by the Transferee Servicer for the proposed Transfer of Servicing.</p>
Acceptance of Data and Final Proposed Mortgage List	<p>Freddie Mac will provide the Transferor Servicer and Transferee Servicer with additional data related to the Proposed Mortgage List and populate the responses to certain questions based on data in Freddie Mac systems that was previously supplied to Freddie Mac (e.g., by the Seller, prior Servicer, or the Transferor Servicer). The Transferor Servicer must validate the accuracy and completeness of all data, the responses to all the questions, and the content of the Proposed Mortgage List</p>	<p>The Transferee Servicer must complete any required data fields and agree on the final list of Mortgages related to the Transfer of Servicing prior to the Effective Date of Transfer (“Final Mortgage List”).</p> <p>Prior to electronically executing the STOS Agreement, the Transferee Servicer must conduct due diligence on each Mortgage related to the Transfer of Servicing to ensure that it has received all relevant data pertaining to each Mortgage and,</p>



		based on that information, determine that it has the operational capacity and capability to service each such Mortgage.
STOS Agreement	Once all required fields are completed by both the Transferor Servicer and the Transferee Servicer and the Proposed Mortgage List is submitted, Servicing Transfer Manager will provide the Transferor Servicer the opportunity to review an Electronic Agreement for Subsequent Transfer of Servicing of Single-Family Mortgages ("STOS Agreement"), which must be electronically signed by both Servicers, at least 45 days but not more than 60 days before the requested Effective Date of Transfer.	Once all required fields are completed by both the Transferor Servicer and the Transferee Servicer and the Proposed Mortgage List is submitted, Servicing Transfer Manager will provide the Transferee Servicer the opportunity to review an Electronic Agreement for Subsequent Transfer of Servicing of Single-Family Mortgages ("STOS Agreement"), which must be electronically signed by both Servicers, at least 45 days but not more than 60 days before the requested Effective Date of Transfer.
Freddie Mac Approval	Freddie Mac will notify the Transferor Servicer of Freddie Mac's approval in writing and the Servicing Transfer Manager status for the proposed Transfer of Servicing will change to an "approved" status. Provided Freddie Mac does not withdraw its approval, on or before the Effective Date of Transfer, Freddie Mac will electronically sign the STOS Agreement acknowledging its earlier approval for the Servicers to proceed with the Transfer of Servicing on the Effective Date of Transfer.	Freddie Mac will notify the Transferee Servicer of Freddie Mac's approval in writing and the Servicing Transfer Manager status for the proposed Transfer of Servicing will change to an "approved" status. Provided Freddie Mac does not withdraw its approval, on or before the Effective Date of Transfer, Freddie Mac will electronically sign the STOS Agreement acknowledging its earlier approval for the Servicers to proceed with the Transfer of Servicing on the Effective Date of Transfer.

What is Needed for Certification of the Transfer of Mortgage Loans for the Document Custodian

In order to accept the change in the Servicer and, if applicable, certify receipt of the Collateral Files by the Document Custodian, the following must be completed.

Certification of the Transfer of Servicing for Document Custody		
What You Need to Do	Where to Locate Form(s)	How to Submit the Form(s)



<input type="checkbox"/> Complete Form 1034T , <i>Document Custodial Certification Schedule for Transfer of Custody and Subsequent Transfer of Servicing</i> .	<i>Single-Family Seller/Servicer Guide</i> , Forms section https://guide.freddiemac.com/app/guide/content/a_id/1001279	Email: Loan_Delivery_Funding_Ops@Freddiemac.com or Regular or Overnight Mail: Freddie Mac Mortgage Purchase Operations Department 1551 Park Run Drive, MS D5D, McLean, VA 22102
<input type="checkbox"/> Deliver Form 1034E , <i>Custodial Certification Schedule</i> (by product) to the Document Custodian.	<i>Single-Family Seller/Servicer Guide</i> , Forms section https://guide.freddiemac.com/app/guide/content/a_id/1001252 Note: Form 1034E is available in Loan Selling Advisor®.	Email the form to loan_delivery_funding_ops@freddiemac.com .

The Transferor and Transferee Servicer should review the Mortgage Industry Standards Maintenance Organization (MISMO) [Servicing Transfer Catalog \(MSTC\)](#), and adopt its industry-standard templates and best practices for servicing transfer instructions, portfolio characteristics, image transfer schedules, required reporting and reconciliation, which are designed to improve speed and accuracy and create a more seamless process for the borrower and the Transferee Servicer.

Special Situations for Transfers

In addition to the above, if the Transferee Servicer (i) is setting up a new Seller/Servicer number for the transfer of a portfolio or (ii) needs a new user to have access to Servicing Transfer Manager or other applications in our suite of mortgage servicing technology tools, checklists for such scenarios are provided below to ensure a successful transfer of servicing and have access to the applications required to service the loans, including performance of the following servicing-related activities:

- Investor reporting and Automated Clearing House (ACH) drafting.
- Custodial account setup and reconciliation.
- Loss mitigation and delinquency management.

If you have any questions after reviewing these checklists, contact your Freddie Mac Servicing Account Manager or the Customer Support Contact Center (800-FREDDIE) for assistance.

When Transferee Servicer Needs to Set-up a New User and Access to Servicer Transfer Manager and/or to Additional Applications

Refer to the following checklist if the acquired servicing portfolio will be added into an existing portfolio under one of your existing Seller/Servicer numbers or you are utilizing a newly established Seller/Servicer number and you need:

- new user setup and access to Servicing Transfer Manager, and/or
- access to additional required servicing tools.

Get Access to Servicing Transfer Manager and Servicing Gateway Tools		
What You Need to Do	How to Submit Transfer Request	Who to Contact for Questions



<input type="checkbox"/> Contact your Access Manager administrator and request them to grant you access to Servicing Transfer Manager.	Once you've received access to Servicing Transfer Manager, access it via Servicing Gateway .	Email: CSA_Operations@freddiemac.com
<input type="checkbox"/> Complete the Freddie Mac Access Request Form to obtain access to Freddie Mac's suite of mortgage servicing technology products. Request access to Servicing Gateway tools.	Freddie Mac Access Request Form https://sf.freddiemac.com/general/loan-advisor-registration	Submit the form online.

When Transferee Servicer is Utilizing a Newly Established Seller/Servicer Number

In addition to the above checklist to set up new user access to Servicing Transfer Manager and the Servicing Gateway tools, refer to the following checklists if you are utilizing a newly established Seller/Servicer number to service the acquired servicing portfolio and need to:

- engage a Document Custodian, and
- obtain access to Attorney Data Reporting, and
- set up custodial accounts and establish ACH

Complete Required System Access Request(s)		
What You Need to Do	Where to Locate Form(s)	How to Submit the Form(s)
<input type="checkbox"/> Engage a Document Custodian: Complete Single-Family Mortgages Form 1035: Document Custodial Agreement: Single-Family Mortgages or Form 1035DC: Designated Custodial Agreement: Single-Family Mortgages . Complete and sign the Custodial Agreement and deliver it to the Document Custodian along with any additional documentation they may require. The Document Custodian must also sign the agreement and deliver it to Freddie Mac at the address provided here.	<i>Single-Family Seller/Servicer Guide</i> , Forms section https://guide.freddiemac.com/app/guide/content/a_id/1001280	Email: InstitutionalEligibility@FreddieMac.com or Regular or Overnight Mail: Attn: SF Counterparty Compliance & Eligibility Freddie Mac 1551 Park Run Drive McLean, VA 22102-3110



Establish Custodial Accounts and ACH Drafting

What You Need to Do	Where to Locate Form(s)	How to Submit the Form(s)
<p><input type="checkbox"/> Complete the following Letter Agreements if you maintain your custodial accounts with Servicer's own financial institution Eligible Depository:</p> <ul style="list-style-type: none"> • Form 1059SF, <i>Letter Agreement for Servicer's Single-Family Principal and Interest, or P&I Disbursement Clearing Custodial Account</i> • Form 1060SF, <i>Letter Agreement for Servicer's Single-Family Buydown or Escrow Custodial Account</i> <p>NOTE: You must also send Freddie Mac a copy of the bank statement or signature card for each account, designated as required in Guide section 8302.6.</p>	<p><i>Single-Family Seller/Servicer Guide</i>, Forms section</p> <p>https://guide.freddiemac.com/app/guide/forms</p>	<p>Email: mailto:letter_agreements@freddiemac.com</p>
<p><input type="checkbox"/> Complete the following Letter Agreements if you maintain your custodial accounts with an unaffiliated Eligible Depository:</p> <ul style="list-style-type: none"> • Form 1057SF, <i>Letter Agreement for Servicer's Single-Family Principal and Interest, or P & I Disbursement Clearing Custodial Account</i> • Form 1058SF, <i>Letter Agreement for Servicer's Single-Family Buydown or Escrow Custodial Account</i> <p>NOTE: You must also send Freddie Mac a copy of the bank statement or signature card for each account, designated as required in Guide Section 8302.7.</p>	<p><i>Single-Family Seller/Servicer Guide</i>, Forms section</p> <p>https://guide.freddiemac.com/app/guide/content/a_id/1001286</p>	<p>Email: letter_agreements@freddie.mac.com</p>
<p><input type="checkbox"/> Complete Form 1132, <i>Authorization for Automatic Transfer of Funds Through the Automated Clearing House ACH for Sellers/Servicers</i>.</p>	<p><i>Single-Family Seller/Servicer Guide</i>, Forms section</p> <p>https://guide.freddiemac.com/app/guide/content/a_id/1001303</p>	<p>Email: Cashcollections@Freddiemac.com</p> <p>Note: Follow the mailing instructions on Form 1132 and make sure the form is notarized.</p>



Complete **Form 1132A**, *Authorization for Automatic Transfer of Funds from Principal and Interest Custodial Account Through the Automated Clearing House ACH.*

Single-Family Seller/Servicer Guide,
Forms section

https://guide.freddiemac.com/app/guide/content/a_id/1001304

Email:
Cashcollections@Freddiemac.com

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