

# Servicing Portfolio Transfer Checklist:

## Subsequent Transfer of a Mortgage Servicing Portfolio

When your organization acquires servicing portfolio by way of purchase or by merger, you must complete the appropriate transfer requests to ensure a successful transfer of servicing and have access to the applications required to perform the following servicing-related activities:

- Investor reporting and ACH Drafting.
- Custodial account setup and reconciliation.
- Loss mitigation and delinquency management.

Use the following checklists to ensure that you complete the required transfer of servicing request and receive access to our suite of mortgage servicing technology tools.

The checklist you will use depends on the following:

- Whether new user setup or access to additional applications is needed
- Whether you will be obtaining a new Seller/Servicer number under which you will be servicing the mortgages you acquired

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 New User Setup and Access to Additional Applications is Not Needed

Refer to the following checklist if you are merging the acquired servicing portfolio into your existing portfolio of Seller/Servicer numbers and new user setup and access to additional applications are not needed.

Get Access to Servicing Transfer Manager		
What You Need to Do	How to Submit Transfer Request	How to Contact STM Team
<input type="checkbox"/> Contact your Access Manager administrator and request them to grant you access to Servicing Transfer Manager. <b>NOTE:</b> If your company does not use <a href="#">Access Manager</a> , please continue with the steps below.	Once you've received access to <a href="#">Servicing Transfer Manager</a> , access it via <a href="#">Servicing Gateway</a> .	Email: <a href="mailto:Group_STM@Freddiemac.com">Group_STM@Freddiemac.com</a> <b>Regular or Overnight Mail:</b> Freddie Mac Attn: Loan Servicing STM 8250 Jones Branch Drive McLean, VA 22102-3110
<input type="checkbox"/> Complete and submit Agreement for <i>Subsequent Transfer of Servicing of Single-Family Mortgages</i> and include loans. Transfer request must be submitted no less than 45 days, but not more than 60 days prior to the transfer effective date.	Access Servicing Transfer Manager via <a href="#">Servicing Gateway</a> .	Email: <a href="mailto:Group_STM@Freddiemac.com">Group_STM@Freddiemac.com</a> <b>Regular or Overnight Mail:</b> Freddie Mac Attn: Loan Servicing STM 8250 Jones Branch Drive McLean, VA 22102-3110

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### When New User Set Up and Access to Additional Applications Are Needed

Refer to the following checklist if you are merging the acquired servicing portfolio into your existing portfolio of Seller/ Servicer numbers and new user setup and access to additional applications are needed.

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"/> Complete the <i>Servicing Technology Tools Sign Up Form</i> to obtain access to Freddie Mac's suite of mortgage servicing technology products. Request access to Servicing Transfer Manager.	Servicing Technology Tools <a href="http://www.freddiemac.com/help/servicing_tool_request/servicing_tool_request_form.html">http://www.freddiemac.com/help/servicing_tool_request/servicing_tool_request_form.html</a>	Submit the form online.
<input type="checkbox"/> Complete the Workout Prospector® Order Form to obtain access to Workout Prospector.	Servicing Technology Tools <a href="https://sf.freddiemac.com/tools-learning/servicing-gateway/our-solutions/workout-prospector">https://sf.freddiemac.com/tools-learning/servicing-gateway/our-solutions/workout-prospector</a>	Submit the form online.

### When You Obtain a New Servicer Number

Refer to the following checklists if you are obtaining a new Servicer number for the acquired servicing portfolio.

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"/> Complete the <i>Form 906, Freddie Mac Loan Coverage Advisor® Authorized User Role Form</i> to obtain access to Loan Coverage Advisor.	Single-Family Seller/Servicer Guide, Forms section <a href="https://guide.freddiemac.com/app/guide/content/a_id/1001349">https://guide.freddiemac.com/app/guide/content/a_id/1001349</a>	Submit online. Email: <a href="mailto:Enterprise_Cash_Customer_Setup@freddiemac.com">Enterprise_Cash_Customer_Setup@freddiemac.com</a>
<input type="checkbox"/> Complete the Servicing Technology Tools Request for to request access to Attorney Data Reporting (ADR) via Servicing Gateway.	<a href="http://www.freddiemac.com/help/servicing_tool_request/servicing_tool_request_form.html">http://www.freddiemac.com/help/servicing_tool_request/servicing_tool_request_form.html</a>	Submit online.
<input type="checkbox"/> If applicable, obtain access to the Document Management System (Blitzdocs).	Contact your Servicing Account Manager to obtain access to the Document Management System (Blitzdocs).	
<input type="checkbox"/> If applicable, obtain access to the Bypass Solution for Workout Prospector.	Contact your Servicing Account Manager to obtain access to the Bypass Solution for Workout Prospector.	



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Refer to the following checklist if you are merging the acquired servicing portfolio into your existing portfolio of Seller/ Servicer numbers and new user setup and access to additional applications are needed.

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"> <li>Form 1059SF, <i>Letter Agreement for Servicer's Single-Family Principal and Interest, or P&amp;I Disbursement Clearing Custodial Account</i></li> <li>Form 1060SF, <i>Letter Agreement for Servicer's Single-Family Buydown or Escrow Custodial Account</i></li> </ul> <p><b>NOTE:</b> 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, Forms section</i></p> <p><a href="https://guide.freddiemac.com/app/guide/forms">https://guide.freddiemac.com/app/guide/forms</a></p>	<p>Email: <a href="mailto:Custodial_Account_Review@Freddiemac.com">Custodial_Account_Review@Freddiemac.com</a></p> <p>or</p> <p><b>Regular or Overnight Mail:</b> Freddie Mac Attn: Loan Servicing STM 8250 Jones Branch Drive McLean, VA 22102-3110</p>
<p><input type="checkbox"/> Complete the following Letter Agreements if you maintain your custodial accounts with another Eligible Depository other than Servicer's own institution:</p> <ul style="list-style-type: none"> <li>Form 1059SF, <i>Letter Agreement for Servicer's Single-Family Principal and Interest, or P&amp;I Disbursement Clearing Custodial Account</i></li> <li>Form 1060SF, <i>Letter Agreement for Servicer's Single-Family Buydown or Escrow Custodial Account</i></li> </ul> <p><b>NOTE:</b> 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, Forms section</i></p> <p><a href="https://guide.freddiemac.com/app/guide/forms">https://guide.freddiemac.com/app/guide/forms</a></p>	<p>Email: <a href="mailto:Custodial_Account_Review@Freddiemac.com">Custodial_Account_Review@Freddiemac.com</a></p> <p>or</p> <p><b>Regular or Overnight Mail:</b> Freddie Mac Attn: Loan Servicing STM 8250 Jones Branch Drive McLean, VA 22102-3110</p>
<p><input type="checkbox"/> Complete Form 1132A, <i>Authorization for Automatic Transfer of Funds from Principal and Interest Custodial Account Through the Automated Clearing House ACH.</i></p>	<p><i>Single-Family Seller/Servicer Guide, Forms section</i></p> <p><a href="https://guide.freddiemac.com/app/guide/content/a_id/1001304">https://guide.freddiemac.com/app/guide/content/a_id/1001304</a></p>	<p>Email: <a href="mailto:Cashcollections@Freddiemac.com">Cashcollections@Freddiemac.com</a></p>
<p><input type="checkbox"/> Complete Form 1132, <i>Authorization for Automatic Transfer of Funds Through the Automated Clearing House ACH.</i></p>	<p><i>Single-Family Seller/Servicer Guide, Forms section</i></p> <p><a href="https://guide.freddiemac.com/app/guide/content/a_id/1001303">https://guide.freddiemac.com/app/guide/content/a_id/1001303</a></p>	<p>Email: <a href="mailto:Cashcollections@Freddiemac.com">Cashcollections@Freddiemac.com</a></p> <p>Follow the mailing instructions on Form 1132. (You must send notarized original.)</p>



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Establish Custodial Agreement and Recertification		
What You Need to Do	Where to Locate Form(s)	How to Submit the Form(s)
<input type="checkbox"/> Complete Form 1034T, <i>Subsequent Transfer Custodial Certification Schedule</i>	<i>Single-Family Seller/Servicer Guide, Forms section</i> <a href="https://guide.freddie.mac.com/app/guide/content/a_id/1001279">https://guide.freddie.mac.com/app/guide/content/a_id/1001279</a>	Email: <a href="mailto:Loan_Delivery_Funding_Ops@FreddieMac.com">Loan_Delivery_Funding_Ops@FreddieMac.com</a> or <b>Regular or Overnight Mail:</b> Freddie Mac Mortgage Purchase Operations Department 1551 Park Run Drive, MS D5D, McLean, VA 22102
<input type="checkbox"/> Build Form 1034E, <i>Custodial Certification Schedule (by product) in Loan Selling Advisor®</i>	<a href="https://guide.freddie.mac.com/app/guide/content/a_id/1001252">https://guide.freddie.mac.com/app/guide/content/a_id/1001252</a>	Submit online.
<input type="checkbox"/> <b>Complete Single-Family Mortgages Form 1035: Document Custodial Agreement or Form 1035DC: Designated Custodial Agreement.</b>  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, Forms section</i> <a href="https://guide.freddie.mac.com/app/guide/content/a_id/1001280">https://guide.freddie.mac.com/app/guide/content/a_id/1001280</a>	Email: <a href="mailto:InstitutionEligibility@FreddieMac.com">InstitutionEligibility@FreddieMac.com</a> or <b>Regular or Overnight Mail:</b> Attn: SF Counterparty Compliance & Eligibility Freddie Mac 1551 Park Run Drive McLean, VA 22102-3110

This document is not a replacement or substitute for the requirements of the Single-Family Seller/Servicer Guide (the "Guide"), and / or terms of your Purchase Documents as defined in the Guide. This material summarizes detailed information that is provided in the Guide and is for quick reference only. You may not rely solely upon this material to access Freddie Mac systems. See the Guide and other Purchase Documents and contact your Freddie Mac representative for complete details. If Servicer has access to specific technology through contracted terms of business with Freddie Mac, Servicer must contact their assigned Servicing Account Manager to determine if updated contract terms are necessary.

